

**Standing Rules  
for  
United Women  
in Faith  
Pacific Northwest  
Conference**



United  
Women  
in Faith

**STANDING RULES**  
**FOR**  
**UNITED WOMEN IN FAITH**  
**PACIFIC NORTHWEST CONFERENCE**  
 (Updated October 2023)

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**Table of Contents**

I. EXECUTIVE COMMITTEE (Leadership Team) ..... 1

II. COMMITTEES ..... 1

III. ELECTIONS AND APPOINTIVE OFFICERS ..... 2

IV. MEETINGS ..... 3

V. FUNDS ..... 4

VI. CONFERENCE UNITED WOMEN IN FAITH EXPENSES ..... 5

VII. UNITED WOMEN IN FAITH’S CONNECTIONAL MEETING EXPENSES ..... 6

VIII. RECOGNITION OF SERVICE ..... 6

IX. MISCELLANEOUS ..... 7

X. STANDING RULES - DEFINITIONS ..... 9

XI. PRESIDENTS & STANDING RULE CHAIRS ..... 10

XII. ADDENDUM A — Policies and Procedures for the PNW Mission u ..... 11

XIII. ADDENDUM B — Guidelines for the Student Travel Fund ..... 15

XIV. ADDENDUM C — Guidelines for the Endowment Fund ..... 17

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**I. EXECUTIVE COMMITTEE (Leadership Team)**

- A. **Function.** The function of the conference organization of United Women in Faith shall be to work with the jurisdiction, district, and the local organizations of United Women in Faith. See [Bylaws](#), Article IV, Section 1. b, p. [37](#).
- B. **Membership.** The membership of this Committee shall be in accordance with the [Bylaws](#), Article IV, Section 1. a, p. [37](#), and to include all elected and appointed officers.
- C. **Meetings.** The Executive Committee, including members of the Committee on Nominations, shall meet at least four times annually. The Leadership Team will determine the dates. See [Bylaws](#) Article IV, Section 1. d, p. [38](#).
- D. **If a District President is unable to attend** a Conference Executive Committee meeting, she may send a substitute from the District Executive Committee.

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**II. COMMITTEES**

- A. **The Committee on Program.** See [Bylaws](#), Article IV, Section 5, p. [40](#).
- B. **The Committee on Finance.** See [Bylaws](#), Article IV, Section 2, p. [38](#).
- C. **The Committee on Membership.** See [Bylaws](#), Article IV, Section 4, p. [40](#).
- D. **The Committee on Nominations** will be representative of the conference membership in matters of employment, age, and racial and ethnic background. District lines should not be used as the only factor in determining representation on the committee. Members of the Committee on Nominations will attend all Executive Committee meetings at Conference’s expense. The Committee may elect a Vice-Chair. See [Bylaws](#), Article IV, Section 3, pp. [39-40](#).
- E. United Women in Faith representatives to the **Committee of Mission u** shall consist of the President, Secretary of Program Resources, and Mission Coordinator for Education and Interpretation and Mission Coordinator for Spiritual Growth. See [Bylaws](#), Article IV, Section 7, pp. [41-42](#). See Addendum A to these *Standing Rules*, pp. [11-14](#).
- F. The Committee on Charter for Racial Justice Policies. See [Bylaws](#), Article IV, Section 6, p. [41](#).
- G. **The Committee on Standing Rules** shall be appointed by the President biannually and will include the secretary and the treasurer for a number of five (5).
- H. **The Scholarship Committee** shall be composed of three (3) persons appointed by the President. Following established criteria determined by the conference executive board, the committee shall be responsible for choosing recipients of all scholarships.
- I. **The Endowment Fund Committee** shall be appointed by the President and function according to the Guidelines of the Endowment Fund. See Addendum C of these *Standing Rules*, p. [17](#).

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### III. ELECTIONS AND APPOINTIVE OFFICERS

A. **Officers and members of the Committee on Nominations** shall be elected by ballot at the Annual Meeting, the officers for two-year terms, and members of the Committee on Nominations for four-year terms. There shall be an opportunity for nominations from the floor; however, any woman nominated must have previously agreed to the nomination and had her tenure cleared. See [Bylaws](#), Article V, Sections 1 and 2, p. 42.

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B. **The President, Secretary, and Mission Coordinators for Spiritual Growth and Membership Nurture and Outreach** shall be elected in odd-numbered years.

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C. **The Vice-President, Treasurer, Secretary of Program Resources, Communications Coordinator, and Mission Coordinators for Education and Interpretation and Social Action** shall be elected in even-numbered years.

D. **An officer elected to fill an unexpired term**, who serves six (6) or more months of a two-year term, shall be deemed to have served one full year. See [Bylaws](#), Article V, Section 2. d p. 43.

