

# Texas Conference United Methodist Women

## Standing Rules of the Conference

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**Date Revised: March 8, 1997**  
**October 3, 1998**  
**October 7, 2000**  
**October 6, 2001**  
**October 2, 2004**  
**September 30, 2006**

### ***Preface***

The United Methodist Women of the Texas Conference shall function in accordance with the *Constitution and Bylaws for Local, District, Conference and Jurisdiction Organizations of United Methodist Women* adopted by the Women's Division of the General Board of Global Ministries. These Standing Rules are supplementary thereto. *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority in all instances in which they are not inconsistent with the *Bylaws* and these Standing Rules.

### **A. Nominations, Elections and Appointive Procedures**

1. **Method of Voting at Annual Meeting.** Voting shall be by ballot; however, when there is but one nominee for an office, the vote may be taken by voice.

2. **Voting Delegates at Annual Meeting.** The voting body of the Annual Meeting of the conference shall be composed of one (1) elected delegate from each local unit, district officers, conference officers and directors of the Women's Division and officers of the jurisdiction organization residing within the bounds of the conference, and the Bishop.

3. **Nominations.** No less than thirty (30) days prior to the Annual Meeting of the conference the Chairperson of the Committee on Nominations shall notify each local unit president of the slate of nominees (See *Bylaws*, Article IV, Section 4, b, 4).

Voting delegates may make additional nominations from the floor at the Annual Meeting of the conference provided that:

- a. the nominee shall have been advised of the duties and responsibilities of the office and be willing to accept the nomination;
- b. the nominee shall be available for presentation to the voting body.

4. **Inclusive Representation.** The leadership of the conference organization shall reflect the diversity of and is representative of the membership within the conference. Elements of this diversity are age, race, marital status, ethnic and cultural backgrounds, disabilities, and employment and non-employment (See *Bylaws*, Article IV, Section 4, b, 3).

5. **Rotation of Terms.** Elections of officers shall take place biennially in even-numbered years. The chairperson and members of the Committee on Nominations shall be elected annually as their terms expire (See *Bylaws*, Article V, Section 1, a).

6. **Clarification of Term of Office and Tenure.** All elected officers shall serve for a term of two (2) years unless otherwise specified. An officer who serves less than six months receives no tenure. For additional information and restrictions regarding terms and tenure, see *Bylaws*, Article V, Section 2.

7. **Date Newly Elected Officers Assume Office.** Elected officers shall assume their duties January 1 of the next calendar year. Training for district officers shall be conducted annually by conference officer counterparts serving for the ensuing year.

8. **Procedure for Transfer of Files from Outgoing to Incoming Elected Leaders.** No later than January 1, each retiring leader shall give the files related to her position to her successor. The retiring president shall be responsible for completing the Annual Evaluation report and mailing it to the Women's Division on or before the specified date.

9. **Appointed Leader.** The President shall appoint;
- a. a person knowledgeable in parliamentary procedure to serve as parliamentarian at meetings of the Executive Committee and at Annual Meeting and
  - b. Language Coordinators, appointed with voice and vote, shall be named by the President, in consultation with persons of the particular language group.

10. **Nominees to Regional School Planning Team and Regional School Committee on Nominations.** At the meeting of the Executive Committee in the spring of the year preceding the conclusion of the term of conference representative(s) to the Regional School Planning Team and/or Regional School Committee on Nominations, the Conference Committee on Nominations shall recommend name(s) to be presented for Regional School leadership positions as requested. Nominee(s) shall reflect the diversity of and be representative of the membership within the conference. Elements of this diversity are age, race, marital status, ethnic and cultural backgrounds, disabilities, and employment and non-employment.

11. **Nominees to Women's Division.** At the Annual Meeting in the fall of the year preceding each Quadrennial Meeting of the jurisdiction organization, the Committee on Nominations shall present a slate of at least four (4) women for possible membership on the Women's Division. (The slate shall be presented to the conference Executive Committee and then to the local units according to the above-mentioned timeline for other nominations to conference office.) Additional names may be nominated from the floor of the Annual Meeting with consent of the nominee. Those elected as nominees shall be the three receiving the highest number of votes; the alternate shall be the person receiving the next highest number of votes.

