

**KANSAS EAST CONFERENCE  
UNITED METHODIST WOMEN  
CONFERENCE STANDING RULES  
2012**

- I. Standing Rules for Kansas East Conference United Methodist Women.**
- II. Standing Rules revised Sept. 10, 2011.**
- III. The United Methodist Women of Kansas East Conference shall function in accordance with the Constitution and Bylaws for Kansas East Conference Organization of United Methodist Women adapted from Recommendations of the Women's Division of the General Board of Global Ministries. These Standing Rules are supplementary thereto.**
- IV. Categories**
  - A. Nominations, Elections, and Appointive Procedures**
    1. Elections shall take place yearly or quadrennially at the Annual Celebration. A printed ballot shall be provided by the Committee on Nominations. Election may be by acclamation or by ballot. A majority vote is sufficient for election. In case of more than one name being presented for an office, election shall be by ballot.
    2. The voting body of the Annual Celebration of the Conference shall be composed of all United Methodist Women in attendance who reside within Kansas East Conference.
    3. The nominating ballot must reflect inclusive representation (age, race, marital status, employment, geographical, etc.).
    4. The Committee on Nominations shall publish in *A Bridge* newsletter prior to the Annual Celebration the slate of nominated leaders.
      - a. Names of persons to be considered may be sent to the Chairperson or any member of the Committee on Nominations.
      - b. The Committee on Nominations shall supply to each nominee for an elected position a list of connectional boards and agencies related to that position.
    5. Leaders shall be elected at the Annual Celebration of the Conference for a term of one year. They shall assume the duties of their office January first of the following year.
    6. A procedural file including a profile in the form of a working calendar shall be kept by each Elected Leader and Committee Chairperson. These shall be given to her successor no later than December first. A copy of the working calendar shall be given to the Conference President and Chairperson of the Committee on Nominations.
    7. The Chairperson of the Committee on Nominations shall request from each elected leader a statement of her other Church related responsibilities by virtue of her Conference office. This list is to be made available to the President and Chairperson of the Committee on Nominations.
    8. The Conference Committee on Nominations shall be composed of five (5) persons, and the membership shall be selected according to the Constitution and Bylaws of the United Methodist Women. Each member shall be elected for a four (4) year term on a rotating basis.

9. In the event of filling an unexpired term, six months or more of service counts as an entire year.

10. Appointive Offices

a. When the Kansas Area Bishop is a man, the title of Honorary President shall be conferred upon the wife of the Bishop. When the Kansas Area Bishop is a woman, the title of Honorary President shall be conferred upon the Bishop.

b. The Conference Historian shall be appointed yearly by the President with approval of the Executive Committee. No one may serve more than one four-year term. She shall become a member of the Executive Committee without voting privileges. (Refer to E. 10.)

c. When *The Discipline* specifies appointments to be made by the Conference United Methodist Women, the President shall appoint such persons annually with the approval of the Executive Committee.

d. Language Coordinators, appointed with voice and vote, shall be named by the President, in consultation with persons of the particular language groups and the Committee on Nominations, which maintains a pool of potential leaders. The Coordinator shall serve as a member of the Executive Committee and Membership Committee.

e. A Directory Coordinator appointed (not an elected officer) with voice and NO vote, shall be named by the President to compile a directory composed of local presidents, district and conference officers and appointed officers, names current addresses, zip codes, phone numbers, e-mail addresses and Standing Rules. This information will be provided by the District Communication Coordinators and Conference Standing Rules Chair. This directory will be completed by the first meeting in January.

11. Appointive Committees

a. A Standing Rules Committee of at least three (3) persons shall be appointed yearly by the President with approval of the Executive Committee. No one may serve more than one four-year term. A Chairperson shall be designated at the time of appointment and shall become a member of the Executive Committee with voting privileges.

b. Kansas East Conference United Methodist Women shall offer, annually, an opportunity for youth of the Conference to gain knowledge and/or experience of mission. This shall be accomplished by programs developed by Kansas East Conference United Methodist Women and/or in cooperation with the Conference Council on Youth Ministries.