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E. **New officers and members of the Committee on Nominations** assume duties following the election, with the exception of the Treasurer, who assumes duties the following January.

F. **Appointed offices** shall be evaluated at the time of change of officer leadership. All appointive officers and committee members shall be appointed by the President to two-year terms with the approval of the Executive Committee. Tenure in the particular appointive office shall not exceed four (4) years.

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1. **Language Coordinators**, shall be named by the President in consultation with persons of the particular language group and the Committee on Nominations. They may serve up to four (4) years.

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2. The **Historian** shall be appointed by the President. She shall work with the Communications Coordinator in compiling historical records of the Pacific Northwest Conference United Women in Faith. She shall discuss record-keeping policies with each District Secretary annually.

3. The **Social Media Coordinator** shall be appointed by the President. She shall work with the Communication Coordinator to administer social media for the Pacific Northwest Conference United Women in Faith, including, but not limited to, Facebook and the PNW UWF website.

G. **Nominees to Membership on the Board of Directors of United Women in Faith National Organization.** The Committee on Nominations shall bring a slate of nominees, in accordance with United Women in Faith criteria, to the Annual Meeting prior to the Quadrennial Meeting of the Jurisdiction. Additional names may be nominated from the floor of the Annual Meeting with the consent of the nominee. Two (2) nominees and one (1) alternate shall be elected from the slate. (See [Constitution](#), Article 6. d, p. 31 and [Bylaws](#), Article V, Section 4, p. 44.)

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H. **Nominees to Membership on the Program Advisory Group of United Women in Faith National Organization.** At the Annual Meeting prior to the Quadrennial Meeting of the Jurisdiction, the

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conference will elect three women to be considered to serve on the Program Advisory Group. Nominees will be elected from a slate named by the Committee on Nominations. Additional names may be nominated from the floor of the Annual Meeting with the consent of the nominee. The names of those elected will be sent to the United Women in Faith National Office. (See [Bylaws](#), Article V, Section 4, p. [44](#).)

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- I. **Voting delegates to Jurisdiction Quadrennial Meeting.** At the Annual Meeting of the conference organization prior to the quadrennial meeting of the jurisdiction organization, three voting delegates will be elected by the conference organization, all of whom will be conference-elected leaders. See [Constitution](#), Article 6. c, p. [31](#); [Bylaws](#), Article V, Section 3, p. [44](#); and [Constitution](#) of UWF in the Jurisdiction, Article 4, p. [52](#).

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#### IV. MEETINGS

- A. **Annual Meeting.** The Annual Meeting shall be held during October and shall be rotated among the [five](#) Districts. See [Constitution](#), Article 6, a) and b), p. [30-31](#), and [Bylaws](#), Article VI, Section 1, p. [45](#).

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- 1. The Treasurer ~~or any other team members~~ shall reserve accommodations. ~~The Treasurer will make payments for officers and guests.~~
- 2. Board, room, and travel for officers, the Committee on Nominations, the Historian, Language Coordinator(s), the Social Media Coordinator, and the Dean or Assistant Dean of Mission u (whichever is representing United Women in Faith) shall be paid by the Conference.
- 3. Meals shall be covered for speakers at the Annual Meeting. Honorarium, travel, and other expenses shall be paid, where applicable.

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- B. **Executive Meeting Preceding Annual Meeting.**

- 1. All nominees for offices and the Committee on Nominations and newly elected District Presidents shall attend the Executive Committee meeting preceding Annual Meeting as observers. (See *Standing Rules*, Section VI, D, p. [6](#) regarding expenses.)
- 2. The Committee on Nominations will be responsible for informing all nominees and newly elected District Presidents of the meeting.

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- C. **Mission u.**

- 1. **Conference Mission u.** The Conference United Women in Faith will pay registration and travel expenses for officers, members of the Committee on Nominations, the Historian, the Language Coordinator(s), the Social Media Coordinator, the Jurisdiction officer(s), and United Women in Faith National organization member(s) who live in the Pacific Northwest Conference.
- 2. See Addendum A, [pp. 11-14](#) for Policies and Procedures for the PNW Mission u.

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**D. District Leadership Development Event.**

1. Conference officers shall provide, at Conference expense, leadership development for District officers.
2. Each newly elected incoming conference officer shall have the option of asking the outgoing conference officer to provide the training at the next District Leadership Development Event.
3. Districts may substitute a member of the Committee on Nominations for any officer unable to attend. The specific counterpart training attended by the substitute will be at the discretion of the District Executive Committee.