12. **Delegates to Quadrennial Jurisdiction Meeting.** The Conference President shall be a delegate to the Quadrennial Meeting of the jurisdiction organization. Five (5) additional delegates and two (2) alternates shall be elected from the remaining conference officers. The alternates shall be the two conference officers receiving the next highest votes with rank according to the number of votes received.

## **B. Committees**

### **1. Executive Committee.**

- a. There shall be no less than two (2) meetings of the Executive Committee each year.
- b. In the event the president and the vice president are unable to preside, the secretary shall preside.
- c. Voting members of the Executive Committee shall be those named in the *Bylaws* (see Article III, Section 1. a); these persons shall be expected to attend all meetings of the Executive Committee.
- d. Members of the Committee on Nominations shall attend (without voting rights) all meetings of the Conference Executive Committee.

### **2. Administrative Committee.**

- a. The Administrative Committee shall be composed of five (5) members: the President, who shall serve as Chairperson, the Secretary, and three (3) other members of the Executive Committee appointed by the president.
- b. In order to transact emergency business, a conference telephone call may be used in lieu of a meeting (see *Bylaws*, Article III, Section 2 for restrictions on decisions by Administrative Committee).

3. **Committee on Program.** In addition to the members named in the *Bylaws*, Article IV, Section 1. a, the Dean of the Conference School of Christian Mission and the Chairperson on the Committee on Nominations shall be members of the Committee on Program.

### **4. Committee on Finance.**

- a. The Committee on Finance shall be comprised of those persons listed in the *Bylaws*, Article IV Other Committees, Section 2. Committee on Finance, a. Membership and b. District Presidents shall attend in the absence of the District Treasurer with vote. The Committee on Finance shall include only those members listed who are conference officers.
- b. The Committee on Finance shall meet in the summer to prepare the total budget, including Pledge to Mission and amounts for conference and district Administration and Membership Development for the following year, for recommendation to the fall meeting of the conference Executive Committee and adoption at the Annual Meeting. The Committee on Finance shall meet in the spring for financial analysis,

goal setting, and for determining a recipient of the conference Special Mission Recognition to be recommended to the Executive Committee.

5. **Committee on Membership Nurture and Outreach.**

- a. The Committee on Membership Nurture and Outreach shall meet two times per year.
- b. The district representation on the Committee shall include three district chairpersons of membership nurture and outreach on a rotating basis.

6. **Committee on Nominations.**

- a. The Committee on Nominations shall be composed of seven (7) persons, including the chairperson.
- b. The Committee on Nominations shall maintain a Talent Bank, which shall be updated annually.
- c. The chairperson of the Committee on Nominations shall be responsible for contacting potential nominees to inform them of responsibilities, meetings/calendar, payment of expenses, membership on connectional boards and agencies by virtue of office, etc.
- d. Each district Executive Committee shall present three (3) names to the conference Committee on Nominations by February 1 of each year. Each member of the Committee shall present three (3) names to the Committee on Nominations for consideration as a nominee for membership on this committee.
- e. The Chairperson of the Committee on Nominations shall present an annual written report on term and tenure of elected/appointed leaders to the Executive Committee at their first meeting of the year.
- f. The Committee on Nominations shall meet at least twice a year, one of the times being during the week or weekend Schools of Christian Mission. In even-numbered years, they shall meet while gathered to attend the spring meeting of the Executive Committee. At the first meeting each year the Committee on Nominations (from among its members) shall elect a vice chairperson to serve in the event the chairperson of the Committee is unable to officiate.
- g. The nominee for chairperson of the Committee on Nominations shall be selected from among experienced members on the committee when possible.
- h. No member (of the Committee on Nominations) shall hold an office in the organization beyond the local unit (see *Bylaws*, Article IV, Section 4, a).

