

Tennessee Conference United Methodist Women



**Accepted Policies of the Conference
Organization**

**Adopted with Revisions
October 11, 2008**

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**ACCEPTED POLICIES
TENNESSEE CONFERENCE
UNITED METHODIST WOMEN**

I. Elections and Appointments

A. Conference Officers

1. A person filling a vacancy in the elected leadership may be re-elected for a two year term in accordance with the Constitution and Bylaws.
2. Officers will be elected bi-annually and will assume duty on January 1st.
3. A list of nominees for conference officers, including a biographical sketch, and complete address with telephone number shall be sent to local unit presidents at least thirty (30) days prior to the date of the Annual Meeting and shall be published in The Call.

B. Committee on Nominations

1. The committee shall be composed of nine members, including the chairperson.

C. Mission Education Event Committee

1. The assistant dean shall be a member of the Executive Committee with voice, but no vote.

D. Other Conference Committees

1. Committee on Scholarships

- a. A Committee on Scholarships may be appointed by the conference president with the approval of the Executive Committee.
- b. This committee shall make leadership opportunities available to women within the conference through attendance at special and regular conference meetings.

2. Committee on Accepted Policies

- a. There shall be a Committee on Accepted Policies composed of five members who will be nominated annually by the conference president and elected by the Executive Committee.
- b. This committee shall present changes and/or recommendations to the adopted policies, as approved by the Executive Committee, to the annual meeting for possible adoption as necessary.

E. Women's Division

1. The conference Executive Committee shall nominate and elect the conference representative to attend the invitational Women's Division Board Meeting in New York.

II. Meetings

A. Attendance at Executive Committee Meetings and Other Committee Meetings

1. Executive Committee Members

Members of the Executive Committee are expected to attend the executive meetings and events sponsored by the conference. Three absences will call for a visit from the president and her designee from the conference team. Consecutive absences will call for resignation from the team/committee. Exceptions: Personal illness, family illness, death, and extenuated work-related situations will be considered by the Executive Team.

2. District Presidents and Designees

District presidents are part of the conference team and are expected to attend conference Executive Committee meetings and events. A designee in the absence of the district president may be sent to one Executive Committee meeting per year. The designee will have voice but no vote. Three absences will call for a visit from the president and her designee from the conference team. When this falters the president will send a letter to the district chairperson of the Committee on Nominations.

3. Conference Committee on Nominations

The conference Committee on Nominations will attend the first annual Executive Committee meeting. Two Committee on Nominations members, in addition to the chairperson, shall attend Executive Committee meetings.

4. Standing Committees

Standing committees will meet on call.

5. Ad Hoc Committees

Ad Hoc committees, as appointed by the president, with approval of the Executive Committee, will meet on call.

B. National/Conference Meetings

1. Person(s) representing the conference at a national/conference meeting should be the one whose position is most closely related to the purpose of the meeting. A written report should be submitted to the president and secretary following the attended meeting. The report will be attached to the minutes of the Executive Committee.

C. District Meetings

1. Executive Committee (mission team) is expected to attend their respective district meetings as a member of the district Executive Committee each year. (Bylaws of United Methodist Women in the District, Article III, Constitution and Bylaws.)

D. Conference Annual Meeting

1. The date and place of the annual meeting shall be determined by the Committee on Program, subject to approval of the conference Executive Committee.
 2. The Committee on Program for the annual meeting shall expand to include the district president, local unit president, and others of the host church.
 3. The voting body of the conference annual meeting shall consist of:
 - a. all conference officers and district officers
 - b. two members from each local unit, and
 - c. others as may be set forth by the Constitution and Bylaws.
 4. Conference and district officers may not serve as local delegates.
 5. All reports needed for the annual meeting shall be due by August 31.
 6. Resolutions and Motions
 - a. Proposed resolutions to be brought before the annual meeting shall be sent in writing to the conference secretary at least thirty (30) days prior to the date of the annual meeting.
 - b. All motions made on the floor at the annual meeting shall be given in writing to the recording secretary when the motion is made.
- E. Leadership Training Event
1. The date and place of the district leadership training event shall be determined by the conference Executive Committee.
- F. Mission Education Event
1. Each district officer in the conference is expected to attend the Mission Education Event and participate as directed.
 2. The same study leaders, children, youth and adult, should not be invited to teach in the Mission Education Event more than two times in a five-year span.
- G. Child and Youth Workers at Conference Events
1. There shall be two adult workers present at all conference events when working with children and youth.

III. Communications

A. Conference Directory

1. A conference directory shall be printed and updated annually, and shall include accepted policies, name and addresses of conference and district officers, presidents of local units, and other items as the committee may deem necessary.

