

## Proposed Standing Rules of United Women in Faith

### Peaks Pikes Peak District

To Be Voted On: September 24, 2022

**Preface:** United Women in Faith of the Peaks Pikes Peak District, Mountain Sky Conference, shall function in accordance with the Constitution and Bylaws for District Organization of the National Office of United Women in Faith. These Standing Rules are supplementary thereto. "United Women in Faith" refers to United Women in Faith doing business as (dba) United Methodist Women.

### Article A: Nominations, Elections and Appointive Procedures

1. The slate of nominees submitted by the Committee on Nominations shall reflect the diversity of women throughout the church in age, race, marital status, ethnic and cultural backgrounds, physically challenging conditions, and employment and non-employment. Nominees shall affirm their commitment to uphold the program and Purpose of United Women in Faith.
2. The slate of nominees shall be published in the district newsletter and/or other regularly published communique, and be available to the District Leadership Team and local units at least 30 days prior to the District Annual Meeting. The list of nominees shall be available for the Annual Meeting. Other Nominations may be made from the floor at said meeting, provided consent has been obtained from the nominee and the nominee meets required qualifications.
3. Elections shall take place in the Annual Meeting each year, electing leaders for a two year term; in odd years elect President, Secretary, Mission Coordinator for Education and Interpretation, Secretary of Program Resources, and the Co-chairpersons of the Committee on Nominations; and in even years elect Vice President, Treasurer, Mission Coordinator for Spiritual Growth, Mission Coordinator for Membership Nurture and Outreach, Mission Coordinator for Social Action and Communications Coordinator. No elected officer will hold the same office for more than four years, except the treasurer, who can hold the same office for six years. Tenure rules are as stated in the Constitution and Bylaws. Other positions may be added with the approval of the Leadership Team and the voting body of the District Annual Gathering. Such positions may include, but not be limited to Co-chairs of the Nominations Committee.
4. The voting body of the Annual Meeting includes all representatives from the local units; members of the District Leadership Team; Mountain Sky Conference leaders in attendance at the meeting; Program Advisory Group members; United Women in Faith's National Organization Directors; Western Jurisdiction Leadership Planning Team members residing in the district and in attendance; appointed representatives; and all district at-large members.
5. Elections shall be by voice vote unless more than one candidate has been nominated for an office, in which case voting shall be by ballot. Voting shall be in person or electronically if the meeting is held in a virtual or hybrid format.
6. Elected officers shall be installed at the same Annual Meeting as when elected.
7. Incoming officers are expected to attend the leadership training offered by the Mountain Sky Conference of United Women in Faith prior to taking office, with most of their expenses paid by

the Mountain Sky Conference of United Women in Faith. Outgoing officers' expenses will not be paid by the Conference for that position.

8. Newly elected leaders assume office on January first (1<sup>st</sup>) following the Annual Meeting.
9. Outgoing officers shall transfer files to incoming elected officers no later than the joint meeting of outgoing and incoming officers prior to January 1. Files may be transferred electronically. Outgoing officers will maintain their duties through January 1 and mentor incoming officers through the District Leadership Training Event. If requested, outgoing officers will assist incoming officers with officer training at the Leadership Training Event. Since the outgoing Treasurer must do the year-end records and balance the books, she shall transfer all materials as soon thereafter as possible.
10. The District Executive Committee may appoint women to other leadership positions such as parliamentarian, Legacy 150 chairperson, or standing rules chairperson as deemed necessary by the Leadership Team.

## **Article B: Leadership Team**

1. The District Leadership Team shall be composed of the elected officers; president, vice president, secretary, treasurer, secretary of program resources, coordinators for spiritual growth, membership nurture and outreach, education and interpretation, social action, communications coordinator, and all the members of the Committee on Nominations; the District Superintendent; Mountain Sky Conference officers, members of the Western Jurisdiction Leadership Planning Team, Program Advisory Group members and United Women in Faith National Directors residing within the district.
2. When the president is unable to chair a district meeting, the district vice president shall preside.
3. When neither the president nor vice president is able to attend a District or Conference Leadership Team meeting, the District president may appoint another district officer to represent her.
4. In the absence of both the president and vice president at a District meeting, the secretary shall preside.
5. Any elected or appointed leader failing to fulfill her obligations or missing two (2) meetings per calendar year without written communication to the President may be replaced by an affirmative vote of 3/5 of the Executive Committee. At least ten (10) days' notice of the proposed removal shall be given to the involved leader who shall be given an opportunity to be present and be heard in a closed session with the Executive Committee's meeting at which removal is considered. The involved member shall be notified in writing via a certified letter with return receipt from the President that she has failed to meet her responsibilities and that she may therefore be replaced. A certified letter with return receipt will also be sent from the President to the Chair of the Committee on Nominations notifying the committee to seek a replacement. An unexcused absence from two (2) consecutive meetings or events shall be considered as a resignation from one's office.

