

**KANSAS EAST CONFERENCE
UNITED METHODIST WOMEN
DISTRICT STANDING RULES
2011**

- I. Standing Rules for Districts, Kansas East Conference United Methodist Women.**
- II. Standing Rules are to be submitted at the Fall District Meeting.**
- III. The United Methodist Women of the Districts 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. Names of persons to be considered for offices may be sent to the Chairperson or any member of the Committee on Nominations.
 - 2. The Committee on Nominations shall publish in the district newsletter prior to the Fall Meeting the slate of nominated leaders.
 - 3. At the Fall District Meeting, the nominated District Leaders shall be elected and installed. They shall assume office January 1 of the following year.
 - 4. All members of the District United Methodist Women shall have the privilege of voting at District Meetings.
 - 5. The District President shall be the representative to the Assembly. There will be no alternates.
 - 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 District President and Chairperson of the Committee on Nominations.
 - B. Committees**
 - 1. The District Committee on Nominations shall be composed of five (5) members, one of whom shall be Chairperson. Each member shall be elected for a four (4) year term on a rotation basis. All members of the Committee on Nominations are to attend District Executive Committee Meetings at District expense.
 - C. Meetings**
 - 1. The District shall hold at least two Executive Committee Meetings a year. One meeting shall include both newly elected and retiring Leaders.
 - D. Funds**
 - 1. Each District shall submit the District Budget to the Conference designating the needs of the District for Administration and Membership Development. Districts may request from the Conference additional Administration and Membership Development Funds if the need should occur.
 - 2. The District President has the authority to sign checks of the District United Methodist Women in the absence of /or incapacity of the District Treasurer.

3. The District shall pay mileage, in addition to turnpike toll fees, as established by Conference United Methodist Women to the driver of a car used for official district work, such as: Executive Meetings; Committee Meetings; Meetings where an officer is asked to represent the District and/or District President; workshops, seminars, & retreats where an officer is required to be in attendance; Task Force meetings as appointed by the District President; visit local units as District assignment if the local unit does not pay.
4. When meals are served at District events the cost will not exceed a reasonable amount.
5. The District shall pay mileage and dependent care for District Elected Leaders attending the Conference Cooperative School of Christian Mission. The Conference shall pay registration.
6. The District Treasurer shall send the proper fee to the Mission Resource Center for Placing the names of the District President, Vice President, and the Secretary of Program Resources on the mailing list for receiving new materials.
7. Dependent care expenses as established by Conference United Methodist Women may be paid to enable a District Executive Member to attend a District Meeting or other meeting where she is asked to represent the District.
8. The District shall honor a newly commissioned missionary or deaconess with a Special Mission Recognition of \$40.00
9. The District shall pay all expenses, except registration, of District Elected Leaders and members of the Committee on Nominations to attend Conference Annual Celebration, with the exception of District Elected Leaders on the Conference Executive Committee whose expenses shall be paid by the conference.
10. A District President, when retiring from the office, shall be presented one of the following, dependent on her years of service as President:
 - One year, Gift to Mission of \$15.00
 - Two years, Special Mission Recognition of \$40.00
 - Three years, Special Mission Recognition of \$60.00
 - Four years, Special Mission Recognition of \$100.00.
11. District Elected Leaders (other than President) when retiring from a particular office shall be presented one of the following dependent on her years of service in that office:
 - One year, Gift to Mission of \$10.00
 - Two years, Gift to Mission of \$15.00
 - Three years, Special Mission Recognition of \$40.00
 - Four years, Special Mission Recognition of \$40.00.
12. Gift in Memory of \$10.00 shall be given in case of death of a member of the District Executive Committee.
13. Any offerings taken at District meetings must first have the approval of the District Executive Committee. (See Finance Section, IV. The District and Its Finances, Page 58, Appropriate Use of Offerings, in the Women's Division Handbook 2009-2012.)
14. All fund raising techniques at District events will focus on Mission Giving, because of our relationship to the General Board of Global Ministries and our fulfillment of the purpose.

15. Luncheon and travel expenses, lodgings and other meals, if needed, shall be furnished speakers at District Meetings.

16. Any person for whom the District 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 not notification and the District is required to pay for the unused reservations, the person for whom they were made shall reimburse the District.

17. When the Local Unit extends invitations to Jurisdiction, Conference or District Officers, it is the responsibility of the Local Unit to assume the expense of conference rate per mile each way for travel, plus tolls, in addition to travel and hospitality expenses. A missionary or deaconess should be given a love gift.

E. Minutes, Designated Mailings, Publicity, Records, Files

1. All District Communications 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 elected leaders to each member of the District Executive Committee.

c. A list of Local Unit Presidents and calendar of events to the 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 Secretary shall send minutes to the President within two (2) weeks of the meeting to be audited before distribution.

3. The Secretary shall send copies of the audited minutes to all members of the Executive Committee within four weeks after the close of the meeting of the committee.

4. The District President is to receive mailing as follows:

a. All mailings of Conference Elected Leaders.

b. All mailings of other District Presidents.

c. All mailings of District Elected Leaders.

5. District Elected Leaders communicate as follows:

a. Send at least two letters and/or e-mails a year to local Counterparts. In the absence of a local counterpart, send your mailing to the Local President.

b. Send copies of all mailing/e-mails to the District Team and to District and Conference Counterparts.

6. There will be a publication for distribution of news concerning the United Methodist Women. The Communications Coordinator shall be the Editor. This publication shall be sent twice a year to every elected leader of a local unit of United Methodist Women in the District, including sub-group leaders, to members of District and Conference Executive Committees, to the respective District Superintendent and local pastors, and to the UMWs and pastors of Native American Churches which are members of the Oklahoma Missionary Conference located within the geographic boundaries of the respective district.

7. At no level of United Methodist Women shall a list of elected leaders be given to other organizations.

8. The District Vice President is to provide to the Conference Historian a copy of all District Programs

9. The District Communication Coordinator is to provide to the Conference Historian a copy of all District Newsletters.

F. Child Care

1. Child care providers at District 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

1. Upon recommendation of the Conference Executive Committee and the District Executive Committee, Standing Rules may be added or amended at a District Meeting by

- a. a majority vote when thirty (30) days previous notice has been given or
- b. by a 2/3 vote when no previous notice has been given.