E. A Conference Spiritual Retreat shall be held in the odd years. The planning committee shall consist of the Mission Coordinator for Spiritual Growth, (who will serve as Chair), the Spiritual Leader, Music Coordinator, Registrar, and any others chosen by the planning committee. A budget will be submitted by the chair in July to the finance committee or Conference Exec team proceeding the year of the Retreat. All members of the committee and the Conference President will have their registration fee, traveling expense, and supplies paid from this budget if not covered in another budget line item. Also covered by this budget will be any fees paid to the Spiritual Leader and Music Coordinator as stated in a written contract signed by them and the chair of the planning committee on behalf of the Executive Committee. Any changes in the budget needed prior to the retreat shall be approved by the Conference Executive team.

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F. **Young Women’s Event(s)** shall be held as determined by the Executive Committee and is planned by the Mission Coordinators and the Social Media Coordinator.

**G. Guidelines for Meetings of the Executive Committee.**

1. The agenda for all meetings should be distributed no later than two (2) weeks prior to the meeting.
2. Officer reports for all meetings should be distributed to the executive committee no later than one (1) week prior to the meeting.
3. Registration information shall be submitted according to lodging requirements.
4. Attendance for all meetings of the Executive Committee shall be confirmed at least seven (7) days before the meeting begins or as determined by the event coordinator, including any notice of intention not to attend a meeting. Failure to make notification will result in request for payment for accommodations for absent officers. Extenuating circumstances will be considered.

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H. The Treasurer may have a single room at conference events.

**V. FUNDS**

See [Bylaws](#), Article VII, p. 46.

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A. **Any appeals for money** by any agency or board, or any request for any Local Organizations or Districts to sponsor any campaign, shall be approved by the Conference Committee on Finance before any Local Organization or District may be contacted. **Note:** Districts have no authority to solicit funds from local organization.

**B. Administration and Membership Development (A&MD) Funds.** See [Bylaws](#), Article VII, Section 5, p. [46](#).

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1. Districts shall submit their budgets to the Conference Treasurer for approval by the Conference Finance Committee. This shall be done at least 30 days prior to the Finance Committee meeting held in conjunction with the summer executive meeting.
2. Administration and Membership Development Funds (A&MD) over \$300 left in a District treasury at the end of the year (which have not been designated in the budget) shall be returned to the Conference Treasurer.

**C. Assembly Funds.** The President shall have her expenses paid for registration, room, board, and travel to Assembly. The remainder of the allowed funds shall be divided equally among the Conference officers and members of the Committee on Nominations who wish to go.

**D. Jurisdiction Quadrennial Meeting Funds.** The voting delegates to the Jurisdiction Quadrennial Meeting shall have their expenses for registration, room, board, and travel paid. (See Section III I of *Standing Rules*, [p. 3](#).) The nominees to United Women in Faith National shall have their expenses paid for registration, room, board, and travel (unless otherwise paid). See Section III G and H of *Standing Rules*.

**E. Guidelines for the Student Travel Fund** shall be approved by the Executive Committee. See Addendum B to the *Standing Rules*, [p. 15-16](#).

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**F. Endowment Fund.** There shall be the United Women in Faith Pacific Northwest Conference Endowment Fund. The Executive Committee shall approve the Guidelines for the Endowment fund. See Addendum C to the *Standing Rules*, [p. 17](#).

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**VI. CONFERENCE UNITED WOMEN IN FAITH EXPENSES**

see *Standing Rules*, Section IV. [A.2 \(p. 3\)](#); [C.1 \(p. 3\)](#), and 2; [D.1 \(p. 4\)](#).

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**A. When attending Executive Committee meetings**, all officers and members of the Committee on Nominations, appointees, [current](#) District Presidents, Jurisdiction Officers, and United Women in Faith National organization members living within the Conference shall receive travel and lodging. A maximum of \$30 per day for meals shall be allowed. Receipts are required for expenditures already made, and estimates will be accepted for return meals. An advance may be requested, but a receipt will be required for expenditures covered by the advance.

**B. Travel Allowance.** The Conference will allow [fifty](#) cents (\$0.[50](#)) per mile for auto expense for a person driving alone; five cents (\$0.05) per mile shall be allowed for each executive team passenger. The driver of the car shall voucher the mileage. Economy airfare is allowable if necessary. Officers on official business traveling outside the conference will be allowed round-trip economy airfare to their destination, or mileage if the officer drives, not to exceed the cost of the economy airfare.

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**C. Newly elected District Presidents** will have one-way travel, one night's lodging, and one day's meals at Conference expense to attend the Executive Committee meeting preceding Annual Meeting.