2. The names and addresses contained in the directory are not to be used by any organization other than the United Methodist Women without permission of the Executive Committee.

B. Correspondence

1. A supply of stationery will be kept by the conference secretary for distribution to conference and district officers upon request.
2. United Methodist Women's stationery shall not be used for personal correspondence.
3. Conference Executive Committee members shall be responsible for the type and amount of correspondence sent to the districts. Conference officers shall send copies of their communications to the president of the conference Executive Committee.

C. Conference Newsletter

1. A conference newspaper, The Call, shall be produced four times a year by the communications coordinator, and sent to the conference Executive Committee, district officers, each local president, vice-president, secretary, treasurer, circle leaders, Women's Division Directors and Southeastern Jurisdiction officer residing in the conference, past conference presidents, resident Bishop, all (7) District Superintendents, and Conference Council on Ministries office and others as deemed appropriate by the Executive Committee.
2. Other persons may receive the newsletter by request after paying a specified fee for postage and handling. These subscribers will be added to the mailing list for the calendar year.
3. In lieu of receiving a newsletter through the U.S. Postal Service, persons may receive the newsletter electronically by e-mail or by downloading from the conference web site.

D. District Communications with the Conference

1. Accepted Policies

All districts shall submit a copy of their Accepted Policies to the conference secretary to be maintained on file.

2. New and Reactivated Units

The district president shall send the names and addresses of the new president of each new or reactivated unit to the conference secretary and treasurer.

E. Minutes

1. Minutes of Executive Committee meetings shall be mailed two weeks prior to the next meeting (including agenda of the next meeting).

IV. Financial Policies

A. Administration and Membership Development Fund

1. The conference Administration and Development Fund shall not exceed 30% of the undesignated pledges.
2. The conference Administration and Development Fund shall be used as budgeted by the Finance Committee in accordance with guidelines of the United Methodist Women's Financial Handbook.
3. The treasurer shall receive the funds of local units from district treasurers quarterly and return funds for district Administration and Development to the district treasurers quarterly.
4. The Southeastern Jurisdiction Leadership Team treasurer will establish with the conference treasurer the procedure for receiving the conference payment to the Southeastern Jurisdiction Leadership Team's Administration and Development Fund.

B. Special Memberships

1. Money for special memberships (i.e., Church Women United) given in the conference shall come from funds accrued beyond the amount pledged to the Women's Division in any one year.

C. Non-budgeted Expenses

1. Expenditure for any non-budgeted item exceeding \$30 must be approved by the Executive Committee.

D. District Expenses for Work Done at the Request of the Conference

1. Districts may request reimbursement for any expense incurred for work done at the request of the conference.

E. World Thank Offering

1. The World Thank Offering shall be received by the local treasurer and forwarded to the district treasurer. The district treasurer shall forward the offering to the conference treasurer on or before the fourth quarter.

F. Birthday Dollars

1. The decision as to how "Birthday Dollars" are designated shall be decided by the Executive Committee annually.

G. Five-Star Member Recognition Pins

1. The conference treasurer shall purchase a recognition pin for each member who meets the criteria to become a Five-Star Member.
2. The design of the recognition pin shall change every quadrennium.

H. Provision for Resources

1. Mission Resource Promotion Mailing

The Mission Resource Promotion Mailing shall be provided to each conference officer and district president.

2. Handbooks for Conference Officers

Each newly elected conference officer will receive a copy of *Constitution & Bylaws for Local, District, Conference & Jurisdiction Organizations; Focus on Local and District Units Handbook*; and *Financial Handbook*.

3. Resources for New and Reactivated Units

The conference treasurer will send one program resource book, one handbook, and one year's subscription to *Response* and *New World Outlook* at the conference's expense to new or reactivated units.

4. Newsletter Subscriber Fees

Subscribers to the conference newsletter will pay a fee for postage and handling in the amount of \$5.00 per calendar year. This fee shall be remitted to the conference treasurer. The treasurer will notify the communications coordinator when the fee has been received so the subscriber can be added to the newsletter mailing list.

I. Meetings, Events and Other Agency Expenses

1. General

- a. Fees may be sent and collected for participation in schools and other scheduled events.
- b. All vouchers for travel expenses must be submitted to the treasurer by the end of the fiscal year, November 30.
- c. Persons having expenses for a specific event need to have all vouch receipts to the conference treasurer within four to five weeks after the event
- d. Allowance for travel by car shall be paid at the rate set by the conference Executive Committee.
 - (1) Conference officers shall make every effort to pool expenses proportionately with other riders if all are not officers.
 - (2) Officers preferring to travel alone where there are other officers in the area shall receive one-half the mileage rate. If there are no other officers in the area, she shall be paid the full mileage.
- e. Members shall be expected to remain for the entire time of any meeting to which they have been called if expenses are to be paid by the conference. Unusual circumstances will be considered. Contributions toward the travel expense of such officers are acceptable.
- f. Medical personnel designated for Tennessee Conference United Methodist Women events will have authorized registration fees, lodging, meals and

mileage paid by the conference.

