

Standing Rules

United Women in Faith

Puget Sound Missional District of Pacific Northwest Conference

- I. Reviewed and revised by the Standing Rules Committee, Presented to the Puget Sound Missional District Leadership Team on April 7, 2026
- II. The United Women In Faith (UWF) of Puget Sound Missional District (PSMD) shall function in accordance with the 2025-2028 Constitutions and Bylaws of the National Office of UWF and the 2025 Pacific Northwest (PNW) Conference Standing Rules, as set forth for the districts and adopted. These Standing Rules are supplementary thereto. **All references in Parenthesis in this document refer to the UWF Handbook 2025-2028 Constitution and Bylaws.**
- III. These Standing Rules may be adopted at any meeting of the PSMD Leadership team by a majority vote. To rescind or amend requires a two-thirds vote or a majority with previous notice.
- IV. COMMITTEES

A. The LEADERSHIP TEAM, formerly known as Executive Committee (See Article IV section 1)

The function of the PSMD Leadership Team of UWF shall be to work with the conference, and the local units of UWF. The president serves as the chairperson.

1. The Leadership Team should consist of all elected and appointed leaders.
2. The Leadership Team will be composed of the President, Vice President, Secretary, Treasurer, Communications Coordinator, Committee on Nominations Chair, Program Resource Management Coordinator and the following Mission Coordinators: Education and Interpretation; Social Action; Membership, Nurture & Outreach; and Spiritual Growth. Others may be named by the Leadership Team either to specific roles, ex officio or subgroup leader(s) where they exist.
3. The Leadership Team will include members of the Jurisdiction Leadership Team, Directors of the National Office of UWF, members of the National Office of UWF Program Advisory Group, and members of the Conference Leadership Team as ex officio members residing within the boundaries of the district.
4. The Leadership Team shall meet at least 4 times annually. The Leadership Team shall determine the schedule for its meetings. A special meeting of the Leadership Team may be called by the President to consider urgent business.
5. If the President is unable to attend a Conference Executive Committee meeting, a substitute from the Leadership Team will be sent.

A. COMMITTEE ON FINANCE (See Article IV, Section2)

1. This committee should consist of the Treasurer as Chairperson, President or Vice President, Secretary, and others as indicated by the Leadership Team.
2. This committee shall present a final Budget for the following year which will be submitted at the Spring Leadership Team Meeting (April, no later than May). This is to be emailed or mailed to the Conference Treasurer. After review and revision by the Conference Treasurer, it will be presented to the Conference Leadership Team at their summer meeting (July).
3. The Budget will be presented and voted on by the attendees at the Annual Gathering (September).
4. There will be 2 persons (the Treasurer, the Education and Interpretation Coordinator, or someone on their behalf) who will be responsible for preparing and presenting the Pledge Service at the Annual Gathering.

B. COMMITTEE ON NOMINATIONS (See Article IV, Section 3)

1. Membership shall be 3-5 persons. Committee members should commit to a 2-year term with no members serving more than 4 years.
2. Membership shall be in accordance with UWF Handbook 2025-2028 Constitution and Bylaws Article 5, Section 1, with this exception: At least one person shall be elected each year.
3. The Nomination's Chairperson is responsible for informing the Treasurer of all Recognition of Service as stated in these PSMD Standing Rules section VII F.
4. The Committee shall hold a minimum of 3 meetings a year. Expenses will be reimbursed at authorized rates see in these PSMD Standing Rules section VII D and E.
5. In search of nominees, this Committee should be encouraged to attend all meetings sponsored by the District Leadership Team. Expenses will be reimbursed see in these PSMD Standing Rules section VII D and E.
6. The Nomination Chairperson shall advise the nominees in writing or by email prior to their election what their responsibilities entail and future meeting dates.

C. STANDING RULES COMMITTEE

1. Membership shall be appointed by the President. This committee shall be 3-5 members. The Chairperson shall be selected by the President.
2. The Committee shall meet every 2 years to review and rewrite the existing Standing Rules at the discretion of the President or as necessary. They can be adopted at District Team meeting by majority voice. The Committee shall print the rules as needed.
3. All Leadership Team members shall receive a copy of the Standing Rules.

D. SCHOLARSHIP COMMITTEE

1. This committee shall be determined at a later date.
2. The Committee shall be composed of a member of the Committee on Nominations and the Education & Interpretation Coordinator.
3. The Committee shall follow established criteria and choose recipients.