**B. Committees**

1. Executive Committee

Voting members of the Executive Committee shall be those named in the Constitution and in addition the Language Coordinators, the Chairperson of the Standing Rules Committee, either the Dean or the Associate Dean of the Conference Cooperative School of Christian Mission. There shall be ethnic representation to be advocates for ethnic persons who live within the boundaries of the Kansas East Conference. They shall be appointed by the Conference President and shall have voice and vote. Non-voting members of the Executive Committee shall be Treasurers of the Districts, members of the Conference Committee on Nominations (other than the chairperson), the Historian, our

representative to the West Gulf Regional School of Christian Mission and those residing within our conference who serve on Jurisdiction Committee on Nominations. It is expected that voting and non-voting members are to attend all Executive Committee meetings. The president or secretary should be notified of unavoidable absences.

## 2. Administrative Committee

The Administrative Committee shall consist of the President, Vice-President, Secretary, Treasurer and Chairperson of the Committee on Nominations.

## 3. Committee on Finance

a. The Committee on Finance shall prepare a preliminary draft of the yearly budget in time for approval by the Executive Committee, prior to submitting it for acceptance by vote of the Annual Celebration.

b. A yearly audit of the Treasurer's books must be made by a person with a four (4) year accounting degree.

## 4. Committee on Program

a. Any woman elected to Core Planning Group, Jurisdiction Committee on Nominations or Women's Division who resides in Kansas East Conference shall serve as additional members of the Committee on Program.

b. Plans for the Annual Celebration program shall begin by January. The District President and the Local Unit President from the District where the Annual Celebration will be held should be invited to participate.

c. The purpose of the United Methodist Women shall be the basis for all planning.

## 5. Committee on Membership

The Committee on Membership shall consist of the following Conference Elected Leaders: Mission Coordinator of Membership Nurture and Outreach, Mission Coordinator of Education and Interpretation, President, Vice-President, Secretary, Secretary of Program Resources, Communications Coordinators, Chairperson of the Committee on Nominations and Appointed Language Coordinators. There shall be persons appointed who represent all age groups and ethnic persons living within the boundaries of Kansas East Conference. These persons shall be appointed by the Conference President and shall have voice and vote. This committee is to meet semi-annually.

## 6. Committee on Nominations

a. An on-going Talent Bank shall be maintained.

b. Make a personal contact (face-to-face or by phone) followed by a personal letter with a self-addressed envelope enclosed. A suggested date for persons to answer should be included. When asking a new person to fill a position, a letter should be sent prior to the personal contact, explaining the responsibilities of the position. Upon acceptance, a thank you letter should be sent.

c. When selecting scholarship recipients for events such as the Conference Cooperative School of Christian Mission, Assembly, or other events, the Committee on Nominations shall designate one or more alternates, as appropriate.

d. Two (2) years prior to a Jurisdiction Quadrennial United Methodist Women meeting, an announcement will be made at the Annual Celebration that the Conference Committee on Nominations will be considering nominees to Women's Division of the General Board of Global Ministries. In the year prior to a Jurisdiction Quadrennial United Methodist Women meeting, nominees for Women's Division shall be elected at the Annual Celebration of each conference organization prior to the Quadrennial Meeting of the jurisdiction. Each conference shall elect three nominees from a slate named by the Conference Committee on Nominations. One additional woman needs to be elected as an alternate. Additional names may be nominated from the floor of the Annual Celebration with consent of the nominee. The three (3) nominees and alternate shall be approved by vote at Annual Celebration.

e. The year prior to the South Central Jurisdiction Quadrennial United Methodist Women Meeting, the Committee on Nominations will propose a slate of six (6) voting delegates and one (1) alternate. At the Executive Meeting prior to the Annual Celebration this slate will be submitted to the Conference Executive Committee for their approval. These delegates shall then be approved by vote at the Annual Celebration.