## **Article C: Committees**

- 1. Executive Committee:** The Executive Committee shall be composed of these elected officers: president, vice president, secretary and treasurer, plus one additional member of the Leadership Team.
- 2. Committee on Standing Rules:** The District President shall appoint a Committee on Standing Rules composed of a chairperson and two or three (2 or 3) other members. The Committee shall meet annually to review the Standing Rules and recommend changes. These recommendations must be presented to the Leadership Team at a mid-year meeting, published thereafter in the District newsletter, and approved by the membership at the Annual Meeting.
- 3. Committee on Nominations:** The Committee on Nominations shall be composed of five (5) members. Members shall serve four (4) years on a rotating basis. Members shall be nominated by the Committee on Nominations for election at the District Annual Meeting. They are members of the Leadership Team and shall attend Leadership Team meetings. The Committee shall keep a talent bank or recommended leaders and accurate and updated records of term and tenure of elected leaders.
- 4. Committee on Program:** The Committee on Program shall be composed of the following: vice president (chairperson), president, treasurer, secretary, the mission coordinators, secretary of program resources, communications coordinator, and others as determined by the Leadership Team.
- 5. Committee on Finance:** The Committee on Finance shall be composed of the following: treasurer (chairperson), president, vice president, secretary, the mission coordinators, secretary of program resources, communications coordinator and others as determined by the Leadership Team. The Committee shall meet prior to the District Annual Meeting to prepare the annual budget, and the treasurer shall present the budget at the District Annual Meeting for approval.
- 6. Committee on Membership Nurture and Outreach:** The Committee on Membership Nurture and Outreach shall be composed of the following: mission coordinator for membership nurture and outreach (chairperson), president, secretary, chairperson of the Committee on Nominations, mission coordinator for education and interpretation, communications coordinator, and others as the Leadership Team may determine. The Committee shall meet at least semi-annually and on call of the chairperson.

## **Article D: Meetings and Events**

- 1. Annual Meeting:** The Annual Meeting shall be held in the fall prior to the Conference Annual Meeting at alternating locations (northerly, central, southerly) in the district at a time and place designated by the Leadership Team. Meetings can be in person, virtual or hybrid as designated by the Leadership Team. The District Superintendent and the Mountain Sky United Women in Faith Team shall be informed of the date, time and location.
- 2. Leadership Development for Local Unit Leadership:** A Leadership Development Day shall be held in January or early February at alternating locations (northerly, central, southerly) in the district at a time and place designated by the Leadership Team, with the location alternating with that of the Annual Meeting. Meetings can be in person, virtual or hybrid as designated

by the Leadership Team. The leadership training shall be provided by the District Leadership Team.

- 3. Spiritual Day Together:** A Spiritual Day Together shall be held in the spring or summer. The meeting can be in person, virtual or hybrid.
- 4. Planning Meetings:** The Leadership Team shall meet three to four times per year to plan for the Annual Meeting, Leadership Development Event, Spiritual Day Together, team building and spiritual growth for leadership. It is suggested that the location of planning meetings be held at varying locations. Meetings may also be held electronically. Holding the planning meeting for the Leadership Development Event in the location where the Event will be held will facilitate having a well-planned event.
- 5. Hosting Meetings:**
  - a. The district vice president shall be program coordinator for the events. She will coordinate with the local hosting unit to arrange for facilities, child care, custodian, musicians, sound and audio-visual equipment and technician, set-up, meals, and space for resources and displays. She will make arrangements for program facilitators/ speakers as determined by the Leadership Team and will develop an appropriate evaluation form.
  - b. The local unit will make arrangements to provide facilities, child care, custodian, musicians, sound and audio-visual equipment and technician, set-up, meals, and spaces for resources and displays. The local unit shall provide coffee and other beverages when the event is held within the Peaks Pikes Peak District. Other local units may be asked to provide morning refreshments.
  - c. The District will pay for the following: Speaker honorarium (up to \$150.00) plus mileage expense; lunch at \$10.00 per registered attendee and guest speakers (paid to hosting unit); hosting church's cost for child care, custodian, sound and AV technician and musicians, if not donated by the church; Gifts to Mission or material gifts given to program facilitators, other than the key facilitator; registration fee for district leadership team members; printing of the program, evaluation and other necessary materials.
  - d. Insurance: The Treasurer shall be responsible for obtaining insurance from one of these sources: The Mountain Sky Conference United Methodist Church Policy or United Women in Faith's National Organization insurance.
- 6. Meetings and Events:** Meetings and events, including voting capabilities, may be conducted electronically if desired or necessary, as determined by the Leadership Team. Even when meetings are held in person, efforts to include members who cannot meet in person should be accommodated to the extent feasible.

