

STANDING RULES

OKLAHOMA CONFERENCE UNITED METHODIST WOMEN

REVISION OCTOBER 2019

The United Methodist Women of Oklahoma Conference shall function in accordance with the current Constitution and Bylaws for the Conference Organization of United Methodist Women adopted from recommendations of the United Methodist Women's National Office. These Standing Rules are supplementary thereto. Page numbers refer to the Constitution and Bylaws handbook unless otherwise noted. All Conference, district and local officers should have a copy.

1) **NOMINATIONS, ELECTIONS, AND APPOINTIVE PROCEDURES**

- a) The nominative slate shall include one name for each office.
- b) The nominative slate shall provide for inclusive representation (age, race, culture, handicap conditions, economic status, marital status, employment and geographic areas), if possible.
- c) The nominative slate shall be published in the Annual Meeting issue of the conference newspaper at least thirty days prior to the Annual Meeting and presented to the Leadership Team.
- d) If nominations are made from the floor at the Annual Meeting, or if a person volunteers for a position, the Committee on Nominations must determine the eligibility of the nominee or volunteer regarding tenure and then contact the individual to determine if they are willing to serve in that office before the vote may be taken. Persons nominating from floor must have prior permission of that nominee.
- e) The voting body of the annual meeting of the conference organization shall be composed of all members of the United Methodist Women organizations existing within the conference and district leadership teams; and members of the board of directors of United Methodist Women and the United Methodist Program Advisor Group and the jurisdictional leadership team residing within the bounds of the conference. (2012 BOD paragraph 647)
- f) Elections for all officers shall be held annually.
- g) Term of office is one year.
- h) Elected officers shall take office effective January 1 of the next calendar year after election.
- i) Outgoing offices shall be responsible for transferring all files, relating to their office, to the newly elected officers no later than December 31 of the transition year, if possible.
- j) Appointed members of the Leadership Team shall include the Chairperson of the Committee on Standing Rules, Communications Coordinator, Reading Program Coordinator, Musician, and the Historian.
- k) The President, in consultation with persons of a particular Language Group and the Committee on Nominations shall name a language coordinator or liaison that is appointed to the Leadership Team with voice and vote.

- i) The Language Coordinator shall meet with the Leadership Team to help plan events that will strengthen cultural understanding.
 - ii) The Language Coordinator shall interpret the purpose of United Methodist Women to the language group and encourage participation in conference events.
- l) Two (2) nominees and one (1) alternate for membership on the United Methodist Women's National Office Board of Directors shall be presented by the Committee on Nominations to the Leadership Team for approval at the August Budget/Planning meeting preceding the quadrennial meeting of the jurisdiction organization. These nominees, after approval, shall be included on the slate of officers presented at the Annual Meeting for election.
 - i) Three (3) nominees for membership on the United Methodist Women's Program Advisory Group shall be presented by the Committee on Nominations to the Leadership Team for approval at the August Budget/Planning meeting preceding the quadrennial meeting of the jurisdiction organization. These nominees, after approval, shall be included on the slate of officers presented at the Annual Meeting for election. Additional names may be nominated from the floor of the annual meeting with the consent of the nominee.
- m) Three (3) members of our conference (all of whom are conference elected leaders), shall be elected at the Annual Meeting preceding the quadrennial meeting to be part of the voting membership of the jurisdiction organization.
- n) General information for all members of the Leadership Team
 - i) All elected officers are expected to attend Leadership Team meetings, Annual Meeting, Officer Training, planned events, retreats, and are responsible for replying to call letters for those meeting.
 - ii) Officers should send mailings to their district counterparts at least twice a year to support and encourage them.
 - iii) The current conference officer shall conduct the district officer training with the help of the newly elected conference officer if there is one.
 - iv) All conference officers, elected or appointed, shall have a current, valid conference approved background check.

