



Crest to Coast Missional District United Methodist Women

STANDING RULES

2018 Revision

STANDING RULES OF CREST TO COAST MISSIONAL DISTRICT
PACIFIC NORTHWEST CONFERENCE
OF
UNITED METHODIST WOMEN
2018 Revision

ARTICLE I. Adoption of Standing Rules.

These Standing Rules were adopted by the Executive Committee of United Methodist Women, Crest to Coast Missional District. Revision dates are found on the front page of the document.

ARTICLE II. Governing Constitution and Bylaws.

The United Methodist Women of Crest to Coast Missional District shall function in accordance with the Constitution and Bylaws for District organizations of United Methodist Women adopted from the recommendations of the United Methodist Women. These Standing Rules are supplementary thereto.

ARTICLE III. Revisions to Standing Rules.

These Standing Rules shall be reviewed at least once a year at any Executive Committee meeting in order that they may be kept current with the needs of the District organization and revisions voted on at the District Annual Meeting and adopted with a majority vote.

- A. Each copy shall be dated when submitted for adoption.
- B. A copy of the revised Standing Rules shall be sent to the Conference United Methodist Women Secretary.
- C. These Standing Rules shall be reviewed, amended, rescinded, or adopted by a majority vote of the District membership.
- D. The Committee to review and reprint the Standing Rules shall be composed of three to five members, including the Secretary. It will be appointed by the President and shall meet at the discretion of the committee or the President.
- E. Terminology:
 - 1. "Executive Committee officers" includes all those elected who have a vote.
 - 2. "Executive Committee" is inclusive of all the above, in addition to all Committee on Nominations members.
 - 3. "Administrative Committee" includes the President, Vice President, Secretary, Treasurer, and one other person appointed by the President.
 - 4. "Beyond the District" includes those members residing within Crest to Coast Missional District who serve on the Conference team, as a United Methodist Women's Director, on the Mission u committee and/or Jurisdiction Leadership Team.

ARTICLE IV. Financial Policies for Administration and Membership Development

- A. **Officer Expenses.** Allowable expenses for Executive Committee members are to be vouchered at an event or not later than ten (10) days after the expense is incurred, and shall include:
1. Travel expenses, based on the following guidelines:
 - a. Mileage shall be at the rate allowed by Conference United Methodist Women, currently 35 cents per mile plus 5 cents per mile for each additional Executive Committee member who is a passenger.
 - b. An Executive Committee member who is driving may voucher for mileage at the allowable rate, only one way may be vouchered.
 - c. An Executive Committee member who is a passenger with a non-Executive Committee member driver shall pay the driver for her share of the mileage and may submit a voucher for that amount.
 - d. It is recommended as a guideline that each non-Executive committee member who is a passenger pay the driver 5 cents per mile.
 - e. Exact fare for public transportation is allowable when necessary.
 2. A maximum of \$7.00 for breakfast, \$8.00 for lunch, and \$9.00 for dinner when reasonable for the District to pay while traveling.
 3. Cost of the Constitution and Bylaws, local and District handbooks, program materials, *Response* magazine and other literature necessary for the tools of the job, including paper, postage, printing expenses, etc.
 4. The Sample Mailing shall be provided for the Secretary of Program Resources. She will order her own and voucher it to the Treasurer. The mailing will be shared with other District Executive Committee members.
 5. *Response* magazine: The District will pay for any Executive Committee who orders their own subscription and vouchers to the Treasurer.
 6. Prayer Calendar: Will be distributed from the Sample Mailing to the Spiritual Growth Coordinator.
 7. Meetings: travel one way, and lodging/meals for:
 - a. Crest to Coast Missional District Executive Committee meetings.
 - b. District event planning meetings.
 - c. The Committee on Nominations will have the opportunity of additional meetings.
 - d. Mission u board, room, travel, and registration (textbooks excluded) for Executive Committee members. If an officer requests a single, she will pay the difference for the single rate.
 - e. Leadership Training Days, workshops, seminars, and retreats. Additional leadership may have registration and/or lodging and mileage paid if approved at an Executive Committee meeting.
 - f. Conference Annual Meeting for all Executive Committee members.
 - g. District Annual Meetings for Executive Committee and officers elect.

