

Charlottesville District United Methodist Women

Standing Rules

The United Methodist Women of the Charlottesville District shall function in accordance with the Constitution and By-laws of the Virginia Conference of United Methodist Women adopted from recommendations of the United Methodist Women, Inc. The following Standing Rules are supplementary to those rules and provide specific procedures for the administration of the Charlottesville District.

The full text of the Standing Rules for the Virginia Conference UMW organization is published annually in the Virginia Conference UWM Annual Report.

ARTICLE I Local Units

- A. The Charlottesville District UMW Executive Committee Officers will be elected and provide leadership as outlined in the Charlottesville District Handbook for Local Units;
- B. The local unit Treasurer shall receive and disburse all funds for the local unit, following the guidelines provided in the current "Financial Brochure" completed by the Charlottesville District Standing Rules Committee;
- C. The local unit Treasurer will report directly to the District Treasurer;
- D. Local units shall send to the District Treasurer **annually** an amount per member, to be determined by the District Executive Committee. This Administration and Membership Development Fund (A&MD) will promote the **PURPOSE** of the Charlottesville District UMW;
 - *These funds should be sent to the District Treasurer with the unit's first quarterly report in March of each year;*
 - The purpose of the A&MD fund is for the administrative operation of the Charlottesville District UMW;
- E. Each unit will report the amount of their annual Pledge to Missions for the upcoming year;
 - *This figure should be sent to the District Treasurer with the unit's quarterly report that is due in mid-September.*

ARTICLE II Charlottesville District Executive Committee

- A. The Charlottesville District Executive Committee will consist of the following elected officers:
President, Vice President, Secretary, Treasurer, Mission Coordinators for Spiritual Growth, Education and Interpretation (E&I), Social Action, Membership, Nurture and Outreach (MN&O), Communications Coordinator, and Chairpersons of Program Resources and Nominations ;
Plus appointed representatives for Blackstone Conference and Retreat Center (BCRC) and Westview on the James.
- B. Each Executive Committee member will fulfill the duties of her office according to the guidelines issued by the Virginia Conference UMW Constitution and By-laws;
 - She will be a source of training and resource information for local units;
 - When there are changes on the Executive Committee, the out-going officer will be a mentor for the new officer in that position and assist in training during the transition period;
- C. Each Executive Committee member will keep a current file on her work while in office;
 - * That file, with appropriate records and material, will be given to the next incoming officer for that position before the time of change of officers, or as soon as practical;
- D. All Executive Committee members shall be in frequent contact with all local units by means of the quarterly newsletter **The Messenger**, as well as individual contact via her shepherding assigned units, and/or by any other means of communication;
- E. The Secretary of Program Resources shall order a Mission Resources Catalog and other materials necessary for the Presidents' package, as determined by the Executive team, to be distributed to each local unit.
- F. The Communications Coordinator shall be responsible for the distribution of the Charlottesville District Handbook to each local unit, Executive Committee members, and Virginia Conference Officers;
 - Following each executive meeting, she shall compile articles from the executive committee members for the quarterly District newsletter "**The Messenger**". She will e-mail, or print and mail to those without e-mail, the newsletter to all local unit presidents, District Executive Committee members, Conference officers, other District's presidents and Communication Coordinators, and the Charlottesville District Superintendent and pastors;
 - She will also send out all meeting notices and alerts via e-mail/US mail from the Executive Committee;
 - The fall edition of **The Messenger** should be published thirty (30) days prior to the Charlottesville District Annual Meeting and include nominees of officers for the District Executive Committee, proposed budgets, and any standing Rule changes.
- G. Tenure
 - The elected District Executive Committee members shall be elected at the District annual meeting to serve for a two (2) year term;

- No elected officer will hold the same office for more than four years, except the treasurer, who can hold the same office for six years;
- Tenure on the elected Executive Committee is limited to a total of eight years, not including the office of president;
- When a District Executive Committee member has completed her tenure of eight years and after a period of four years has elapsed, she may be elected for one additional term not to exceed two years, in a different office.
- The period of four years also applies to persons who, after completing their tenure in the District, served on the District Executive Committee in any appointed or ex-officio position.
- When a District Committee member serves as president and has tenure remaining to serve in another office (within the eight years) she is eligible to serve again. If a woman has already completed her eight year tenure in positions other than president, she may still be elected president.
- Service of six months or more in an officer year by an interim or acting officer will be counted as one year of tenure.
- Appointed members of the Executive Committee not specified in the by-laws will serve no more than four years on the Executive Committee in any combination of such appointed responsibilities. This is in addition to tenure limitations of the Executive Committee described above.
- A two year term as chairperson of the Committee on Nominations is in addition to tenure limitations described above, but still within the maximum four year term.

