

**STANDING RULES  
OF THE  
EAST WINDS DISTRICT UNITED WOMEN IN FAITH**

(Revised, June 2018) (Revised, October 2019) (Revised July 25, 2023)

**PREFACE**

The United Women in Faith of the East Winds District shall function in accordance with the current *United Women in Faith Handbook* and also the current Standing Rules of the Michigan Conference United Women in Faith. These Standing Rules are supplementary thereto.

**GLOSSARY**

**Officers** ~ President, Vice President, Secretary, Treasurer, Nominations Chairperson

**Leadership Team** ~ consists of **current** elected officers and mission coordinators who work as a mission team, and is the administrative body of United Women in Faith on the district level. It facilitates program planning, financial functions and membership development.

**Annual Meeting / Celebration** ~ end of year gathering to elect officers, recognize accomplishments, celebrate individuals, train local church officers and participate in worship.

**The Breeze** The District UWF newsletter

**CATEGORIES**

- I. Nominations, Elections, and Appointive Procedures
- II. Committees
- III. Meetings
- IV. Funds
- V. Minutes, Records, Newsletters, Directory
- VI. Visitation and Itineration
- VII. Courtesies
- VIII. Resources
- IX. Provision for Changes in Standing Rules

**I. NOMINATIONS, ELECTIONS AND APPOINTIVE PROCEDURES**

- A. The boundaries of the East Winds District of United Women in Faith shall coincide with the Michigan Annual Conference boundaries for the East Winds District.
- B. The voting body of the East Winds District United Women in Faith shall be composed of all members of United Women in Faith at any organizational level residing within the district and in attendance at the Annual Meeting / Celebration
- C. The Committee on Nominations shall obtain the consent of current officers eligible to continue to serve by personal private contact within 30 days of their first Nominations Committee meeting.
- D. A printed report from the Committee on Nominations listing nominations for the next year shall be presented no later than the June Leadership Team meeting with electronic copies emailed to each member within 5 days after the meeting.
- E. At the business meeting of the District Annual Meeting / Celebration, a ballot shall be presented for election.
  1. There shall be an opportunity for nominations from the floor, after which district officers shall be elected by acclamation if there is only one nominee per office.
  2. If more than one person is nominated for an office, the voting shall be done by ballot. The presiding officer shall appoint tellers.
- F. District officers elected at the Annual Meeting / Celebration shall take office January 1.

- G. Within one week following the Annual Meeting / Celebration, the Secretary shall send a copy of the District elected ballot to the:
  - 1. Conference President, Secretary, Chairperson of Committee on Nominations, Communications Coordinator and Webmaster.
  - 2. Other District Presidents.
  - 3. The East Winds District Office of the United Methodist Church.
- H. By December 15, the District President shall send the names, postal addresses, e-mail addresses, and phone numbers of any appointees to the District Leadership Team to the Conference President, Secretary, Communications Coordinator, other District Presidents, and the East Winds District office.
- I. The regular term of office for all officers shall be one year. Six months or more of a year shall constitute a regular term. Only laywomen within the boundaries of the district may serve as elected leader with the exception of the president who must be a member of the United Methodist Church.
- J. Vacancies occurring in the elected leadership of the District organization in between Annual Meetings / Celebrations shall be filled by a vote of the District Leadership Team upon nomination from the Committee on Nominations.
- K. A limit of four years shall be served in any one office. The office of Treasurer can serve a maximum of 6 consecutive years.
- L. A limit of eight years shall be served on the team as an elected officer, except the President may serve twelve, if she serves as President after her eight years on the team in other elected offices.
- M. The record of years of service in all offices of the Leadership Team shall be maintained by the Committee on Nominations.
- N. All pertinent materials of an outgoing elected officer should be turned over to her successor before January 1 or at the last meeting of the current year, except for those of the Treasurer, who retains the records of the previous year until they have been audited according to the Agreed Upon Procedures provided by the National Office of United Women in Faith.