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- D. **Nominees for Conference office**, including members of the Committee on Nominations, will have their travel, lodging, and meals at Conference expense to attend the Executive Committee meeting preceding the Annual Meeting.
- E. **Committee on Finance**. When District Treasurers are required to attend a Conference Finance Committee meeting, one (1) night’s lodging, mileage, and meals for the day of the meeting shall be allowed. Nominees for District Treasurer may attend this meeting at District’s expense.
- F. **Quadrennial Handbooks, the Constitution and Bylaws**. Every officer of the Executive Committee and the Committee on Nominations shall be encouraged to download sections needed for her position from the handbooks and the Constitution and Bylaws.
- G. **Home Care**. When a person’s presence is required at a meeting, home care expenses incurred may be reimbursed, not to exceed \$50 a day.
- H. **If a committee chair needs to have a committee meeting**, necessary expenses for all members of the committee will be covered; if the **President has approved** the meeting.
- I. **Expenses will be paid** if the voucher is submitted by the next executive meeting but no later than December 1, current year.

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**VII. UNITED WOMEN IN FAITH’S CONNECTIONAL MEETING EXPENSES**

- A. **Pacific Northwest Annual Conference**. Expenses not covered by the United Methodist Church’s funding shall be paid for the Conference President of the United Women in Faith to attend the Pacific Northwest Annual Conference of the United Methodist Church.
- B. **United Women in Faith’s Display at Annual Conference**. Expenses related to the United Women in Faith display at Annual Conference will be allowed and budgeted.
- ~~C. **Church Women United**. Expenses of registration, room, board, and travel shall be paid for the Conference President or Vice President, or their representative, to attend the Church Women United Annual Leader’s Council and/or Assembly~~
- D. **Western Jurisdiction Nominations Representative** to the Conference reimbursed expenses shall be limited to lodging, meals, and event costs.

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**VIII. RECOGNITION OF SERVICE**

- A. **Special Mission Recognition**
  - 1. A Standard Special Mission Recognition (SSMR) will be given to all conference officers and members of the Committee on Nominations who have completed four (4) years in office, and retiring Directors and members of the Program Advisory Group of United Women in Faith National organization from this Conference, except the President, Secretary, and Treasurer.
  - 2. A retiring President, Secretary, and Treasurer who have served four (4) years shall be given a Pearl Special Mission Recognition (PSMR).



3. A retiring Deaconess from the Conference shall receive a Pearl Special Mission Recognition (PSMR).
- B. **Gift to Mission.** A Gift to Mission of \$5 per year of service shall be given, honoring each officer who has served less than four (4) years in office, except the President, Secretary, and Treasurer. They shall receive a standard Special Mission Recognition (SSMR).
- C. **Gift in Memory.** A gift in memory of \$25 shall be given as recommended by the conference leadership team.
- D. **Love Gift.** Each deaconess or home missionary in our Conference shall be given a gift of \$250 at time of consecration or commissioning.
- E. **Recognition of Outgoing Officers.** The service of outgoing members of the Executive Committee, including District Presidents, shall be recognized at the Annual Meeting.
- F. **Recognition of Service Responsibilities.** The Chair of the Committee on Nominations shall be responsible for all of the special recognition recommendations, including Gifts in Memory, Gift to Mission, and Love gifts.

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**Deleted:** Special Mission Recognitions and Gifts to Mission. The Mission Coordinator for Membership Nurture and Outreach shall be responsible for Gifts in Memory. The Mission Coordinator for Education and Interpretation shall be responsible for Love Gifts...

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## IX. MISCELLANEOUS

- A. **All members of the Executive Committee and members of the Committee on Nominations** shall receive and use the current *Standing Rules*.
- B. **The Committee on Nominations** shall include the *Standing Rules* and instructions on expense allowance and use of vouchers in the packets for new officers and members of the Committee on Nominations.
- C. **A delegate sent to a Special Meeting** shall be expected to report to those she represents, including a short-written report to be attached to the minutes. It will be the responsibility of the President to see that this is done.
- D. **With the approval of the Conference President**, each District is entitled to have one Conference officer as a speaker, helper, or installing officer for a District event one time during the year at Conference expense for mileage and meals in transit. The District shall cover other expenses.
- E. **If a local unit invites a Conference officer** to be its speaker, it should pay her expenses. However, if it does not, the Conference officer may voucher the expenses to the Executive Committee.
- F. **Two (2) registration scholarships to Annual Meeting** shall be given to newly chartered units for use in any of the first three (3) years after the unit is chartered.
- G. **If an officer or member of the Committee on Nominations is not functioning**, the President shall be notified. She will try to correct the situation. If the problem cannot be resolved, she will consult with the Executive Committee and refer the matter to the Committee on Nominations for proper action.

- H. **Anyone desiring to have special materials sold** shall clear this through the President and any other person directly involved. All funds must go to UWF.
- I. **Records** are housed with the Pacific Northwest Annual Conference United Methodist Church archives located at Central United Protestant Church in Richland, Washington, University of Puget Sound, or the Bridge in Tacoma.