V. NOMINATIONS, ELECTIONS AND APPOINTIVE PROCEDURES

- A. At Annual Gatherings, elections shall be held for open officer positions of the District by a show of hands, unless there is more than one nominee for an office. In that case, a written ballot will be taken to be counted by the District Committee on Nominations.
- B. All Officers assume their duties on January 1st following their election and then become part of the Leadership Team. They shall be invited and encouraged to attend meetings between the time of the election and January 1st, so they can learn about their jobs. The outgoing Officers should be available to assist with leadership training and transition newly elected officers into their roles through January 1st.
- C. Recommended Pattern of Elections:
 1. Officers are elected at Annual Gatherings or when vacancies occur. All officers are elected for 2-year terms and Members of Committees on Nominations for 4-year terms. It is recommended that no officer serve for more than 4 years in the same office and no more than 8 years total on the District Team. After 8 years, it is recommended that a 2-year break is taken before being elected and serving on the District Team again.
 2. If the officer is elected for an empty position, she will assume her duties immediately.
 3. When it is apparent to the Committee on Nominations that an officer is not fulfilling her responsibilities, the President shall approach her to discuss the problem and seek a solution which may include dismissal.
 4. Any officer, Mission Coordinator or member of the Committee on Nominations who resigns prior to completion of a 2- year term or 4year term for Nominations must be submitted in writing or by email to the District President and the Chairperson of the Committee on Nominations. The chairperson shall acknowledge receipt of written or emailed resignation.

VI. MEETINGS

A. Annual Gathering

1. The Annual Gathering shall be held each fall in September. The date should be set at least 6 months prior to the meeting. The location is to be rotated throughout district using mobility accessible church facilities.
2. The Vice-President shall oversee the planning of the Annual Gathering and a Registrar shall be appointed.
3. The Secretary will send an email, copy to the President (Cc), to all UWF units 45 days prior to the Annual Gathering. This is to remind the local units to report their participation in Mission Giving (5 & 7-Star Giving) for the Treasurer; the Reading Program for the Program Resources Coordinator; the Charter for Racial Justice for the Social Action Coordinator; any Memorials for the Membership, Nurture & Outreach Coordinator; and Mission Today (Gold and Silver Star unit) for the Education & Interpretation Coordinator. The documentation needs to be received 30 days prior to the Annual Gathering. This will be reviewed and verified by the appropriate team members.
4. The Annual Gathering Program shall be printed at District expense.
5. The Annual Gathering Program shall be sent to the Conference Historian by the District Secretary.
6. The Leadership Team shall determine allocation of the offering taken at the Annual Gathering.

B. Leadership Development Training, Workshops, and Retreats for fulfillment of the PURPOSE shall be held as determined by the Leadership team.

1. A Leadership Development Training for UWF units will be held in February or March and overseen by President.
2. Other workshops or retreats may be held throughout the year.
3. Consideration shall be made to hold these events at locations to reach as many women who can attend in the district. A meeting by zoom/online option may be available.
4. For each event a committee of 3-5 officers including the Vice-President shall do the planning, implementation and scheduling. A Registrar shall be chosen by the Leadership Team.

C. Each Event Coordinator shall make a written description and evaluation summary of the Event (program, retreat, training, etc.). One copy shall be kept by the Event Coordinator and one sent to the District President to be held for eight years.

VII. ADMINISTRATION AND MEMBERSHIP DEVELOPMENT FUNDS

- A. Checking Account: Valid signatures for checks shall be the Treasurer, President, and Secretary. Only one signature is required per check.
- B. The district shall set aside \$200 each year in a Reserve toward paying expenses of one or more delegates to attend the UWF National Assembly held every 4 years. District Officers who wish to attend and who have met the early registration deadline for the event will receive an equal portion of the total amount held in the Reserve Account.
- C. Vouchers
 - 1. Must be submitted to the Treasurer within 6 months of incurring the expenses.
 - 2. All vouchers must be presented to the Treasurer by the first of December of each calendar year. Expenses shall be approved by 2 of the following: the President, Treasurer or Secretary. It will be approved and documented by email or paper voucher.
- D. Travel Expenses
 - 1. One-way mileage shall be reimbursed for meetings and events at the same rate as the Conference UWF — 50 cents per mile for 1 officer, 55 cents per mile for 2 officers, and 60 cents per mile for 3 or more officers.
 - 2. Travel expenses (Ferry, bus, and air/train fares) for required District and Conference Gatherings and essential work by District officers should be reported and may be reimbursed in full if approved as budgeted.
 - 3. Meal expenses shall be allowed for officers while in route to and from overnight District Executive meetings or required District and Conference events approved by the Leadership Team. Home hospitality is encouraged when available and practical. A maximum amount of \$30.00 round trip with receipts is allowed if travel is 4 hours or more one-way to the meeting.
- E. Allowable Expenses
 - 1. Postage, stationery, and printing costs will be reimbursed by the District.
 - 2. Home care expenses, incurred when a District Officer's presence is required at a meeting, shall be reimbursed and is not to exceed \$50 per day. Childcare expenses are not reimbursed for home childcare. Extenuating circumstances will be taken into account on an individual basis.
 - 3. Daily Prayer Guide and Program Resource book from the UWF Resource web page will be reimbursed by the district for any Officer.
 - 4. The District Directory and the District Newsletter (The Growing Edge) shall be printed and mailed as needed to appropriate contacts at District expense. Money shall be paid to the officer responsible before or after the date of printing. Accounting of costs shall be provided and adjustments made.