## II. COMMITTEES

### A. General

- 1. The District organization shall provide such Committees as the needs may require.
- 2. Committees **may** meet at least once annually, and on call of the chairperson, after approval has been given by the President or the Leadership Team.
- 3. Each chairperson shall be responsible for arranging the time and place for her Committee meetings, in consultation with the President and the Program Committee, and for notifying members.
- 4. The rules contained in Robert's Rules of Order, Newly Revised, shall govern all deliberations of the East Winds District United Women in Faith in all cases to which they are applicable, and in which they are consistent with these Standing Rules.

### B. Leadership Team

- 1. In addition to elected leadership, the following individuals shall be members with voice and vote: the immediate Past President, the District Superintendent, the spouse of the District Superintendent as Honorary President, and any members of the Michigan Conference UWF Leadership Team, Jurisdictional Leadership Team, and directors of the United Women in Faith's National Organization residing within the District. The District shall assume their expenses for Leadership Team meetings.
- 2. The members of the Committee on Nominations shall be members with voice but not vote.
- 3. The Leadership Team shall meet in the months of January, June, September and November. Members are expected to keep these dates free from other engagements.
- 4. The September Leadership Team meeting may be held at the same location as the upcoming District Annual Meeting / Celebration.

5. Each member is responsible for notifying the President if she is unable to attend.
6. Any officer having a matter requiring discussion at the meeting shall notify the President in advance, so that it may be placed on the agenda.
7. When other committees meet between meetings of the Leadership Team, they are expected to report at the next Leadership Team meeting.
8. If the Leadership Team determines that an officer's unexcused absences and failure to fulfill responsibilities have jeopardized the effectiveness of the Team, the President may be authorized to counsel with the individual regarding her desire to continue in the position. If the officer subsequently resigns, the position is filled as outlined in Article I, Paragraph I, J above.

#### **C. Program Committee**

1. The Committee shall consist of the Vice President as Chairperson, President, Secretary, Treasurer, the four Mission Coordinators, Secretary of Program Resources, Communications Coordinator, and the Chairperson of the Committee on Nominations, Registrar and others as the Leadership Team may determine.
2. If a special committee has been formed for an event, they can meet at least twice a year, subject to the approval of the District Leadership Team.

#### **D. Committee on Nominations**

1. The Committee shall consist of 4-11 rotating members divided into four classes and elected for four years; they serve as members of the District Leadership Team with voice but not vote.
2. The Committee chairperson is elected for a two-year term, during which she serves as a member of the District Leadership Team with voice and vote.
3. All members of the Committee are expected to attend all district and conference meetings and events with all expenses paid.

#### **E. Newsletter Committee**

1. With the Communications Coordinator as chairperson, the Leadership Team shall function as the Newsletter Committee to prepare and distribute two issues of The Breeze each year, in January and July/August.
2. All Officers and Mission Coordinators shall provide newsletter information as requested. All Leadership Team members shall assist with newsletter assembly and preparation for mailing if necessary.
3. The District President shall edit the newsletter or designate an individual to do so.
4. The Communications Coordinator shall be responsible for the printing and distribution of the newsletter.

### **III. MEETINGS**

#### **A. General Policies for All District Meetings**

1. There shall be no oral announcements of local church and/or unit activities or promotion of local fund-raising at district-wide events and meetings. Written materials for local fund raising must be submitted to the District President for approval by the Leadership Team prior to distribution at any district-wide event or meeting.
2. The members of the Team shall wear nametags at all district events. The chairperson of the Committee on Nominations shall provide and distribute the nametags, after which each officer is responsible for her own.
3. Locations for District events and arrangements for decorations shall be determined by the committee planning the event.

4. If Leadership Team meetings are held at local churches in the East Winds district, the local church will be paid **\$7.00 per person** for a provided lunch and snacks. Churches shall follow the guidelines for hosting a Leadership Team meeting. Please see attached document.