#### 7. Committee on Conference Cooperative School of Christian Mission

The Conference United Methodist Women shall promote a Conference Cooperative School of Christian Mission which functions under a Board of Managers with its own By-laws. The Conference President, Vice-President, Secretary, Treasurer, the four (4) Coordinators, Secretary of Program Resources, Communications Coordinator, Nominations Chair, youth coordinator, youth representative(s), Spanish and Korean Language Coordinators serve on this board.

#### 8. Committee for Legislative Event for Advocacy in Faith

A yearly Legislative Event for Advocacy in Faith shall be planned by a committee with members from Kansas East Conference and Kansas West Conference United Methodist Women, Kansas Ecumenical Ministries/Kansas Interfaith Impact, Church Women United in Kansas, and additional organizations which might choose to join in sponsoring the event. Chairperson and treasurer of this committee shall be appointed by the president of KEC UMW. Any or all of the following Kansas East Elected Leaders may serve on this committee: President, Mission Coordinator for Spiritual Growth, Communications Coordinator and Mission Coordinator for Social Action.

### **C. Meetings**

1. The Annual Celebration of the Conference United Methodist Women shall be held in each of the five (5) Districts to be rotated in an alphabetical order. Celebrations are held in the Fall of the year.

2. The Conference President or Vice-President is a member of the State Church Women United Board. We pledge an appropriate amount annually to Kansas Church Women United.

3. All United Methodist Women are members of the World Federation of Methodist and Uniting Church Women. The Vice-President shall promote regular presentations of The World Federation of Methodist Women and Uniting Church Women.

### **D. Funds**

1. The Conference United Methodist Women shall make an Annual Pledge to Mission to the Women's Division.
2. The percentage of Local Unit Pledge to Mission money to be retained for District, Conference and Jurisdiction Administration and Membership Development shall be recommended annually by the Conference Committee on Finance for vote by the Conference Executive Committee.
3. The Conference President has the authority to sign checks of the Kansas East Conference of United Methodist Women in the absence and/or incapacity of the Conference Treasurer.
4. Twenty-eight (28) cents per mile, in addition to turnpike and toll fee, shall be paid the driver of a car used in official Conference work. Conference Executive members shall combine rides whenever possible.
5. The Conference Treasurer shall send the proper fee to Mission Resource Center for placing the names of the Conference President, Vice-President and Secretary of Program Resources on the mailing list for receiving new materials.
6. Yearly, the Conference Secretary of Program Resources shall order copies of the Program Book to be sent to the Vice-President of each Local Unit.
7. Dependent care expenses up to fifty (50) dollars a day may be paid to a Conference Executive Member while she is attending meetings where she is asked to represent the Conference.
8. When the Conference President or her representative is sent as a delegate or attends a meeting to which her office obligates, her expenses shall be paid by the Conference unless otherwise provided.
9. The Conference President shall be allowed an amount not to exceed \$300.00 per year for secretarial help. This money may be used for secretarial services by other Conference leaders at the discretion of the President.
10. The expenses of Conference Executive members and anyone officially invited to attend any Conference Committee shall be paid by the Conference.
11. The Conference shall pay, during the first quarter, the appropriate amount annually to Church Women United.
12. Missionaries, Deaconesses and short term Missionaries serving the United Methodist Church from the Kansas East Conference shall receive 100 dollars (\$100) when first entering service. The Coordinator of Education & Interpretation shall keep the Treasurer informed of these persons. A Gift in Memory shall be given at missionary's death.
13. Conference Elected Leaders who attend the Regional School of Christian Mission shall be reimbursed for two study books from Conference A. & M. D.
14. Expenses of all Conference persons in the pattern of attendance for the Regional School of Christian Mission shall be paid by the Conference. The Conference shall request reimbursement from the Board of Managers for expenses of Conference Cooperative School of Christian Mission Dean, Associate Dean and Study Leaders attending a Regional School of Christian Mission.