2) **COMMITTEES**

a) **LEADERSHIP TEAM**

- i) Members of the Leadership Team shall include the seven (7) elected officers plus the Committee on Nominations, the president and treasurer of each district, the Chairperson of Standing Rules Committee, the Historian, Newsletter Editor, Conference Musician, Program Resource chair and all other appointed officers as deemed necessary. All members shall have voice and vote.
- ii) In absence of the president and chair of programming, the treasurer shall preside.

- iii) The spouse of the Bishop of the area shall be an honorary member of the Leadership Team with voice and vote and the title of Honorary Vice President.
- iv) Leadership Team shall meet at least twice a year, once preceding the Annual Meeting and the other called by the President. Other meetings as needed may be called by the President. The expenses of all members of the committee to these meetings shall be paid by the conference organization.
- v) Leadership Team Members shall be expected to remain for the entire time of the meeting to which they have been called if their expenses are paid by the conference. Unusual circumstances (death or serious illness) will be taken into account. In the event an officer whose expenses have been pre-paid fails to attend or leaves an event early, and the conference cannot obtain a refund, the individual shall be expected to reimburse the conference.
- vi) The local unit president of the church and the district president where the Annual Meeting will be held shall be invited to attend the Program Planning Meeting and the Leadership Team Meeting immediately before the Annual Meeting.
- vii) The treasurer shall be responsible for the funds of the conference organization. She shall establish the president's name as the alternate name on the checking account of the conference.
- viii) When a member of the Leadership Team cannot attend a Leadership Team Meeting, she shall notify the president and send copies of her report to the president and secretary prior to the meeting.
- ix) An officer, who does not comply with assigned responsibilities by not attending meetings, failing to be in contact with counterparts, not being financially responsible, etc., may be relieved of her office by a two-thirds vote of the Leadership Team.
- x) District officers without vote may be invited to Conference Leadership Team meetings when deemed necessary.
- xi) These are traditions that do not occur often, but that need to be passed on to Policy statement changes shall be presented to the conference Leadership Team and adopted by a majority vote.

b) **ADMINISTRATIVE COMMITTEE**

- i) The Leadership Team shall constitute from its membership an ADMINISTRATIVE COMMITTEE composed of the president, chair of programming, secretary, treasurer, chairperson of the committee on nominations, and one district president named by the president to transact any emergency business in the interim between meetings of the

Leadership Team. It shall not change declared polity, modify the budget or incur indebtedness. A majority of those present shall constitute a quorum.

- ii) The president may organize a conference telephone call in order to conduct emergency business.
- iii) The Leadership Team shall be advised immediately of all business transacted by the Administrative Committee.

c) **COMMITTEE ON PROGRAMMING**

- i) The chair of the COMMITTEE ON PROGRAMMING shall be an elected office nominated by the Conference Committee on Nominations. The committee will consist of five (5) members, including the chair, and four (4) others determined by the chair.
- ii) The committee will plan and implement the Annual Meeting, Spiritual Growth Retreat, and any special Conference, Jurisdictional, and National events involving conference participation.
- iii) The committee will meet at least semiannually and on the call of the chairperson.

d) **COMMITTEE ON FINANCE**

- i) United Methodist Women shall give priority to the projects of the organization. All funds, except those designated for local purposes, shall be forwarded through channels of giving of the organization to the treasurer of the United Methodist Women's National organization (2012 BOD 1326). Oklahoma Conference United Methodist Women considers Cookson Mission a local purpose.
- ii) The Committee of Finance shall be composed of the treasurer as chairperson, the president, chair of programming, secretary, chairperson of the committee on nominations, chair of membership, chair of mission, newsletter editor, presidents and treasurers of the district organization, and Dean of Mission u.
- iii) The Committee on Finance shall met at least thirty (30) days prior to the pre-annual meeting of the Leadership Team to prepare the conference budget, develop the conference pledge, and approve district budgets.
- iv) The conference treasurer shall be audited annually by a certified public accountant or someone equally qualified, and the auditor's report shall be presented to the conference organization and a copy shall be sent to the treasurer of the United Methodist Women's National office.
- v) The outgoing treasurer shall complete the fiscal quarter in which elections are held. The books will then be closed and audited. The newly elected treasurer shall be given a check sufficient to open a bank account and conduct the business of her office.
- vi) The committee (finance) shall meet at least two (2) times a year and on call of the chairperson- Once for budget preparation and once (after the

yearly audit) before the midyear meeting for financial analysis and goal setting. (Constitution Article 4, Section 2c)