## **B. Annual Meeting**

1. The amounts to be paid for snacks and meals served at the District Annual Meeting shall be determined by the chairperson of the committee planning the event through consultation with the host church UWF or other organization providing the service. Suggested cost - \$12.00 with meals & \$4.00 for meeting only for District Annual Meeting for a total of \$16 per person for the full day.
2. If a charge is to be paid by event attendees, the price shall include the amount to be paid to the host church UWF or other provider and a small amount for the district to aid in covering expenses for the event, usually \$4.00 per person.
  - a. Non workers of the host church shall be charged the entire fee; meals for workers shall be provided by host church.
  - b. Workers of the host church who wish to participate in the meeting will be charged the \$4.00 registration fee.
  - c. For anyone attending a district event for which there is a charge but not sharing the meal, a minimum registration fee of \$4.00 shall be charged.
3. An Honorarium of \$75.00 will be paid to the organist or pianist, and up to \$75.00 to Special Music paid by the District Treasurer.
4. For events held at United Methodist churches, the host church is asked to provide childcare, certified through Safe Gatherings. The district United Women in Faith shall pay at least two attendants certified through Safe Gatherings Protection Policy at the rate of \$10.00 per hour, with a minimum of \$10.00 for one hour if no children come.
5. In addition to travel expenses, Annual Meeting speakers shall receive an honorarium of \$125.00. District or Conference United Women in Faith speakers shall receive a Special Mission Recognition pin (\$40.00).
6. The Treasurer shall prepare a written budget and proposed pledge report for the District Annual Meeting to be included in the packet of materials received. This shall be voted upon by those present at the District Meeting as two separate votes.
7. Complimentary invitations shall be given to the District Superintendent and spouse, host pastor(s) and spouse(s), the Leadership Team, nominees (incoming officers), and performing groups as approved by the Leadership Team.
8. An offering may be taken. The offering project must be named prior to the meeting and listed on the flier for the event.

## **C. Officer Training and Leadership Development**

1. The current district officers shall conduct sessions to acquaint the new local officers with their duties. Time and place are to be set by the District Team.
2. The Leadership Team, with the Vice President as Chairperson, shall plan sessions.
3. Expenses shall be paid to the local UWF as determined through consultation with the unit and approved by the Leadership Team.
4. In addition to travel expenses, outside speakers for Officer Training and Leadership Development shall receive an honorarium, not to exceed \$75.00.

#### **D. Prayer and Spiritual Growth Breakfast**

1. A breakfast shall be held each year.
2. A special program may be planned for the women of the District having an emphasis on prayer and spiritual growth.
2. The Mission Coordinators for Spiritual Growth and Membership shall be chairpersons of the event.
3. The honorarium for the speaker shall be \$75.00 and expenses, or a suitable remembrance for a staff person of the Michigan Conference United Methodist Church. These amounts can be reconsidered by majority vote of the Leadership Team.
4. Honorarium for the pianist shall be \$50.00. Expenses will be included when the musicians are other than district officers or members of United Women in Faith. These amounts can be reconsidered by a majority vote of the Leadership Team.
5. There will be a technical person present from the host church responsible for all its operations during the meeting at a cost of up to \$75.00.
6. A free will offering will be taken in containers provided by the district coordinators to be given to the host church to cover food and expenses. Excess money can be used by the local UWF for mission projects.
7. Invitations shall be given to the District Superintendent and spouse, Conference officers residing in the district, and immediate Past President of the East Winds District UWF.

#### **E. Legislative/Social Issues Day (Advocacy Day)**

1. The Mission Coordinator for Social Action shall advertise Advocacy Day and encourage members to register and attend.

#### **F. Officer Outing**

1. An officer team building event shall be held each year. Participation shall include current and incoming officers. All expenses are the responsibility of those attending.
2. The Mission Coordinator for Education and Interpretation shall plan the event.

#### **H. Officer Orientation**

At the November Leadership team meeting, there will be a time for new officer orientation between the incoming and outgoing officers. If there is someone not available for the meeting, a connection will be made between the outgoing person and the incoming person.

#### **I. Michigan Conference UWF Mission u**

1. The events are selected and planned by the Conference UWF Mission u Committee.
2. All district officers are encouraged to attend at least one of these events, fully funded.

### **IV. FUNDS**

#### **A. Administration & Membership Development Funds**

1. A proposed Administration and Membership Development (A&MD) budget for the ensuing year is developed by the Treasurer and the President to reflect the programs suggested by the Program Committee and adopted by the Leadership Team, functioning as the District Committee on Finance, prior to the summer Michigan Conference Finance Committee meeting, usually held in August. The approved District A&MD budget is submitted to the Conference Treasurer, who chairs the Conference Finance Committee, by the deadline given. The District

budgets are included in the proposed Conference budget adopted by the Conference Leadership Team and submitted to the membership at the Conference Annual Meeting. 25 per cent of each District's annual A & MD funds shall be remitted to the District Treasurers by the Conference Treasurer by the 15th of the first month of each quarter. The District Treasurer shall submit copies of the monthly bank statement plus the check register to the District President and the Conference Treasurer.