- g. A "guest" shall not attend any conference paid meeting, assembly, or conference without prior approval of the Executive Committee.

2. Regional School, Jurisdiction, Assembly, Agency and Board Expenses

- a. The fee for each conference officer who attends regional school shall be sent in by that officer with her completed registration form. The conference treasurer will hold all checks designated as payment for conference officers. Those officers who attend Regional School will have their un-cashed check returned to them while the checks of those who register but do not attend shall be cashed.
- b. Nominees to be considered for election at the jurisdiction meeting will have all expenses paid by the conference or the Southeast Jurisdiction, but not both.
- c. The Southeast Jurisdiction/Assembly funds will be divided equally among the conference executive team and one district scholarship per district to those attending these events.
- d. Expenses of conference officers attending Jurisdiction, special national and annual meetings of the General Board of Global Ministries, etc. shall be paid from the Administration and Membership Development Fund as outlined by the Women's Division.
- e. Expenses for officers serving as official representatives of the conference United Methodist Women on conference boards and agencies, except where designated otherwise, will be paid by the conference.

3. Conference Executive Committee Meeting Expenses

- a. All valid travel expenses (meals, lodging, mileage, transportation) for the conference Executive Committee, including district presidents or their authorized designee, shall be paid by the conference.
- b. Expenses for members of the Committee on Nominations authorized to attend shall be paid by the conference.
- c. Travel expense for standing committees and ad hoc committees will be paid by the conference.
- d. A child care allowance of \$25.00 will be paid by the conference to members of the conference Executive Committee for team meetings when needed.
- e. Executive Committee meetings held at churches
 - (1) The host church will be given the following honorarium listed. When fees are accessed, this honorarium will not be paid.

(a) Host church all day	\$100.00
(b) Host church half day	\$ 50.00
(c) Host church less than 4 hours	\$ 25.00
 - (2) The rate for authorized meals provided by the host church will be set by the conference Executive Committee.

4. Mission Education Event Expenses

- a. Registration and mileage will be paid for the conference Executive Committee, conference Chairperson and members of the Committee on Nominations, district presidents, dean and assistant dean.
- b. A full time participant is a person who stays on campus, attends all classes, and eats all meals on campus.
- c. A part time participant is a person who attends the classes, does not stay overnight, and meal costs are not included in the registration fee. Meal costs are additional and will be stated on the registration form.
- d. Invited resource persons shall have mileage, needed materials and appropriate meals paid by the conference.
- e. Scholarships will be provided annually for the Bishop, Women’s Division Representative(s) and the Southeastern Jurisdiction Representative of the Tennessee Conference UMW to attend the Mission Education Event.
- f. The fee for each district officer who attends shall be sent in by that officer with her completed registration form. The conference treasurer will hold all checks designated as payment for district officers. Those district officers who attend the Mission Education Event will have their un-cashed check returned to them while the checks of those who register but do not attend shall be cashed. The district shall be responsible for expenses each district officer incurs in traveling to and from the event.
- g. The conference treasurer will hold all checks designated as payment for conference officers. Those conference officers who attend conference paid events will have their un-cashed check returned to them while the checks of those who register but do not attend shall be cashed.
- h. Authorized expenses of the pianist, music director, teachers, and focus group leaders shall be paid by the conference for the Mission Education Event.
- i. Honoraria for staff shall be:
 - (1) Pianist \$ 75
 - (2) Music Director \$ 75
 - (3) If a person serves in both capacities \$150
 - (4) Teachers \$150
 - (5) Book allowance for teachers \$200
 - (6) Child/Youth workers \$ 50

5. Spiritual Life Retreat Expenses

- a. Mileage, registration, meals, and board for the chairperson of the Spiritual Life Retreat, the Bishop, registrar, child care workers, secretary of program resources and musicians will be paid by the conference. All other officers will attend at their own expense.
- b. Honoraria for staff shall be:
 - (1) Pianist \$ 75

(2) Music Director	\$ 75
(3) If a person serves in both capacities	\$150
(4) Retreat Leaders	\$125
(5) Child/Youth Workers	\$ 50

6. Annual Meeting Expenses will be paid by the Conference as follows:

- a. Authorized expenses of the conference Executive Committee, Committee on Nominations, and district presidents.
- b. Only the registration fee for all district officers, including the district Committee on Nominations and past conference presidents.
- c. Honoraria for Annual Meeting:

(1) Host Church	\$100
(2) Speaker	\$100
(3) Child Care (per worker)	\$ 25
(4) Song Leader	\$ 25
(5) Pianist	\$ 25
- d. The rate for authorized meals provided by the host church shall be set by the conference Executive Committee.