- vii) Additional details are provided under “Funds, Section 5”.
- viii) Any line item may be over spent not to exceed total budget approved.

e) **COMMITTEE ON MEMBERSHIP**

- i) The Chair of Membership will be an elected office nominated by the Committee on Nominations. The committee will include four (4) others appointed by chair of membership.
- ii) The committee will analyze membership needs, set goals and plan campaigns to assist membership growth in cooperation with the leadership team. They will recommend plans to the leadership team. They will recommend plans to the leadership team to nature inclusive membership growth.
- iii) Committee functions include:
 - (a) membership recruiting, follow-up, and reporting.
 - (b) prepare a list of for a memorial service at the Annual Meeting.
 - (c) plan and facilitate a UMW social event at the Oklahoma Annual Conference.

f) **COMMITTEE ON MISSION**

- i) The chair of the Committee on Mission is an elected office nominated by the Committee on Nominations. Four (4) additional committee members will be appointed by the chair. The committee shall meet as needed to carry out the duties.
- ii) Functions of the committee include:
 - (a) Pledge service for the Annual Meeting
 - (b) Mission Study reports
 - (c) Mission cards and ribbons
 - (d) Toole Tyme Site coordinator and registrar
 - (e) NSO contact (one member of the committee)

g) **COMMITTEE ON NOMINATIONS**

- i) The committee shall maintain a current talent bank.
- ii) Contact with potential nominees shall be in writing by the chairperson or other member of the committee as delegated.
- iii) The committee shall follow established nomination procedure as outlined in Article V of the Constitution and Bylaws.
- iv) The committee shall maintain adequate and accurate records of terms and tenure of elected leadership and report annually to the Leadership Team.
- v) The committee shall meet as often as necessary to do its work.
- vi) The committee shall consist of eight (8) including the chairperson.

- vii) Each member of the committee on nominations shall be assigned to attend at least one district annual meeting, other than her own, at conference expense.

h) **COMMITTEE ON MISSION u: LEARNING TOGETHER FOR THE TRANSFORMATION OF THE WORLD**

- i) The Committee on Mission u: Learning Together for the Transformation of the World shall consist of seven (7) elected members from the UMW Leadership Team plus the Conference UMW Program Resource chair, The conference musician, and 1 district president (on rotating basis appointed by the Conference UMW president) and ten (10) members of the Mission u: Learning Together for the Transformation of the World Task Force of the Mission and Service Ministry Team. The Mission u committee on Nominations shall select the Task Force members.
- ii) The Dean and Associate Dean shall represent the two sponsoring agencies alternately. The term of office is one year, with provision for re-election for another one-year term. A treasurer and a secretary shall also be elected from the committee and shall represent the two sponsoring agencies alternately. Treasurer can serve up to four (4) years, while all others shall serve no more than two consecutive years. The dean shall serve as chairperson for the committee. While serving, the dean shall be a member of the Leadership Team of the United Methodist Women of the Oklahoma Conference.
- iii) Both sponsoring agencies shall contribute equally to the actual budget.

i) **COMMITTEE ON CHARTER FOR RACIAL JUSTICE POLICIES**

- i) The committee for Charter for Racial Justice will include the President, as chair, Treasurer and Chair of Nominations plus one (1) District President and four (4) at-large members nominated by the Committee on Nominations.
- ii) Functions shall be: plan and facilitate a Social Justice Event, Report on the Charter for Racial Justice Clubs, gather and present Social Action Reports.

j) **STANDING RULES COMMITTEE**

- i) There shall be a Committee on Standing Rules, composed of a chairperson and two (2) members appointed by the president. The members can be appointed from the Leadership Team.
- ii) The function of the committee shall be to study and be familiar with the Constitution and Bylaws and the conference organization Standing Rules and to make recommendations for revision of them when needed. The Standing Rules shall be reviewed annually.