J. Guidelines for Representatives to Project Boards.

1. The President shall ~~serve as the~~ representative to the Conference Committee on the Status and Role of Women.
2. Representatives ~~shall attend meetings as required by the guidelines of the national mission institutions and will submit a report annually.~~
3. Travel and meal expenses for attendance at regular meetings shall be paid by the Executive Committee at the same rate as for officers.
4. When in doubt concerning unusual obligations, time, or financial, consult with the President.

**Deleted:** The United Women in Faith team sends the Vice President or designee as a representative to Church Women United. ...

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X. STANDING RULES - DEFINITIONS

These *Standing Rules* are in harmony with the [Constitution and Bylaws](#) of the United Women in Faith and must not conflict with them. *Standing Rules* are semi-permanent in nature and related to procedure. They shall be adopted at a regular Annual Meeting by a majority vote. They may be rescinded or amended at a regular Annual Meeting by a two-thirds vote. These rules or any part of them may be suspended for a meeting by a two-thirds vote of those present and voting.

~~The terms below are used in the *Standing Rules* and are presented here as an explanation of their meaning. This section is not considered to be part of the *Standing Rules*:~~

- **Officer(s).** The ten elected officers—President, Vice President, Secretary, Treasurer, Communications Coordinator, Mission Coordinator for Spiritual Growth, Mission Coordinator for Social Action, Mission Coordinator for Education and Interpretation, Mission Coordinator for Membership Nurture and Outreach, Secretary Program Resources, and the Chair and members of the Committee on Nominations. (See [Bylaws](#), Article III, Sections 2, pp. [34-36](#) and Section III of these *Standing Rules*, [p. 2](#).)
- **Leadership Team**—Defined in the [Bylaws](#), Article IV Section 1, pp. [37-38](#) (See also Section I of these *Standing Rules*, [p. 1](#).) Includes with vote: the fifteen (15) officers, the Bishop, the District presidents, and the Dean or Assistant Dean of Mission u (whichever is representing United Women in Faith). The leadership team will also include members of the Jurisdiction Leadership Team, Directors of the United Women in Faith national organization, members of the Program Advisory Group residing within the boundaries of the conference, and others as the leadership team may determine.

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**XI. PRESIDENTS & STANDING RULE CHAIRS**

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<b>Date</b>	<b>President</b>	<b>Standing Rules Chair</b>
4/90	Vera Zimmerman	Trudie Gish
4/91	Vera Zimmerman	Emma Macklin
5/92	Vera Zimmerman	Barbara Dunaway
10/96	Lois Livingston	Barbara Shaffer
10/99	Deola Denson	Barbara Shaffer
10/01	Deola Denson	Sharon Stovall
10/02	Pat Dodson	Sharon Stovall
10/03	Pat Dodson	Ann Fritz
07/05	Pat Dodson	Ann Fritz
10/06	Suellen Crettol	Ann Fritz
10/07	Suellen Crettol	Ann Fritz
10/09	Suellen Crettol	Phyllis Reynolds
10/12	Jenni Yeoh	Marilyn Wudarcki
10/14	Jenni Yeoh	Marilyn Wudarcki
10/15	Jenni Yeoh	Marilyn Wudarcki
10/16	Marilyn Wudarcki	Melva Lohstroh
10/17	Marilyn Wudarcki	Melva Lohstroh
10/18	Ja net' Crouse	Melva Lohstroh
<u>10/23</u>	<u>Deb Avery</u>	<u>Linda Key</u>

**XII. ADDENDUM A — Policies and Procedures for the PNW Mission u**

**Addendum to the Standing Rules**

For United Women In Faith  
**Pacific Northwest Conference**  
Revised October 2015

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**I. Mission u Committee**

A. **Membership.** This is a cooperative event. Members will be chosen by the Conference Board of Global Ministry (CBGM) and the Conference United Women In Faith (UWF) and shall agree with the guidelines set out by United Women in Faith. All officers shall be nominated by the Committee on Nominations for Mission u. There will be six representatives named from Conference United Women in Faith and six named from CBGM.

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1. The Conference UWF President and the Chair of CBGM or their designees shall be Members. The UWF Secretary of Program Resources, Coordinator for Education and Interpretation, Coordinator for Spiritual Growth by virtue of their office shall be representatives or alternately appointed officer if vacant.
2. The Assistant Dean of the previous Mission u shall become Dean at the end of the Dean's term. In keeping with the cooperative concept, the Dean will alternate between a UWF leader and a person active in United Methodist Church (UMC) mission channels other than UWF.