7. **Rules Committee**

- a. The Rules Committee shall consist of no less than three (3) members appointed by the president.
- b. The Rules Committee shall receive recommendations and propose to the Executive Committee amendments to the Standing Rules for the conference, district, and local unit organizations.

8. **Board of Managers of the Cooperative School of Christian Mission**

- a. The Texas Conference School of Christian Mission is a cooperative school held under the direction of the Board of Managers, an agency of the Texas Annual Conference, and cosponsored by the Texas Conference United Methodist Women.
- b. The representatives from the United Methodist Women to the Board of Managers shall be the Conference President, the Dean of the Conference School of Christian Mission, the Conference Treasurer, the Conference Communications Coordinator, and the Mission Coordinator for Education and Interpretation, Social Action, the Conference Secretary Program Resources and the Representative for Regional School.
- c. See separate Constitution, Bylaws, and Policies for procedures under which Cooperative School of Christian Mission is managed.

**C. Elected/Appointed Leaders**

Each elected/appointed leader is expected to attend all meetings required of the office. Any conference officer or member of the Committee on Nominations with three (3) unexcused absences will be replaced. The Administrative Committee will determine the validity of the excuses for the absences; the Committee on Nominations will make the nomination to fill the resulting vacancy (see *Bylaws*, Article IV, Section 4. b. 5).

**D. Meetings**

1. **Meetings Held Annually.**

- a. Annual Meeting shall be held each fall at Lakeview Conference Center on the dates determined by the Committee on Program.

b. School of Christian Mission shall be held every summer at Lakeview Conference Center on dates determined by the Board of Managers of the School of Christian Mission.

2. **Other Meetings**. The Committee on Program has the responsibility for planning/implementation and schedule of other conference events.

3. **Ecumenical Organizations**.

a. Church Women United: The Conference President is a member of the Leaders' Council of Church Women United in Texas.

b. World Federation of Methodist Women: The Conference Vice President (or her substitute) shall be encouraged to attend the area, regional and state meetings of World Federation of Methodist Women. These meetings follow a sequence and occur every five (5) years.

## **E. Funds**

1. **Conference Administration and Membership Development**. The percentage of local unit Pledge to Mission money to be retained for district, conference and jurisdiction Administration and Membership Development shall be recommended annually by the Expanded Committee on Finance for approval by the conference Executive Committee. *(In 2006, the amount retained is 24% of Basic Pledge to Mission.)*

2. **Emptying the Treasury**. At the end of each year, any Administration and Membership Development funds except one fourth (1/4) of the Administration and Membership Development budget for the following year shall be added to the pledge and sent to the Women's Division.

3. **Audit**. As soon as practicable following the end of the year, the Treasurer shall present the books to a Certified Public Accountant for a full-scope audit in accordance with the Financial Accounting Standard Board's requirements for non-profit organizations.

4. **Transfer of Records**. A retiring Treasurer shall transfer the conference financial records to the new treasurer no later than January 1.

5. **Authorized Check Signers**. The Conference President, Conference Treasurer, Conference Vice President and the Conference Secretary must sign a signature card. Any two of the above Conference officers must sign checks.

6. **Voucher Procedure**. Leaders who have incurred expenses shall present a voucher for all expenses at least once a quarter for approval to the conference president, who forwards it for signature to the conference secretary, who forwards it for payment to the conference treasurer.

7. **Rate for Travel Expenses**. The following costs shall be paid (this includes members of the Committee on Nominations while visiting district meetings and events outside their district to observe potential leadership):

- a. Meals, not exceeding \$20.00 per day;
- b. Transportation cost or, if using car, \$.20 per mile. When multiple riders travel in one car, the conference officer is reimbursed for her pro rata share based on the number of riders in the car.
- c. Housing based on occupancy rate of four per room.
- d. If an officer is invited to any meeting and the expense is to be paid by the conference, then the conference organization shall be responsible for all expenses.