2. When there is more than \$500 in the treasury at the end of the year, in addition to funds retained for specific anticipated expenses, the overage is sent to the Conference Treasurer as Mission Giving. If the treasury has less than \$500 at the end of the year, the District Treasurer may request a check from the Conference Treasurer to bring its balance to \$500.
3. All interest monies earned by the District shall be sent to the Conference Treasurer at the end of the year as Mission Giving.

#### **B. Mission Giving**

1. An estimated Pledge to Mission for the District is approved with the A&MD Budget and submitted with it to the Conference Finance Committee. This figure is developed on the basis of prior years' giving.
2. Mission funds received from the units each month for the United Women in Faith National Office are forwarded to the Conference Treasurer by the 10th of the following month, with the exception of funds received with orders for Special Mission Recognition pins, which are forwarded as soon as possible after they are received.
3. Funds received for Michigan Annual Conference Engage MI projects or other projects not intended for the National Office are returned to the units with information about how the contributions should be made.

#### **C. Expenses**

1. All expenses incurred in carrying out the duties of the program of United Women in Faith by the officers and the Committee on Nominations shall be paid from the Administration and Membership Development fund, including:
  - a. Telephone calls and postage
  - b. Duplicating and printing
  - c. Meals, when designated prior to the event
  - d. Transportation at .32 cents per mile
2. While carrying out her responsibilities for the district organization, an elected leader may submit a voucher for childcare when not provided by the local church, at her actual cost up to a maximum of \$38 per day.
  - a. Multiple-day situations will be considered on written request to the President and Treasurer.
  - b. Local Units and families are urged to volunteer help with care giving.
  - c. Dependent care or childcare is interpreted as living within the household full-time.
3. A speaker used for a dual meeting shall receive an honorarium not to exceed \$150.00. This amount can be reconsidered by majority vote of the Leadership Team.

#### **D. Recognitions for Service**

1. The district shall express its appreciation to its Elected Leadership on the Mission Team by presenting the following gifts:

##### **Mission team members serving four (4) years:**

- a. President – Special Mission Recognition- \$200.00
- b. All other – Special Mission Recognition - \$100.00

##### **Mission team members serving 2 or 3 years**

Special Mission Recognition - \$60.00 (See below for members of the Nominating Committee)

**Mission team members serving one (1) year:**

Special Mission Recognition - \$40.00

**Mission team members serving less than 1 year**

Gift to Mission card - \$10.00

**Committee on Nominations:**

- a. Special Mission Recognition - \$100 for those serving 4 years including 2 years as Chairperson.
  - b. Special Mission Recognition - \$60 for those serving 4 years
  - c. Special Mission Recognition - \$40 for those serving 1 year and less than 4 years
  - d. Gift to Mission card - \$10.00 for those serving less than 1 year
2. Appointed members will be recognized by a gift to the World Thank Offering.
  3. Whenever events are held at United Methodist Churches, the event chairperson shall request a \$10 Gift to Mission card from the District Treasurer to be given in the name of the host church UWF. This amount can be reconsidered by majority vote of the Leadership Team.

**V. MINUTES, RECORDS, NEWSLETTERS, DIRECTORY**

**A. Minutes and Records**

1. Each respective officer shall keep records, reports, and directive information pertaining to her office for a period of four (4) years, after which they may be destroyed, except for the Treasurer's records, which are kept for the current and previous quadrennial.
2. Exceptions are the official minutes, the permanent records of the Committee on Nominations, and the annual financial audits prepared according to Agreed Upon Procedures provided by the National Office, which are kept indefinitely.