## Article E: Finances

- 1.** The District shall pay registration fees and travel expenses of the District Leadership Team for all events where Committee members are expected to attend. Meal allowances and mileage reimbursement shall be paid at the same rate the Conference pays.
- 2.** Mountain Sky Conference United Women of Faith have elected to pay Conference Event expenses for District officers according to the Conference Standing Rules regarding funds, which follows: Expenses (housing, meals, dependent care and travel) shall be paid from Conference funds, for Conference Leadership Team and elected District officers attending the following Conference events, providing that the officer attends all sessions (exception/ excused absences will be considered on a case by case basis and should be arranged in advance with the President) to these events: Conference Annual Meeting/Leadership Training; Spiritual Life Retreat; Mission u or Mission u Event.
  - a. When housing and meals have been arranged for a special rate, only that amount shall be paid. Housing will be reimbursed at 1/3 the arranged rate. Child care is not available at the Spiritual Life Retreat or the Conference Mission u.
  - b. Officer registration fees for each of the above Conference meetings shall be paid by those in the specified attendance pattern. The amount shall be determined annually by the Conference Leadership Team. Officers may be asked to pay a partial registration fee for all Mountain Sky Conference United Women in Faith events.
- 3.** Office expenses of the District Leadership Team members such as postage, telephone calls, copying, **Zoom subscription** and related supplies authorized by the Leadership Team will be paid by the District.
- 4.** Childcare shall be provided by the host unit for District events at District expense if members indicate that need.
- 5.** The District shall pay for home childcare and/or dependent care when it is authorized by the Leadership Team to permit participation by Team members in required activities or special events.
- 6.** Peaks Pikes Peak District Officers ordering response magazine or any supplies for their office should provide an expense voucher for their office to the Peaks Pikes Peak District treasurer.
- 7.** The District treasurer, the District president, and the District secretary shall be bonded through the Conference office and authorized to sign checks. The president shall have access to the accounts in the absence of the treasurer.
- 8.** Every expense shall be presented via a voucher approved by two of the following officers: The District president, the District treasurer or the District secretary. The person submitting the expense may not approve her own expense. An electronic approval is acceptable with a copy of the email attached to the voucher.
- 9.** An annual audit shall be made of District records. A copy of this audit shall be sent to the Conference treasurer, the District president, the District secretary and a copy kept for the treasurer's file. Audit cost shall be determined and approved by the District Leadership Team prior to engaging the auditor. All records shall be turned over to the elected treasurer

as soon as the audit is completed. Operating funds shall be advanced to the new treasurer in the interim.

- 10.**The District shall follow the policy of the local church with regard to payment of musicians, custodians, audio-visual technicians and childcare attendants for District events.
- 11.**A Basic Special Mission Recognition pin will be given to honor each retiring District officer at the District Annual Meeting.
- 12.**A Gift in Memory of \$50.00 shall be made in the event of a death of a current Leadership Team member. Other Gifts in Memory may be made at the discretion of the District Leadership Team.
- 13.**The District shall pay expenses of speakers at District Events and may pay an honorarium, not to exceed \$150.00 and charge the expense to that event. Gifts to Mission, honoraria, material gifts, etc. may be given to program participants in District events and charged to that event. The decision will be at the discretion of the District Leadership Team. When the Conference United Women in Faith sends conference officers to a Peaks Pikes Peak District Event, the Conference shall pay travel expenses for the Conference Officers from outside the District who have been assigned to the meeting. The District shall provide lodging, meal, and meeting expenses.
- 14.**The offering taken at District events shall be either Mission Giving through Pledge to Mission or designated for a program or project supported by the National Office of United Women in Faith.
- 15.**Remittance of funds shall be scheduled as follows: local United Women in Faith treasurer to District treasurer-monthly by the 10<sup>th</sup> or quarterly by March 10, June 10, September 10 and December 10. District treasurer to Conference treasurer-monthly by the 16<sup>th</sup>.
- 16.**Funds shall be dispersed according to the Constitution, Bylaws and Financial Handbook for United Women in Faith.
- 17.**In the event of serious illness or death of the treasurer, all books and property of the office shall be released and given immediately to the District president. The Executive Committee shall appoint a temporary treasurer.