15. The Conference shall pay registration, board and room for conference elected leaders (15) language coordinators (2), and teen representatives (3) attending the Conference Cooperative School of Christian Mission. The Conference shall pay registration for district elected leaders (75) attending.

16. The Conference will provide full scholarship for Cooperative School of Christian Mission for the active missionaries, deaconess, church and community workers residing in Kansas East Conference.

17. The Conference shall pay an appropriate amount annually to the Conference Cooperative School of Christian Mission and shall pay one-half of the shipping cost for returned program resource materials.

18. Those active and retired career and furloughed Missionaries and Deaconesses who reside within the Conference shall have lodging, meals and mileage paid to attend Annual Celebration. Short term Missionaries from the Conference shall have the same privilege only the first year after their return.

19. The Conference shall pay all expenses of members of Conference Executive committee, and for newly elected or nominated District Presidents and Treasurers, to attend the Annual Celebration. The Conference shall pay all expenses (except lodging and travel) for invited guests to attend Annual Celebration. (Bishop, District Superintendents and spouse, past Conference presidents). Expenses and/or honorarium as determined by the Executive Committee shall be paid by the conference to program personnel from outside the Conference.

20. The Conference shall pay all the expenses to attend the Assembly of United Methodist Women for the Conference President, Vice-President, Secretary, Treasurer, Mission Coordinators, Secretary of Program Resources, Chairperson of Committee on Nominations, Communications Coordinator and District Presidents. There will be no alternates. To cover these expenses, the Conference shall place in a savings account the appropriate amount annually. Any balance in the conference Assembly Fund may be put in an account for next Assembly expenses.

21. A. The Conference shall place in a savings account the appropriate amount annually to be used to pay expenses of six (6) delegates, one (1) alternate and three (3) nominees for Women's Division and one (1) alternate nominee to attend the South Central Jurisdiction Quadrennial United Methodist Women Meeting.

B. The Conference shall place in a savings account the appropriate amount annually to be used to pay expenses of two (2) or requested number of persons) delegates attending National Seminar.

22. A Conference President, when retiring from that office shall be presented one of the following recognitions depending on her years of service as President:

One year, Special Mission Recognition of \$100.00.

Two years, Special Mission Recognition of \$300.00.

Three years, Special Mission Recognition of \$500.00.

Four years, Special Mission Recognition of \$1,000.00.

Monies will be set aside in a savings account by the Conference, as follows:

First year of Conference President's tenure - \$100.00 placed in account.

Second year Conference President's tenure - \$300.00 added to account.

Third year of Conference President's tenure - \$300.00 added to account.

Fourth year of Conference President's tenure - \$300.00 added to account.  
Interest on savings, maintaining a minimum balance, shall be directed to budget for Special Mission Recognitions and Gifts to Mission for other retiring Conference leaders.

23. A Conference Elected Leader (other than President) when retiring from a particular office, shall be presented one of the following, dependent on years of service in that office:

One year, Gift of Mission of \$10.00.

Two years, Special Mission Recognition of \$40.00.

Three years, Special Mission Recognition of \$60.00.

Four years, Special Mission Recognition of \$100.00.

24. When the Honorary President moves, the Conference shall present her with a Special Mission Recognition in the amount of \$40.00.

25. A Gift in Memory of \$10.00 shall be given in case of death of a member of the Executive committee.

26. District Treasurers may request from the Conference additional Administration and Membership Development Funds if the need should occur.

27. Assembly scholarships will be offered in the following suggested categories: a newly retired member (retired from employment since the previous assembly), a new member to UMW (since the previous assembly), and/or an active longtime member. An alternate will be chosen using the applications received if a recipient cannot attend Assembly. Scholarship funds will applied to the recipient's registration fee.