3) **MEETINGS**

- a) Annual Meeting
 - i) The Annual Meeting shall be held in early October.
 - ii) Notification and invitation to the Annual meeting of the conference organization shall be sent to Past Conference Presidents, current and former directors and staff of the United Methodist Women's National Office, current officers of the jurisdiction organization in the conference, active missionaries and deaconesses, the Executive Directors of Neighborhood Services Organization and Cookson Hills Center. Notification and invitation shall be sent to the following and the spouse of each: Bishop and retired bishops (residing in conference), Conference Lay Leader, and hosting District Superintendent. The lunches of these people shall be paid for by the Conference.
 - iii) The first year after a unit is chartered; one person from that new unit shall be invited to be a lunch guest at the next conference Annual Meeting.
- b) Mission u shall be held after the training for Study Leaders and Dean/Assistant Deans.
- c) Retreats, leadership development (training for district officers), workshops, and seminars shall be held as determined by the committee on Program and the Leadership Team, as related to the Purpose of United Methodist Women and as recommended by the United Methodist Women's National Office.
- d) Training for district leadership shall be held annually.
 - i) Designated district officers shall attend at conference expense.

4) **RETREATS**

- a) The Retreat shall be under the direction of the event coordinator responsible for the event.
 - i) Spiritual Growth Retreat-a Programming committee member
 - ii) Fall Retreat-Toole Tyme and NSO a Missions Committee member
- b) Registration and other expenses, which include mileage, for the event coordinator responsible for the event, president, treasurer, registrar and program resources (when resources are required) are paid.
- c) All conference officers (including the Conference musician) who shall staff an event shall have registration paid which may include an extra lodging if approved.
- d) The goal for each event is to be self-supporting.
- e) Budgets for the next year's retreats shall be approved at the annual budget-planning meeting.
- f) An honorarium not to exceed \$300 shall be paid to the event speaker(s).
- g) All leaders at conference or district events involving children and/or youth shall have a current, valid Safe Sanctuaries Background Check.
- h) Financial and Registration records shall be maintained by the committee member or conference officer responsible for a retreat and shall be passed on to the next coordinator.

5) **FUNDS**

- a) Administrative and Membership Development funds shall be determined annually by the treasurer, based upon the proposed conference budget.
 - i) No less than 18% nor more than 25% of the funds received as pledged shall be retained within the conference for district and conference administration and membership development expenses.
 - ii) Funds shall be provided in the budget for all conference activities.
- b) Funds shall be provided in the budget for all conference activities.
- c) All requests for funds shall be cleared through the conference Committee on Finance. The Administrative Committee may approve requests for emergency funds.
- d) The treasurer or the president shall sign all checks. Only one signature is required.
- e) The expenses of the conference Leadership Team shall include: postage, copies, transportation, lodging (based on shared room of one per bed, or two in king-size bed), meals, and telephones calls.
 - i) Conference officers and chairpersons may be allowed travel expenses when the car is used for conference work. Travel shall include mileage allowance, as determined by the Leadership Team, plus tolls. Payment for one round-trip to any conference meeting or shared event shall be allowed if the person attends to entire event; otherwise only one way shall be paid.
 - ii) Members of conference committees shall be paid any time the committees or the Leadership Team who attend any meetings at conference expense shall be expected to attend all sessions. Acceptance of opportunities for training and enrichment experiences shall be determined by the Leadership Team.
 - iii) Expenses of members of conference committees shall be paid any time the committee is called into session.
- f) Vouchers shall be presented for payment as soon as possible, or before the close of the quarter in which the expense occurred.
- g) Mission Recognition for outgoing conference officers and committee members shall be: the person's choice of a Sapphire Recognition Pin, UMW 150 necklace and pendant (as available) or a \$60 donation made in their name to the conference Pledge to Mission line. When someone returns to the team after an absence, the service shall be separate.
- h) District treasurers present district budgets to the Committee on Finance for approval and funding.
- i) Accumulative Accounts-Reserve Funds
 - i) Conference shall set aside money annually in a reserve fund to help send representatives to the following United Methodist Women events as each occurs:
 - a) Assembly
 - b) Quadrennial meeting of South Central Jurisdiction
 - c) National Seminar