- h. Conference Spiritual Growth retreat room, board and registration for all District Officers. If an officer requests a single room she will pay the difference for the single rate.
 - i. Faith Advocacy Day for Social Action Coordinator.
 - j. District Spiritual Retreat for anyone who has major responsibilities (i.e., registrar, Program Resources, Spiritual Growth Coordinator, Nominations Chair).
 - k. Passion for Justice for Executive Committee members who have major responsibilities.
 - l. Dependent care, not to exceed the rate of current state minimum wage or the rate of the hosting church, whichever is higher.
 - m. The District will supplement the expenses of the President or representative member of the Pacific Northwest Annual Conference by the amount designated by Conference United Methodist Women.
- B. **Assembly.** From the United Methodist Women Conference Assembly Reserve Fund, the District President's expenses are to be paid to Assembly for registration, board and travel. The remainder will be divided equally among other Executive Committee members attending, not to exceed their expenses.
 - C. **Child Care.** Child care shall be provided at all District events, at the rate of current state minimum wage or the rate of the hosting church, whichever is higher.
 - D. **Offerings.** The District Finance Committee shall recommend to the District Executive Committee the designation of offerings received at the District meetings.
 - E. **Itineration.** When the conference itinerates a United Methodist Women National staff member around the District, the District shall pay a pro-rated share of hospitality cost for a day of rest.
 - F. **District officers.** Each local unit is entitled to have one District Officer as a speaker, helper, or installing officer for a local unit event at District expense one time during the year.
 - G. **Honoraria.** Honoraria shall be made or expenses offered for the speakers at District events. The amount shall be \$75.00.
 - H. **Scholarships.** Registration scholarships will be decided on an annual basis. Criteria and process for scholarships shall be decided by the Scholarship Committee and publicized through *Reaching Out* and other methods. The Scholarship Committee shall consist of the Chair of Nominations; the Education and Interpretation Coordinator, and the Treasurer.
 - I. **Mission Gifts.**
 - 1. Upon completion of a two-year term, or for any officer finding a need to resign before completion of her term, a Gift to Mission may be made in the name of the outgoing officer.
 - 2. The Chair of Committee on Nominations is responsible for informing the Treasurer of the outgoing officers qualified for Mission certificates or other appropriate honors.
 - 3. A Gift in Memory in the amount of \$25.00 shall be given by the District for a member of the Executive Committee, or their spouse, who has died, with the card going to her spouse and/or local unit.

4. A \$5.00 Gift in Memory of any former District officer on the occasion of her death will be made from District funds with the card going to her local unit.
5. Special Mission Recognition:
 - a. A Special Mission Recognition Pin shall be presented to each outgoing officer upon completion of four years in office.
 - b. The Chair of Nominations will be responsible for advising the Treasurer of officers qualified for Special Mission Recognition, and the Treasurer will be responsible for ordering the pin(s).