28. Any person for whom the Conference makes a reservation for meals and/or room who finds herself unable to attend is responsible for notifying the person who made the reservation as far in advance as possible so the reservation may be cancelled. If there is no notification and the Conference is required to pay for the unused reservations, the person for whom the reservations were made shall reimburse the Conference.

29. All fund raising techniques at Conference Events will focus on Mission Giving, because of our relationship to General Board of Global Ministries and our fulfillment of the Purpose.

30. When a Local Unit or District extends an invitation to Jurisdiction or Conference Officer, it is the responsibility of the Local Unit or District to assume the expense of conference rate per mile each way for travel, plus toll. In addition to travel and hospitality expenses, a Missionary or Deaconess should also be given a love gift.

31. A Conference Officer who chooses to attend a district meeting other than her own shall have her expenses reimbursed by the Conference.

## **E. Minutes, Directory, Designated Mailings, Publicity, Records, Files**

1. All District Communication Coordinators send:

a. A list of Local Elected Leaders to the Conference Communications Coordinator so she can compile the mailing lists for Conference and District newsletters.

b. A List of Local Unit Presidents and a calendar of events shall be sent to

Conference Secretary for the preparation of the Annual Directory to come out in January. These lists shall be sent immediately after elections and shall have correct spelling of names, current addresses, zip codes, phone numbers and email addresses.

2. The minutes of each Executive committee meeting shall be audited by the Conference President before distribution.
3. The Secretary shall send copies of the minutes to all members of the Executive Committee within four weeks after the close of the meeting of committee.
4. A complete file of Directories, Journals, and Conference Elected Leaders reports shall be kept by the President and the Secretary to be given later to their successors.
5. The Conference President is to receive mailings as follows:
  - a. All mailings of the Conference elected leaders and the District Presidents.
  - b. All Conference Executive Committee minutes and the Journal of Annual Celebration from Conference Secretary.
  - c. All District Executive Committee minutes and the District Meeting minutes from District Secretary.
6. The District Presidents receive mailings as follows:
  - a. All mailings of Conference Elected Leaders.
  - b. All mailings of other District Presidents
7. Conference Elected Leaders send mailings as follows:
  - a. At least three mailings a year to District Counterparts
  - b. Copies of all mailings to Conference President, District Presidents, and Chairperson of the Committee on Nominations.
8. There shall be a publication for distribution of news concerning United Methodist Women. The Communications Coordinator shall be the Editor. This publication shall be sent three times a year (as designated by the Conference Executive Committee) to every elected leader of a local unit of United Methodist Women, including sub-group leaders, to members of District and Conference Executive Committee, to the news media for Kansas area, to former Presidents of Kansas East Conference United Methodist Women, to District Superintendents and to the Bishop. A copy shall be sent to a pastor in each charge in the Kansas East Annual Conference and to each pastor and UMW president of a Native American Church which is a member of the Oklahoma Indian Missionary Conference located within the Kansas East Conference boundaries.
9. At no level of United Methodist Women shall a list of elected leaders be given to other organizations.
10. The vault at Baker University, Baldwin City, Kansas, shall be the depository for official records of Kansas East Conference United Methodist Women. The Historian is responsible for maintaining the records. These are the items the Historian would like: All Conference minutes (Executive and Annual Celebration); Cooperative School of Christian Mission programs, Kansas Ecumenical Legislative Event program, Directory, A Bridge, Assembly program, District newsletters and program books.
11. The Conference Standing Rules Chairperson will maintain a file of all Conference Directories.

**F. Child Care**

Child care providers at Conference United Methodist Women's events must include two (2) Kansas East Conference Certified Safe and Sacred Space Workers and follow guidelines provided by Kansas East Annual Conference.

**G. Miscellaneous**

Upon recommendation of the Conference Executive Committee, Standing Rules may be added or amended by a majority vote of the Annual Celebration, when a thirty (30) day previous notice has been given, or when no previous notice has been given by a 2/3 vote.