- d) National Impact Briefing
- e) Board of Church and Society Convocation
- f) World Federation of Methodist and Uniting Church Women-State or Regional Meetings
- ii) The amount to be set aside shall be determined by the Committee on Finance. The treasurer shall compile a list of other special events which have been funded by the budget as possible meetings that may require funding in coming years.
- iii) Accumulated Assembly funds shall be shared equally by the conference officers who are able to attend.
- iv) Accumulated Jurisdiction Quadrennial funds shall be shared by those conference officers who are able to attend.
- v) The person coordinating travel for the above events shall have their way paid.
- j) Funds shall be provided in the budget annually for the Mailing Service and Response Magazine for the president, chair of programming, treasurer and program resources.
- k) It is against the policy of the United Methodist Women's National Office to release lists of officers to any organization or commercial firm for Solicitation of Funds. These lists are published for the use of local, district and conference officers of the Oklahoma Conference organization of United Methodist Women and are to be used for the promotion of the work of the organization and related institutions (see Minutes, Directory, Designated Mailing, Publicity, Records Files, Section 6.c.iv).
- l) The sale of items at the conference annual meeting, other than the materials supplied by Program Resources and Corsages/Ribbons for Mission, shall not be allowed unless pre-approved by the Leadership Team.
- m) A \$25 Gift in Memory, from the conference budget, shall be given in memory of a member of the Leadership Team or members of her immediate family (spouse or children).
- n) The Leadership Team shall give \$25 Gift in Memory of past Oklahoma Conference presidents of United Methodist Women and its predecessor organizations. The gift shall come from the conference budget.
- o) Funds shall be included in the budget for unanticipated conference expense (opportunity and/or emergency funds).
- p) A contribution to the budget of Church Women United shall be included in the budget and paid annually.
- q) One conference officer invited to provide leadership for each district one time during to year at conference expense. Districts shall pay expenses for additional officers invited to provide leadership for a district event. Expense forms are available through the conference treasurer.

- r) A dependent care allowance shall be available to elected and appointed conference and district leaders for events whose leaders are required to attend. The amount shall be voted each year by the Leadership Team.
- s) In an effort to practice good stewardship of United Methodist Women dollars, district officers shall be responsible for payment of room/registration fees if cancellation notice is not received by cut-off date before the specific conference event. The District shall be responsible for payment of those funds.

6) **MINUTES, DIRECTORY, DESIGNATED MAILING, PUBLICITY, RECORDS, FILES**

a) **MINUTES**

- i) The secretary shall maintain the current official file of minutes.
- ii) Minutes shall be distributed by mail or electronically as soon as possible after meeting upon direction of the conference president.
- iii) Minutes of the Annual Meeting shall be sent to all elected and appointed officers, district presidents and treasurers, the bishop, Jurisdiction Leadership Team, and members of the United Methodist Women's National Office residing within the conference boundaries.
- iv) Minutes of other meetings shall be sent to all members of that particular committee.
- v) Minutes of the Annual Meeting shall be placed in the Archives Room at Oklahoma City University.

b) **PERMANENT RECORDS AND FILES**

- i) Permanent records and files shall be placed in the Archives Room at Oklahoma City University. These shall include secretary's minutes, treasurer's journal and ledger, conference directories, Annual Meeting program books, historian's books and other records of historical value. They shall be kept permanently.
- ii) The historian is responsible for seeing that these permanent records are placed in the Archives Room.