**B. Newsletters**

1. There shall be a minimum of two newsletters each year.
2. An annual report of Mission Giving and an official list of district officers shall be published in the first issue each year.
3. Copies of the newsletter shall be sent to each pastor of the East Winds District at the church address using the "East Winds District Directory" of the *Official Journal and Minutes of the Michigan Annual Conference of the United Methodist Church* as a resource for the addresses.
4. In addition to the District pastors, The Breeze mailing list ("The Directory") shall include all East Winds District local unit and district officers, and Michigan Conference UWF officers.

**C. The Directory**

1. An updated District Directory shall be prepared for distribution at the first meeting of the Leadership Team each year
2. The Directory is to include the names, addresses, telephone numbers, and e-mail addresses of all East Winds District local unit and district officers, Michigan Conference UWF officers, and East Winds District pastors.
3. Under the supervision of the President, the Directory may be prepared and maintained by an individual who is already a member of the Leadership Team or by another individual appointed by the President as Database Manager.
4. The Database Manager/Communications Coordinator shall work in cooperation with the President to update the database of District and Local Unit officer information each year.
5. If the Database Manager is not already a member of the Leadership Team, she may become a non-voting member of the Committee at the discretion of the President.
6. Approved mailings to local officers shall use name and address information from the Directory. If an office has not been filled in the local unit, mailings shall be sent to the local President.

7. Information on elected leaders of local units, the district, and the Conference may be used only for mailings promoting the programs of the United Women in Faith and the United Methodist Church.

## **VI. VISITATION AND ITINERATION**

### **A. Shepherding Program**

1. District unit visitation is provided through the Shepherding Program; the chairperson is the Mission Coordinator for Membership, who makes shepherding assignments each year and promotes nurturing of several units by each member of the Leadership Team. The shepherd churches will be assigned based on the zones of the East Winds District of the United Methodist Church..
2. The district shall pay expenses for district visitation to local units.

### **B. Itineration of Conference Officers, UMC Staff, and Missionaries.**

1. When an itinerant speaker is provided by the Conference UWF organization, the Michigan Annual Conference, or the East Winds District for the District Annual Meeting or other District event, the district shall pay the share of the total expenses as determined by the appropriate organization.
2. The Mission Coordinator for Education and Interpretation is responsible for the itineration of missionaries throughout the district in cooperation with the District Board of Missions and Church Extension of the UMC as requested.

### **C. Observation of Potential Leadership**

All members of the Committee on Nominations are expected to attend all district meetings and events and to visit unit meetings and events to observe potential leadership, with all expenses paid.

## **VII. COURTESIES**

- A. When there is a spouse of the District Superintendent, they shall be invited to serve as Honorary President of the District Leadership Team with voting privileges. The invitation shall be extended annually by the President.
- B. Upon being reassigned, the District Superintendent will be given a Special Mission Recognition of \$60. The spouse of the District Superintendent will be given a \$40 Special Mission Recognition.
- C. Upon death of a current member of the Mission Team or a Past President, the District will give a Gift in Memory of \$100.
- D. If a death occurs in the immediate family (spouse, children, or parent) of a team member, a \$25 Gift in Memory card shall be sent by the President.
- E. Gifts to Mission of \$10 each shall be given in the name of a church hosting a district activity and in the names of resource persons for Officer Training and Leadership Development and the District Annual Meeting.
- F. A new president shall be presented with a president's pin at the District Annual Meeting at which she is installed.

## **VIII. RESOURCES**

- A. No publications except official Mission Resource Center publications, Reading Program materials, and no products, such as jewelry or manufactured articles, other than those listed in the Mission Resource Center catalog shall be offered for sale at District events, except as approved by the Leadership Team in advance.
- B. Leadership Team members can order the Buncle (Sampler) from Mission Resource Center and be reimbursed if they so choose. Also, all members of the Mission Team can voucher expenses for subscriptions to *response* if they do not receive them from another source.



**IX. PROVISIONS FOR CHANGES IN STANDING RULES**

- A. These Standing Rules are procedural statements and are supplementary to the current Constitution and Bylaws of United Women in Faith as found in the *Handbook 2020-2024 of United Women in Faith* and the Standing Rules of the Michigan Conference United Women in Faith.
- B. The Standing Rules are designed to ensure continuity of procedures. They shall be reviewed annually and may be amended by a 2/3 vote of the Leadership Team.