ARTICLE III MEETINGS

- A. The Charlottesville District Executive Committee shall meet four times annually. It is recommended that they meet in January, April, August, and early November.
- Incoming officers should attend the November meeting which will be a planning meeting for the coming year.
- B. As provided by the Virginia Conference, a District Annual Meeting shall be held on a date to be determined by the Executive Committee to conduct the business of the Charlottesville District UMW;
- Notice will be given at least thirty (30) days, in advance of the date of the meeting;
 - Voting members will include the District Executive Committee and a delegate from each local UMW unit;
 - The election of Officers, approval of the budget, and any revision of the Standing Rules, will be done by Roll Call vote.
 - Special recognition for the following areas will be given at the Annual meeting: Candle Burning participants, Rainbow Givers, Five and Six Star units, Mission Today units, Social Action and Reading Program awards.
- C. Special meetings of the District may be called by the President or upon request of two-thirds of the Executive committee. The call for a special meeting will be made to units and representatives at least thirty (30) days prior to the date of the special meeting, and will state the purpose of the meeting.
- D. Workshops, seminars, training sessions, and other meetings designated by the Charlottesville District Executive Committee for the enrichment of UMW members and furthering the fulfillment of the UMW PURPOSE shall be scheduled at the discretion of the Executive Committee.

ARTICLE IV DISTRICT EVENTS

- A. Event offerings will be designated for UMW's sponsored mission projects, and will be predetermined by the District Executive Committee;
- B. In accordance with the guidelines of the United Methodist Child Protection policies, child care will be provided by the host church and will include two adults.
- C. If there is a fee for this child care and the local unit is unable to cover this expense, the expense will be paid from that event's offering, at the rate of local babysitters;
- D. The host church for District events must be handicap accessible;

ARTICLE V DISTRICT EXPENSES

- A. An Executive Committee officer's expenses shall include necessary expenditures for the performance of the office. Each officer shall be as economical, as possible.
- B. Each officer is responsible to initiate and submit vouchers for expenses incurred, to include honorariums and mileage for guest speakers, telephone calls, copying and postage, supplies, and individual mileage that is not provided or paid by the Virginia Conference UMW;
- The current 2015 rate for mileage reimbursement is 25¢ per mile for an automobile and 35¢ per mile for a van transporting six (6) or more people. This rate will be adjusted according to the guidelines recommended by the Virginia UMW Conference;
 - It is requested that expenses and receipts be submitted as they occur, and no later than December 15 for the current year;
 - Items outside the officer's approved budget for her responsibility should be submitted to the President, or the Secretary in her absence, for approval, and forwarded to the District treasurer for payment.

- C. Honorariums for guest speakers will be \$50. If the guest speaker does not request the honorarium, a Gift to Missions will be sent to the Conference treasurer as a thank you in the amount of \$50. A thank you card will be sent to the speaker indicating that this has been done.
- D. A Special Mission Recognition award will be given to outgoing District Executive Committee members upon completion of their full terms of office;
 - If an officer serves at least one year, but does not serve her full two year full term, a \$20 Gift to Mission will be given, and a card will be sent to the officer indicating that this has been done.
- E. A provision for future expenses of the President for travel to the National Quadrennial Assembly will be accrued annually for this purpose. The amount set aside each year for this event will not exceed \$250 and will represent one quarter (1/4) of the amount budgeted for this expense.

ARTICLE VI CONFERENCE EVENTS

A. Virginia Conference Annual Meeting

- District Executive Committee members may apply for scholarships through the Charlottesville District President for expenses related to room and board to attend the Conference Annual Meeting of the UMW. These will be approved if funds for that event are available;
- The Virginia Conference will pay for round-trip mileage at the current mileage reimbursement rate for no more than two cars of District Executive Committee members;
- The Virginia Conference UMW pays all expenses of the President;
- The Charlottesville District shall pay the registration fee for up to ten (10) elected District Executive Committee members;

B. Mission Encounter

- The Virginia Conference will pay one half the room and board for up to ten (10) District Executive Committee members, other than the President, to attend Mission Encounter;
- The Charlottesville District shall pay the registration fee for up to ten (10) elected District Executive Committee members;
- The Conference will pay round trip mileage, at the current mileage reimbursement rate, for no more than three cars of elected District officers;
- The Conference pays all expenses of the President.

C. United Methodist Day at the General Assembly

- Any Charlottesville District Executive Committee member will be reimbursed for registration that is not already paid for by the Virginia Conference.

D. Scholarships

- Funds from the Charlottesville District A&MD annual budget may be available for Conference expenses, not paid by the Virginia Conference, and will be granted as funds permit.

ARTICLE VII MEMORIALS

- A. If a past president, a current member of the Executive Committee, or an immediate family member of the current Executive Committee shall die, a message of sympathy shall be sent to the family, and a Gift in Memory honoring the person's life shall be given in the amount of \$25 for mission work.

ARTICLE VIII AMENDMENTS

- A. The Standing Rules will be reviewed periodically by a committee appointed by the President of the District Executive Committee.
 - Standing Rules may be amended by a majority vote at any meeting of the Charlottesville District when thirty (30) days notice has been given or, when no previous notice has been given, by two-thirds (2/3) vote of the voting members of the Charlottesville District United Methodist Women, present and voting.