**B. Functions.**

1. The major function of the Mission u Committee shall be to plan and promote Mission u.
2. The Committee establishes the dates, place, and fees of the event.
3. The Committee offers advice, assists in the program of Mission u, and approves the study leaders chosen to lead classes.
4. The Mission u Nominations Committee nominates a person for Assistant Dean after consultation with the Dean. The nomination is confirmed by the Mission u Committee.
5. The committee elects a Business Manager, Registrar, Secretary, and Co-Chairpersons of Committee on Nominations, and Media and Technology Coordinator, when possible, from the committee membership.
6. The Mission u Committee shall meet as needed.

**C. Executive Committee.**

1. The Dean, Assistant Dean, Registrar, and Business Manager shall be the Executive Committee. The Dean shall serve as committee chairperson, and the Assistant Dean as vice-chairperson.
2. The Executive Committee has the powers of the full committee *ad interim*, provided that the budget and program policies as established by the full committee are followed.
3. The Executive Committee shall meet as needed to work out the program details for Mission u.

**Term of Office.**

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4. The term of office for all non-*ex-officio* members of the Mission u Committee shall be from the close of one Mission u to the close of the next with Dean and Assistant Dean each serving one year in that position.
  5. No person shall serve in any office more than two successive years, except Registrar, the Business Manager, and the UWF Secretary of Program Resources, Coordinator for Education and Interpretation, and Coordinator for Spiritual Growth who may serve up to four consecutive years. All others serving on the Committee by virtue of their associated office shall serve terms according to that office.
- D. **Leadership Team.** The Mission u Committee, study leaders, and any other in leadership positions for Mission u shall constitute the Leadership Team. It shall meet as called.

**II. Executive Committee Duties**

**A. Duties of the Dean**

1. Chief administrative officer, serving as chairperson of the Mission u Committee and the Leadership Team.
2. Chief recruiter of study leaders and other persons needed to run Mission u, subject to advice of the Mission u Committee.
3. Coordinates the preparation of the Leadership Team and coordinates the Mission u event, serving as “emcee.”
4. Attends the National Training for Deans/Assistant Deans.
5. Fills out all written reports as required by United Women in Faith.
6. Keep the Assistant Dean, Registrar, and Business Manager informed of planning details.
7. Follows the budgetary process and makes request for transfer of the budgeted funds from the UWF Conference Treasurer or CBGM according to which Board the Dean represents. Requests an amount of funding for next year’s Mission u as directed by the Mission u committee.
8. The Dean completes the evaluation form.
9. Takes responsibility for arranging accommodations for the event.

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**B. Duties of the Assistant Dean**

1. Serves as vice-chairperson of the Mission u Committee and Leadership Team and as Dean if the Dean is unable to serve.
2. Attends the national training for Deans/Assistant Dean.
3. Directs the publicity for Mission u through the UMC Conference website, (electronic) newsletters, UWF Sharing Line, and any other communication to promote event.
4. Supports the preparation for all materials to be included in program materials.
5. Requests transfer of budgeted funds from the United Women in Faith Conference Treasurer or CBGM according to which Board the Assistant Dean represents and requests an amount of funding for next year’s Mission u as directed by the Mission u Committee.
6. Make arrangements for catering services for the event.
7. Responsible for materials acquisition for classes as requested by the study leaders.

- 8. Assign and label classrooms
- 9. Compile and distribute evaluations to the Mission u committee following the event.

**C. Duties of the Registrar**

- 1. Prepares and distributes the registration forms
- 2. Directs the registration process of Mission u
- 3. Receives registration forms and forward all funds receive to the business manager.
- 4. Make class assignments.
- 5. Upon receipt of a registration, sends a letter of welcome that may include a map, directions, an explanation of requirements, and any special instructions for those attending Mission u.
- 6. Attend the registration table at the event.
- 7. Responsible for providing name tags

**D. Scholarships**

- 1. The granting of scholarships will be overseen by the UWF Conference Scholarship committee.
- 2. The scholarship form will be designed and distributed by the Scholarship committee.
- 3. The request should be received at least one month before the event.

**E. Duties of the Business Manager**

- 1. Receive and deposit all funds
- 2. Disburses all funds as directed by the Mission u Committee.
- 3. Manages the budget and keeps records of all transactions.
- 4. Prepares annual financial reports for the CBGM and the Conference United Women in Faith.
- 5. Makes arrangements for the books to be audited every year.

**III. Finances**

**A. Budget**

- 1. The proposed budget shall be prepared by the Business Manager and Dean for adoption by the Mission u Committee at the fall meeting.
- 2. Following Mission u, the Mission u Committee shall maintain adequate operating capital to fund the startup of the next Mission u.