7. Intergenerational Event Expenses

- a. Mileage, registration and meals for the chairperson of the Intergenerational Event, registrar, child care workers and program speakers will be paid by the conference. Other officers will attend at their own expense.
- b. Honoraria for the Intergenerational Event shall be:

(1) Host Church	\$100
(2) Speaker	\$ 50
(3) Child Care (per worker)	\$ 25

8. Tri-Conference Legislative Event Expenses

- a. Mileage, registration, lodging and meals for the mission coordinator for social action, registrar, and conference president will be paid by the conference. Other officers will attend at their own expense.

9. Mission Encounter Event Expenses

- a. Mileage, registration, lodging and meals for the chairperson of the Mission Encounter Event will be paid by the conference. Other officers will participate at their own expense.

10. Leadership Training Event Expenses

- a. Authorized lodging, meals, and mileage of conference and district Executive Committee and Committee on Nominations shall be paid by the conference.

11. District Meeting Expenses

- a. The conference president's expenses will be paid by the conference when

attending district events.

- b. Conference officer's expenses will be paid by the district when invited to participate in district events.
- c. Conference officer's expenses will be paid by the district when attending their respective district meetings.
- d. Conference officers and/or workers in a conference project may be invited at conference expense to a district meeting to speak on subjects or projects of the General Board of Global Ministries.

J. Conference Memorials and Honorariums

1. Gift in Memory

- a. A \$25 Gift in Memory shall be sent to Women's Division annually on behalf of all deceased Tennessee Conference United Methodist Women.
- b. A \$50 memorial gift to mission will be given for a deceased active Executive Committee member.
- c. A \$10 memorial gift to mission will be given for a deceased immediate past Executive Committee member.

2. Special Mission Recognition

A Special Gift to Mission will be given in honor of the conference Executive Committee and Committee on Nominations retiring from the Executive Committee as follows:

- a. 1 year or less \$ 40
- b. 2 years \$ 60
- c. 4 years or more \$100

K. Auditing of Treasurer's Books

- 1. The Tennessee Annual Conference of United Methodist Women will pay for the conference and the seven (7) districts to have their books audited with one (the same) auditor. The conference treasurer will contact each district treasurer for information needed by January 1 of each year. The conference treasurer will collect the sealed records and forward to the auditor.

V. Programs

A. Reading Program

- 1. Units with persons participating in and completing the Reading Program by December 31 of each year, or as stated by the Women's Division, will send the number of persons involved in the four plans to the district secretary of program resources by August 15. Participation certificates will be presented at district annual meetings and individual certificates for completion will be awarded by local units.

B. Mission Studies

1. Reporting and Recognition

Units with persons participating in any current, approved mission study of at least four hours by December 31 of each year, or as stated by the Women's Division, will report the number to the district coordinator for education and interpretation by August 15. Recognition for participation will be made at the district annual meetings. A certificate will be presented for completion of four hour studies.

2. Persons Teaching Local Unit Mission Studies

a. To receive credit for a local unit mission study, the person teaching shall have attended the Mission Education Event or follow the guidelines and use the study materials as outlined by Women's Division.

b. A list of persons eligible for teaching may be obtained from the conference education and interpretation coordinator, district president and district education and interpretation coordinator.

C. Mission Today

1. Units completing criteria for Mission Today by December 31 of each year, or as stated by the Women's Division, will send the report to the district mission coordinator of education and interpretation by August 15.

2. Units meeting levels of completion will be recognized at the district annual meeting and will be named in the program book for the conference annual meeting.

3. Special recognition for units that meet requirements for a platinum award will be given at the conference annual meeting.

D. Five-Star Member

1. Any person who gives to each of the five channels of mission giving above and beyond his or her pledge to mission shall receive recognition as a Five-Star Member.

a. The minimum criteria for mission giving above and beyond the pledge to mission shall be: \$5.00 additional pledge to mission; \$5.00 gift in memory; \$5.00 gift to mission; \$40.00 Special Mission Recognition (or cost set by Women's Division); and \$5.00 World Thank Offering.

b. The names of Five-Star Members shall be submitted in a report to the district treasurer by August 15.

2. Five-Star Members will receive a recognition pin for mission giving at the district annual meeting and will be named in the program book for the conference annual meeting.