8. **Allowable Expenses**.

a. Books. The Secretary of Program Resources shall select for purchase eight (8) Reading Program books, two (2) from each category (not to exceed budgeted amount). She shall choose books requested by all mission coordinators and other members of the mission team. She shall have books available at all mission team meetings.

b. Resources. Subscriptions to (state) *IMPACT* shall be provided for the mission coordinator for Social Action and the conference president at the conference expense. The Mission Resource Promotion Mailing Service shall be provided for the Conference President and the Conference Secretary Program Resources at the conference expense.

c. Dependent Care. Dependent care shall be provided at the maximum rate of \$30.00 per day, with prior approval of the conference president and secretary, for a conference officer's immediate family member (husband, parent, child) who lives in her household and requires constant care and supervision. Dependent care (using the same restrictions) shall also be provided for an immediate family member of a district president and members of the Committee on Nominations while attending Executive Committee meetings.

9. **Gifts to Mission and Gift in Memory.**

a. In lieu of fees and honoraria, Gift to Mission cards shall be presented to thank speakers and presenters at conference events.

b. In the event of the birth or adoption of a baby or death in the immediate family of any member of the conference Executive Committee, the conference shall donate a Gift to Mission/Gift in Memory in the amount of \$10.00. Immediate family includes spouse, child, parent, or sibling.

10. **Special Mission Recognition.**

a. Retiring conference officers and members of the Committee on Nominations shall be presented a Special Mission Recognition: For continuous service - President. . .Minimum \$500.00; all other officers. . .8 years' service \$200.00,. . .6 years' service \$100.00,. . .4 years' service \$50.00,. . .2 years' service \$35.00.

b. A Special Mission Recognition pin in the amount of \$100.00 shall be given to the recipient of the Hazel Decker Memorial Award.

11. **District Funds.**

a. Administration and Membership Development. From the conference Administration and Membership and Development fund, the portion returned quarterly to districts for their Administration and Membership Development shall be recommended annually by the Conference Committee on Finance for approval by the conference Executive Committee. (*This amount is 5% of Basic Pledge to Mission, minimum \$600 and \$1200 maximum*). If additional funds are needed to carry out the required work, the district president shall request such of the conference Executive Committee.

b. Start-Up Fund. An initial start-up amount of \$400 for Administration and Membership Development shall be sent to each incoming district treasurer no later than January 1.

c. Subsidy. Districts shall receive a subsidy of one-third the cost of housing and registration (rounded to the nearest dollar) for district officers in attendance at Lakeview for Spring Event, Annual Meeting, and week and weekend Schools of Christian Mission. The district president and mission coordinator for Mission Education and Interpretation shall receive subsidy for attendance at both week and weekend Schools of Christian Mission.

d. School of Christian Mission Scholarship(s) and newly retired. The conference shall pay the cost of housing and registration for one youth, young adult, newly retired, Hispanic or Asian woman from each district. (Each district is responsible for study materials, travel, and supervision of youth.)

12. **Women's Division Events Held Quadrennially.** There shall be an amount budgeted to be added annually to a cumulative account from which funds are used for attendance at Assembly, Quadrennial Meeting of the jurisdiction and other Women's Division or jurisdiction events.

13. **Jurisdiction Funding.** Funding for the Jurisdiction Core Planning Group Administration and Membership Development shall be paid in the amount and the manner determined by the Jurisdiction Core Planning Group in consultation with the presidents of the conferences. (*This amount is 1.25% of the Conference Pledge to Mission paid quarterly*).

14. **Authorized Expenditures.**

a. Annual Conference. Expenses are paid for Officers of the Conference United Methodist Women and District Presidents of United Methodist Women serving as lay members of the Texas Annual Conference as follows: one-fourth charges for room (only nights conference is in session), hotel parking, \$20.00 per day for meals. Commuters shall be paid for parking, meals, and mileage for one round trip each day they are in attendance. Lodging for the evening prior to the opening session shall be paid only for those whose travel distance mandates arrival the previous evening to attend the first session; those attending a breakfast meeting the first morning shall seek reimbursement from the appropriate conference committee.