ARTICLE V. Nominations, Elections, and Appointive Procedures

- A. **Nominations:** The District organization shall elect a Committee on Nominations, consisting of at least three members, one of whom shall be elected Chair by the District organization. Members will serve four-year terms.
 1. The member elected Nominations Chair shall have been a member of the Nominations Committee for at least one year. She shall serve as Chair no more than two years. While serving in this capacity, she shall be a member of the Executive Committee with voting privileges, regardless of the tenure rule.
 2. Membership on the Committee on Nominations shall be divided into classes with no member serving more than four (4) consecutive years.
 3. The Committee on Nominations shall distribute the slate of officers through the *Reaching Out* newsletter, or other means, at least 30 days prior to the Annual Meeting.
 4. If any Executive Committee member is not functioning, the President shall be notified. She will try to correct the situation. If the problem cannot be resolved, she will refer the matter to the Administrative Committee for emergency action.
- B. **Officers.**
 1. Elected for two-year terms are:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Mission Coordinator for Spiritual Growth
 - f. Mission Coordinator for Education and Interpretation
 - g. Mission Coordinator for Social Action
 - h. Mission Coordinator for Membership Nurture and Outreach
 - i. Secretary of Program Resources
 - j. Chairperson, Committee on Nominations
 - k. Communications Coordinator
 2. The new officers shall assume their duties immediately following the annual meeting, with the exception of the Treasurer who shall take office the first of January of the new year. The Treasurer's books shall be audited as soon as possible after January of the new year.

3. Passing down of materials: At the District Annual Meeting, outgoing officers will transfer their files to incoming officers. This file shall include information, basic materials and resources including the Constitution and Bylaws, Handbooks, and Standing Rules.
4. The Communication Coordinator is designated as the Editor of *Reaching Out*, which will be published four (4) times per year. Copies will be emailed to all members of the District Executive Committee, all local unit presidents or contact persons for churches with no units, all Beyond the District level, other District Presidents, former District Presidents, Conference Historian, Mission u Dean, Mission u Assistant Dean, and Conference Communications Coordinator.

C. Administrative Committee

1. The membership shall consist of the President, Vice President, Secretary, Treasurer, and one other person appointed by the President.
2. Meetings shall be called by the President to transact emergency business in the interim period between Executive Committee Meetings.

ARTICLE VI. Resignations.

In case of a premature resignation, the resigning officer shall notify the Chair of the Nominations Committee.

ARTICLE VII. Minutes, Mailing, Permanent Records and Directories.

- A. Current minutes dating back four years shall be kept by the Secretary.
- B. The minutes of all District Executive Committee Meetings and Annual Meetings shall be distributed to all members of the Executive Committee, all District Presidents, Conference Presidents and Secretaries. Minutes will be mailed or emailed within 10 days after the meeting. If emailed, each officer will reply to acknowledge the receipt of these minutes.
- C. Each officer of the District Executive Committee will contact her unit counterparts at least four times per year and report on these contacts at District Executive Committee Meetings.
- D. Permanent records such as audits, minutes and directories shall be kept for a minimum of seven years with the appropriate District Officer and passed on to the succeeding officers.
- E. Directories:
 1. Directories are the responsibility of the Secretary and are to be printed at District expense.
 2. One copy of the District Directory shall be given to each member of the District United Methodist Women Executive Committee, and the contact person at churches with no local United Methodist Women unit. Two copies shall be sent to each local unit, labeled United Methodist Women President and United Methodist Women Secretary.
 3. A Directory shall be given to all members of the Conference Executive Committee, and to the Conference Historian; all Beyond the District level to include the Conference, Jurisdiction Leadership team and United Methodist Women National Directors that reside in the Crest to Coast Missional District.

ARTICLE VIII. Courtesies.

- A. Home hospitality may be offered as needed for District events.
- B. The Secretary shall send expressions of concern, congratulations, sympathy, etc., on behalf of the District Executive Committee to members of the team when learning of such events.
- C. \$50.00 shall be sent to the host church for expenses for any event or meeting.
- D. Only churches that are handicapped-accessible will be considered for District meetings and events.

ARTICLE IX. Properties.

- A. The chalice and plate shall be kept by the District President, and she will be responsible for making it available for loan.
- B. Any United Methodist Women DVDs will be kept by the President and made available to local units upon request. Most United Methodist Women videos are available at no charge on YouTube.
- C. The “Survival Kit” shall be kept by the Vice President. She shall be responsible for its upkeep of materials and bringing it to all District events and meetings.
- D. The lightweight hand truck, cash box and calculators will be used and kept by the Secretary of Program Resources.