## **Article F: Communications**

- 1. Minutes:** The District secretary shall send a copy of the minutes of the District Annual Meeting to each member of the District Leadership Team following review and approval by a minimum of two (2) members in attendance. These minutes will be placed in the newsletter issue immediately preceding the next Annual Meeting. Minutes of planning meetings shall be sent to District Leadership Team members within two (2) weeks following the meeting.
- 2. Mary Martha Link Newsletter:** The District newsletter will be sent to all Peaks Pikes Peak District officers and the president, vice president, secretary, treasurer and mission coordinators of each local unit to be shared with other members of the unit. It shall also be sent to every church in the Peaks Pikes Peak District even if they do not have an active unit. It shall also be sent to the president and communications coordinator of the other districts

in the Mountain Sky Conference, each member of the Mountain Sky Conference Leadership Team, any staff member of the National Office of United Women in Faith residing in the District, and the District Superintendent. The newsletter will be sent by email whenever possible or by postal mail to those listed members when there is no email option. Any member may subscribe to free email delivery. Any member not specifically listed may subscribe to a hard copy; however, there may be a fee for actual costs of reproduction and postage.

- 3. Archives** Storage practices for secretarial records shall follow guidelines given to the Conference by the National Office of United Women in Faith. Currently, the secretary shall keep and store the minutes of the current and previous quadrennia. Storage of financial records shall follow generally accepted fiscal guidelines. Currently the District treasurer shall keep and store District financial records for seven (7) years. Information should be kept electronically and in hard copy.
- 4. Directory:** The District secretary or designee shall compile and have printed annually a District Directory which shall include a list of the Conference Leadership Team, the District Leadership Team, and the Leadership Team for each local unit in the District. One directory shall be provided for each of the following: Conference Secretary, the Chair of the Conference Committee on Nominations, Conference Communications Coordinator, Conference officers who reside in the District, the District Superintendent, and District Leadership Team members. Two (2) copies of the directory shall be provided for the president of each unit in the Peaks Pikes Peak District. A copy will be sent to each church for use by their pastor or church office. The directory will include the District Standing Rules.

## **Article G: Supportive Relationships**

- 1.** The District Coordinator for Membership Nurture and Outreach shall coordinate a Shepherdess program whereby members of the District Leadership Team maintain frequent communications and support for a specified number of units and/or churches. The purpose of the program is to promote interest in district activities, support efforts to establish new units, grow unit membership, and serve as a personal link between the District Leadership Team and the local units/churches.
- 2.** The units/churches are to be contacted at least 3 times each year by the appointed District officer/Shepherdess.
- 3.** Any budgeted expense incurred in carrying out the program shall be paid by the District.

## **Article H: Resources, Equipment, Property**

- 1.** In accordance with United Women in Faith's policy, only literature and other articles offered or recommended by the United Women in Faith National Organization shall be displayed for sale at official gatherings of the Peaks Pikes Peak District United Women in Faith. Any other mission initiatives may submit a written request for sales space and consideration will be made by the Executive Committee.

2. An updated list of equipment and property (computers, printers, projectors, gavel, communion plate and chalice, file cases, etc.) shall be compiled each year at the January Planning Meeting by the Secretary and shall reside in her records. The location of each item shall be recorded in the Secretary's inventory.

## **Article I: Provisions for Changes in Standing Rules**

The Standing Rules are procedural statements and are supplementary to the current Constitution and Bylaws of the Organization. No Standing Rule is in order that conflicts with those documents. The Standing Rules are designed to ensure continuity of procedures. They may be amended at the District Annual Meeting by a majority vote of the voting members in attendance at the district Annual Meeting when 30 days previous notice has been given, or when no previous notice has been given by 2/3 vote of the voting members at the District Annual Meeting.

The official acronym of the Peak Pikes Peak District shall be PPP.