b. Annual Meeting. Participants in the Conference Annual Meeting program shall be paid for approved expenses and travel at current conference rate. A participating district officer shall be given the difference between what district allows and actual expense. Expenses shall also be paid for attendance of retired deaconesses and women missionaries living in the bounds of the Texas Annual Conference.

c. Assembly and Quadrennial Meeting of the Jurisdiction. Expenses of members of the Executive Committee and members of the Committee on Nominations attending Assembly and Quadrennial Meeting shall be paid at the stated rate for travel expenses.

d. Committee on Program. Newly elected members of the Committee on Program may attend at conference expense the last meeting of the year of the Committee on Program.

e. Conference Committees. Expenses for meetings of conference committees shall be allowed as recommended by the Committee on Finance.

f. Leadership Training. Expenses will be paid for Conference officers and members of the Committee of Nominations conducting training.

g. Legislative Event. Expenses shall be paid for the Texas Conference representative to attend meetings of the Task Force for Women's Legislative Event. In addition a stated amount will also be paid to recipient(s) of Legislative Event scholarship(s).

h. Quadrennial Meeting. Expenses of nominees to Women's Division, which are not already paid by virtue of another office, shall be paid by the conference at the stated rate for travel expenses.

i. School of Christian Mission. The conference treasurer shall pay to the Board of Managers of the Texas Conference Schools of Christian Mission its budgeted sum for the expense of the conference school. Conference shall pay housing for members of the Committee on Nominations to attend the week or weekend School; during this time they are expected to have at least one meeting together.

j. West Gulf Regional School. Travel expenses for regional school shall be paid at the rate determined by the travel pool.

k. Women's Division. The conference president may attend meetings of Women's Division and/or the General Board of Global Ministries, when invited, at conference expense.

l. Members of the Committee on Nominations shall be reimbursed for expenses incurred during Annual Conference as it relates to the Committee on Nominations in accordance with Section E. 12a.

15. **Restriction on Solicitation for Funds**. No publications except official Service Center publications and no products such as jewelry or manufactured articles other than those in the Service Center catalog shall be offered for sale, unless prior approval has been granted by the Executive Committee.

16. **Church Women United**. The conference organization shall support Church Women United in Texas each year as recommended by the Committee on Finance and approved by the conference Executive Committee.

17. **Offerings**. Offerings taken at all conference meetings shall be sent undesignated, Basic Pledge to Mission.

18. **Expenses to be Reimbursed**. Any member of the Executive Committee or Committee on Nominations who makes reservations for an event but does not attend will reimburse conference funds for charges incurred on her behalf. Exceptions shall be at the discretion of the Administrative Committee.

19. **Registration and Reserve Fund**. Funds generated from non-refundable registration, cancellations and registration overages after event bills are paid shall be designated for the purpose of supporting special programming to be decided by the Executive Committee and for purchasing and upgrading equipment. The administration of these funds shall be the responsibility of the Executive Committee.

#### **F. Minutes, Directory, Designated Mailings, Publicity, Records, Files**

1. **Minutes**. Minutes shall be distributed to all committee members no less than one month after the meeting of the committee.

2. **Annual Report**. The retiring secretary shall be responsible for completing (including compiling, editing and circulating) the Conference Annual Report and preserving it in the Texas Conference Archives at Lon Morris College.

3. **Directory**. The Conference Secretary shall prepare a directory which contains names, addresses, and telephone numbers of elected leaders in the districts.

4. **Mailings**. All members of the Executive Committee shall receive a copy of any promotional information circulated by a conference officer.

5. **Newsletter**. The communications coordinator shall maintain the mailing list.
6. **Financial Records**. The treasurer shall keep the conference financial records for eight (8) years.

#### **G. Amendments**

1. No less than thirty (30) days prior to the Annual Meeting of the conference, the secretary shall notify each local unit president of the proposed amendments to the Standing Rules.
2. Upon recommendation of the conference Executive Committee, Standing Rules may be amended by a majority vote of delegates present at the Conference Annual Meeting