**B. Expenses**

- 1. The Mission u Committee shall establish the proper honoraria, book and printing allowance, reasonable allowance for program needs including on-site child/dependent care. Official travel by car shall be reimbursed at the current rate of reimbursement for Conference UWF leadership. Full air coach fare shall be allowed on official business, when authorized by the Dean.
- 2. Room and board, travel, and other expenses incurred during and before the Mission u event shall be paid by Mission u for the six church-side representatives and study leaders. Conference UWF pays those costs for the six committee representatives from UWF.

**Deleted:** <#>Serves as vice-chairperson of the Mission u Committee and Leadership Team and as Dean if the Dean is unable to serve. ¶  
Attends the national training for Deans/Assistant Dean. ¶  
Directs the publicity for Mission u through the UMC Conference website, (electronic) newsletters, UWF *Sharing Line*, and any other communication to promote event. ¶  
Prepares the printed program of Mission u. ¶  
Requests transfer of budgeted funds from the PNWUWF Conference Treasurer or CBGM according to which Board the Assistant Dean represents and requests an amount of funding for next year's Mission u as directed by the Mission u Committee. ¶

**Moved down [2]:** <#>Responsible for providing name tags¶

**Moved (insertion) [2]**

**Moved (insertion) [3]**

**Moved up [3]:** <#>**Scholarships**¶  
The granting of scholarships will be overseen by the UWF Conference Scholarship committee. ¶  
The scholarship form will be designed and distributed by the Scholarship committee.¶  
The request should be received at least one month before the event.¶

**Deleted:** <#>Receives and banks all funds. ¶  
Prepares and distributes the registration forms. ¶  
Receives the registration forms and directs the registration process of Mission u. ¶  
Makes roommate assignments or works with facility making room assignments.¶  
Coordinates housing and meals with the Mission u site facility.¶  
Upon receipt of a registration, sends a letter of welcome that may include a map, directions, an explanation of requirements, and any special instructions for those attending Mission u.¶  
Sends copies of deposits and bank receipts to Business Manager no less than bi-weekly.¶

**Deleted:** <#>Disburses all funds as directed by the Mission u Committee.¶  
Manages the budget and keeps records of all transactions.¶  
Prepares annual financial reports for the CBGM and the Conference UWF.¶  
Makes arrangements for the books to be audited every year.¶

**Deleted:** The proposed budget shall be prepared by the Business Manager and Dean for adoption by the Mission u Committee at the fall meeting.¶

**Deleted:** <#>Following Mission u, the Mission u Committee shall maintain adequate operating capital to fund the startup of the next Mission u.¶

**C. Registration Fees and Other Income**

1. The Mission u Committee shall set the registration fee.
2. All registrations shall be due fourteen (14) days before the start of Mission u.
3. A late fee shall be assessed for those registrations received after the cutoff date.
4. Requests for refund of registration fees shall not be authorized if received less than seven (7) days before Mission u begins.
5. Emergency cancellation refunds will be considered on a case-by-case basis,
6. A registration can be transferred from one person to another without penalty.
7. The Mission u Committee shall request equal funding to help underwrite Mission u financially from the Conference United Women in Faith through the president and the CBGM through its chairperson, one month prior to the event.

**Deleted:** twenty-one (21)

**Deleted:** fourteen (14)

**Deleted:** <#>A 100% refund will be given if the request is received twenty-one (21) days or more before Mission u. If the request is received between twenty-one (21) and fourteen (14) days before Mission u begins, a 50% refund will be granted.¶

**Deleted:** <#> by the Executive Committee

**IV. The Mission u Event**

- A. The Leadership Team, or portions thereof, may be called together by the Dean for planning and preparation prior to the event.
- B. At the Dean’s discretion, full or partial Leadership Team meetings may be held during the event
- C. A final evaluation session by the full Leadership Team shall be held at the close of Mission u.

**Deleted:** The Mission u Committee shall set the registration fee.¶  
All registrations shall be due twenty-one (21) days before the start of Mission u.¶  
A late fee shall be assessed for those registrations received after the cutoff date.¶  
Requests for refund of registration fees shall not be authorized if received less than fourteen (14) days before Mission u begins.¶  
A 100% refund will be given if the request is received twenty-one (21) days or more before Mission u. If the request is received between twenty-one (21) and fourteen (14) days before Mission u begins, a 50% refund will be granted.¶  
Emergency cancellation refunds will be considered on a case-by-case basis by the Executive Committee.¶  
A registration can be transferred from one person to another without penalty.¶  
The Mission u Committee shall request equal funding to help underwrite Mission u financially from the Conference UWF through the president and the CBGM through its chairperson.¶

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**V. Miscellaneous**

- A. The Deans and Assistant Deans Handbook shall be considered the definitive source of job descriptions for all committees and officers.
- B. These Mission u policies and procedures shall be reviewed at least every two (2) years. The incoming Dean is responsible to see that this occurs. The Mission u Committee may make the changes.
- C. Mission u abides by the Safe Sanctuary Policy. There will be two Designated Safety Officers’, one male and one female for the Mission u event. A copy of the Safe Sanctuary Policy should be given to the facility. A copy shall be available on request.