c) **DIRECTORY**

- i) The directory shall consist of the names and addresses of officers and leadership of the conference and district organizations of the United Methodist Women, all local unit presidents or local contact persons, officers of the United Methodist Women's National Office members and active and retired missionaries or deaconesses residing within conference boundaries.
- ii) Other material may be included as deemed necessary by the president and secretary, when space allows.
- iii) The secretary shall be responsible for compiling, printing and mailing the directory as soon as possible after January 1.
- iv) The directory shall be distributed to all United Methodist Women's National Directors and Jurisdiction Leadership Team members residing in Oklahoma, Oklahoma conference officers including members of the

Committee on Nominations, conference committee chairs, district residents and treasurers, officers of Mission u, Neighborhood Services Organization, Cookson Hills Center, Oklahoma City University (OCU) chapel Office, and United Methodist (UMC) Conference Ministry Center.

d) **NEWSLETTER**

The Communications Coordinator shall be responsible to remind appropriate officers to submit articles for the Oklahoma United Methodist Women. After receiving articles, she shall edit the newsletter and prepare it for printing.

i) One email newsletter to be published at least 30 days in advance of the Oklahoma UMW Annual Meeting. Other events, retreats and special news to be sent out via email as necessary by the Communications Coordinator and President.

ii) All conference, district and local officers of United Methodist Women, other interested women, ministers, officers of the United Methodist Women's National Office and Jurisdiction Leadership Team, members of the United Methodist Women's National Office from Oklahoma, Board of Laity, Bishop's Cabinet, OCU Chapel office, UMC Conference Ministry Center and active and retired missionaries and deaconesses residing within the conference shall receive the newsletter if a valid mailing address is on file with the Communications Coordinator.

???? iii) District secretaries shall provide addresses for their district recipients to the Conference Communications Coordinator.

e) **ELECTRONIC MEDIA**

i) Website: Persons authorized to update or modify information are the elected conference officers and the Communications Coordinator.

ii) Facebook page will be administered by the president.

7) **RESOURCES**

a) No publication except official Mission Resource Center publications and no products such as jewelry or manufactured articles other than those listed in the Mission Resource Center catalog shall be offered for sale, unless given prior approval by the Leadership Team.

i) There shall be no distribution of materials at conference-related events unless approved by the Leadership Team.

b) The emblem for United Methodist Women is for the use by the organization in official business transaction and program.

8) **RELATIONSHIPS TO INSTITUTIONS**

a) Both Neighborhood Services Organization and Cookson Hills Center are funded in part by supplementary giving by United Methodist Women.

- i) Neighborhood Services Organization, Inc., Oklahoma City, Oklahoma, is a former project of the National Division and is now a project of the United Methodist Women's National Office.
- ii) Cookson Hills Center, Cookson, Oklahoma is a Church and Community project of the General Board of Global Ministries.
- iii) The president of the conference is an ex-officio member of the Board of Directors of both organizations.

9) **POLICIES**

- a) No conference officer or chairperson shall hold a district office at the same time.
- b) Conference Leadership Team members are members of the Leadership Team of the district in which they reside. Their expenses to the District Leadership Team meetings shall be paid out of the Administration and Membership Development:
 - i) Twenty (20) cents per mile shall be paid for all travel expense. Car pooling is to be practiced whenever possible. No more than round trip airfare shall be paid for extended trips.
 - ii) Vouchers for up to \$15 per day for three meals shall be reimbursed.
 - iii) A conference officer, attending any function as part of her office responsibilities, shall have a provided meal served at the function paid by the conference organization.
 - iv) Conference shall provide each officer with the latest Handbook. These Handbooks are to be passed to the successor in each office and committee.
 - v) Oklahoma United Methodist Women will comply with the Oklahoma Conference Safe Sanctuaries policies.