5. Nursery care is to be provided for District meetings; the wages being paid are as follows:
 - a. At the site of meeting.
 - b. Rate to be in accordance with host Church.
6. Conference events appropriate for specific District Officers, and not covered by conference funds, shall be covered by the district.
7. Each officer is responsible for selecting and maintaining a variety of information pertaining to her office such as the current UWF Handbook Constitution and Bylaws. Any expense incurred to purchase or print such materials by the District for the procedural file of all Leadership Team members shall be reimbursed.
8. Honoraria shall be made or payment of expenses offered for speakers at District events. The amount shall be determined by the Leadership Team.

F. Recognition of Service

1. A Gold Special Mission Recognition pin shall be presented to each outgoing officer upon completion of 4 years of service.
2. All other out-going Officers and members of the Committee on Nominations who served fewer than 4 years shall be acknowledged by the District at the Annual Gathering with a Gift to Mission of \$10.00 in their name.
3. The Treasurer shall be responsible for ordering Recognition pins and Gift to Mission cards, upon notification from the Chairperson of the Committee on Nominations. Expenses incurred for these items come from the District Budget.

- G. The District President shall attend the Pacific Northwest UMC Annual Conference (June). Expenses incurred by the President to attend this event (if not reimbursed by Pacific Northwest UMC Conference or by other means) shall be reimbursed by the District up to \$500.

H. Meeting Expenses

1. UWF Conference Annual Gathering (October): Officers are expected to attend this event. All expenses to attend the meeting shall be allowed by the District except for those expenses of the incoming and outgoing Presidents, as covered by the Conference Standing Rules.
2. Mission u (July): All Officers are encouraged to attend this event. Expenses are to be paid by the District as funds are budgeted.

I. Support of UWF Units

1. For each new Unit, the District will send subscriptions to Response magazine for 1 year and a copy of the local unit portion in the current UWF Handbook Constitution and Bylaws. Existing units that were missed and not already receiving these items, will be offered this opportunity from the District after initial contact.
2. Each Unit may invite one District Officer as a speaker at District expense one time during each year.
 - a. Travel expenses for any other visits will be paid by the Unit.
 - b. Each District Officer will report to the President and will keep a log of units visited.
3. In addition to her District responsibilities, each Officer shall maintain a close relationship with her own UWF Unit and be a member of the UWF Executive Committee.
4. Communications with Counterparts
 - a. The District Newsletter, The Growing Edge, is to be published at least 3 times a year by the Communications Coordinator and sent to each UWF unit by email or printed as needed. See District Standing Rules Section VII E 4 for expense money.
 - b. Each Officer is to submit at least 2 articles to the District Newsletter, The Growing Edge, each year.
 - c. Leadership Training for Local Officers will be provided by District Officers each year at the District's Annual Leadership Training that takes place in February or March.
 - d. Each officer is to keep in close personal contact with her counterparts in each UWF unit by sending a minimum of 2 communications each year.

J. Minutes

1. A rough draft of the Minutes shall be sent to the President for proofreading within 10 days after the meeting.
2. The Minutes shall be sent to the Leadership Team including Conference officers, within the District, within 20 days of the past meeting.
3. District permanent records, newsletters, minutes, programs, etc. shall be the responsibility of the Secretary. Copies shall be maintained for 4 years. The Program of the Annual Gathering, District Directory, and copies of the Annual Gathering Minutes shall be sent to the Conference Historian or Secretary yearly.

K. Directory

1. This is the responsibility of the Secretary and/or Communications Coordinator. See District Standing Rules Section VII E 4 for expense reimbursement.
2. The Directories shall be ready for electronic distribution as soon as possible after February 1st. Printed copies will be available at the Leadership Training (February or March) at request.
3. The Directory shall be distributed electronically to all UWF Conference Officers, all District Presidents, the Leadership Team, each active UWF Unit, and the UMC PSM District Superintendent. If there is no active UWF Unit in a church, it will be sent electronically to that church. A paper copy may be mailed if requested at our expense.

Edited by: Patricia Bate 3/6/2026

Presented and approved 4/7/2026