### XIII. ADDENDUM B — Guidelines for the Student Travel Fund

#### Addendum to the Standing Rules

For United Women In Faith  
Pacific Northwest Conference  
Revised October 2012

Deleted: United Methodist Women

#### I. WHAT IS THE STUDENT TRAVEL FUND?

The Pacific Northwest Conference United Women in Faith believe that participation by high school and college student in service projects and/or leadership training events can clarify vocational choices, deepen personal faith, and help meet human need. Since many worthy youths could not participate in such events without financial assistance, the Student Travel Fund, from which qualified students may receive help upon request, has been established.

Deleted: Youth Travel Fund

Grants from the Student Travel Fund shall apply to events such as student meetings, conferences, work camps, and service projects that are held outside the bounds of the Pacific Northwest Conference.

#### II. WHERE DO THE FUNDS COME FROM?

Funds for the Student Travel Fund come from local units of Pacific Northwest Conference United Women in Faith.

#### III. HOW DOES THE STUDENT TRAVEL FUND OPERATE?

Deleted: YOUTH TRAVEL FUND

The Student Travel Fund will help pay a portion of round-trip travel and registration fees according to individual need and availability of funds as determined by the screening committee based on information supplied on the Student Travel Fund Application form.

The Student Travel Fund is designed to make it possible for students to attend events or participate in projects they would otherwise be unable to afford or would cause severe financial hardship. The manner and amount of each person's assistance from the Student Travel Fund is worked out individually by the Scholarship Committee. Priority will be given to applications from individual students.

#### IV. HOW AND WHERE TO APPLY

At the same time, you send in an application to attend an out of Conference event, apply for scholarship help by completing the Student Travel Fund application form. The form is available through the Pacific Northwest UWF website or from the PNW UWF Scholarship Committee Chair.

**V. PROCESS**

1. Applications are distributed at the Youth Convocation, through the Coordinated Mailing, and by the Conference Committee on Youth Ministries (CCOYM).
2. Applications are to be returned to the Scholarship Committee Chair marked ATTENTION: Student Travel Fund.
3. Decisions, including names and the amount of scholarship, are relayed to the CCOYM staff person for information and future planning.
4. The Student Travel Fund committee informs applicants, and the Conference UWF treasurer issues checks.

**XIV. ADDENDUM C — Guidelines for the Endowment Fund  
of The United Women in Faith of the Pacific Northwest Conference**

**Addendum to the Standing Rules**

**For United Women In Faith  
Pacific Northwest Conference**

Revised October 2018

Deleted: United Methodist Women

1. The Endowment Fund is created to support the purpose of the United Women in Faith of the Pacific Northwest Conference of the United Methodist Church.
2. The Endowment Fund shall exist under the authority of the United Women in Faith of the Pacific Northwest Conference of the United Methodist Church.
3. The Endowment Fund shall receive and hold bequests and other gifts made to it.
4. The Endowment Committee will have authority to decide which gifts are accepted into the endowment.
5. Funds shall be invested and managed by the Northwest United Methodist Foundation.
6. The capital of the Endowment Fund shall be held intact unless directed otherwise by the donor.
7. The Endowment Committee shall distribute the earnings:
  - a. If restricted, as directed by its donor(s)
  - b. Unrestricted earnings shall be distributed: 25% to UWF Mission Giving and 75% to support the purpose of the endowment.
8. The Endowment Committee shall:
  - a. Accept and acknowledge gifts made to the Endowment Fund
  - b. Maintain a record of all bequests or other gifts made to the Endowment Fund.
  - c. Maintain an accurate and complete accounting of all invested funds, including income and capital
  - d. Report at least annually to the Executive Committee and the Annual Meeting of the United Women in Faith of the Pacific Northwest Conference the status of the invested funds, the amount of earnings available for distribution, and the actual distribution of such funds.
9. The promotion of the fund shall be the responsibility of the Executive Committee of the United Women in Faith of the Pacific Northwest Conference.
10. The Endowment Committee shall be appointed by the President of the United Women in Faith of the Pacific Northwest Conference, not to exceed seven persons, and shall include the President, the immediate past President, and the Treasurer. The Committee shall appoint its own chairperson at the summer meeting for the coming year.
11. The Guidelines shall be recommended by the Endowment Committee and approved by the Executive Committee of the United Women in Faith of the Pacific Northwest Conference.

*Approved July 17, 1998; amended July 16, 1999; amended July 14, 2001; amended January 13, 2002; amended July 17, 2010; amended January 21, 2011; amended January 14, 2018*