

**STANDING RULES
FOR THE UNITED METHODIST WOMEN (UMW)
IN MISSOURI UNITED METHODIST CHURCH (MUMC)**
May 2011

I. STRUCTURE & ELECTIONS

- A. These standing rules supplement guidelines and requirements in the “Focus on Local and District Units” and “Constitution and Bylaws of UMW in the Local Church” outlined in the UMW Handbook, 2009-2012.
- B. The organizational structure of the MUMC UMW shall be the Expanded Structure as defined in the above referenced Bylaws.
- C. In September of each year the Committee on Nominations shall present nominations of leadership to be elected for the ensuing year. To prevent vacancies from occurring in all offices simultaneously, positions of election will be divided into two groups. Group 1 shall be elected in even years and Group 2 in odd years. The terms “even years” and “odd years” refer to the year that election takes place.
 - 1. Group 1
 - President
 - Secretary
 - Social Action
 - Spiritual Growth
 - 2 Members of the Committee on Nominations
 - 2. Group 2
 - Vice President
 - Treasurer
 - Education and Interpretation
 - Membership Nurture and Outreach
 - Program Resources
 - 1 Member of the Committee on Nominations
- D. The term of office shall be two years for all except members of the Committee on Nominations.
- E. The Committee on Nominations (nominating committee) will consist of 6 members having a committee chair nominated from among current committee members and elected in “odd” years” for a term of two years. Members will serve in 4 classes consisting of four year terms. The term “class” refers to the last year of the member(s) term of service.
- F. The President shall appoint non-elected officers and committee chairpersons as needed. The President-elect shall be given the option to select committee chairs for her term.
- G. A copy of these Standing Rules shall be made available online, to each member of the Executive Committee, and printed in the UMW Yearbook.
- H. Standing Rules shall be reviewed every 3 years by an ad hoc committee appointed by unit president.
- I. No project, fundraiser or otherwise, shall be under the auspices of UMW without first obtaining approval by a vote of the Executive Committee.

II. CHILDCARE, COURTESY

- A. Upon the death of a UMW member, the unit shall make a gift of \$25 for Missions through the district UMW in remembrance of the deceased; and the treasurer shall send a message of sympathy to the family of the deceased informing them of the memorial gift.
- B. A memorial service shall be held annually at a unit meeting.
- C. Upon the death of a unit member or of someone in her immediate family, a meal may be served to the family by her subgroup if desired by the family. Food should be coordinated through the church office.
- D. The subgroup courtesy chairperson shall send appropriate messages to ill or bereaved members or to their immediate families.
- E. Childcare for children whose mothers are attending UMW unit or subgroup meetings shall be provided at no cost. Call church office, 443-3111, by Friday before the meeting to make arrangements.

III. FACILITY, PARLOR KITCHEN, UMW RECEPTION SERVICES

- A. Application for parlor kitchen use and UMW services shall be made through the church office.
- B. Fees charged for a reception shall be paid directly to UMW for the Parlor Fund.
- C. Use of equipment in the parlor kitchen is subject to church rules.
- D. Use of church facilities is governed by the Use of Facility Policies for MUMC, available in church office.

IV. UNIT TREASURER RESPONSIBILITIES

- A. The Treasurer shall chair the Finance Committee, which shall prepare and submit the budget to the Executive Committee in November for presentation and vote at the December UMW unit meeting.
- B. The Treasurer shall pay expenses approved in the budget upon presentation of a claim form available from the treasurer. These forms shall be filed and kept for audit.
- C. The Treasurer shall pay claims for expenditures not specifically provided in the budget only if they have been previously recommended by the Executive committee and approved by vote of the unit.
- D. Claims for registration fees and travel expenses to the School of Missions, conference meetings, etc., must be submitted to the treasurer promptly.
- E. The Treasurer shall select and chair the SRC and order pins. (See Section V., A. & D.)

V. SPECIAL RECOGNITION POLICY

- A. Dates and Deadlines
 1. **Before May 30:** President of UMW will announce to unit, *Messenger* and in bulletin that candidates for annual Special Recognition may be nominated.
 2. **By September 1:** All letters of nomination are due in writing to the Treasurer. The Treasurer shall have selected and informed the Special Recognition Committee (SRC) of their selection.
 3. **Before Oct. 8:** The SRC shall select honorees and Treasurer shall order Special Recognition Pins.
- B. Four criteria to consider in selecting a recipient
 1. Length of active service and participation or membership
 2. Type of leadership
 3. Current participation
 4. Participation in church program
- C. Types of Recognition
 1. Special Recognition Recipients receive the basic gold pin.
 2. Distinguished Recognition recipients receive the basic gold pin with a gemstone.
 3. Anyone may provide a gift to missions as a special personal honor for a specific person, in which case money would not be drawn from the UMW treasury.
- D. Responsibilities and Selection Process
 1. Any person may nominate a deserving person for Special or Distinguished Recognition.
 2. Candidates for Distinguished Recognition must have previously received Special Recognition.
 3. Nominations must be submitted in writing to the Treasurer.
 4. The nominee does not have to be a member of UMW, nor be female (i.e., Jyles Whittler for his untiring and faithful service to UMW. His qualifications fulfilled all four criteria for consideration). (Refer to Section B.)
 5. It is suggested that the person nominated not be told of the honor. The element of surprise should add to the prestige of the ceremony.
 6. The Treasurer shall select and chair the SRC which will be composed of three persons chosen from the list of former recipients of Special and Distinguished Recognition.
 7. The SRC determines how many recipients will receive this honor each year and selects them.
 8. The person who wrote the nomination for each selected recipient will have the honor of presenting the award at the **December** UMW unit meeting, and the responsibility to see that the nominee is present.
 9. The SRC will notify the presenters of the awards and return the written nominations to be read at the **December** UMW unit meeting.

VI. PUBLICATIONS PROVIDED (PAID FOR) BY UMW UNIT

- A. A subscription to *New World Outlook* for the Mission Coordinator(s) of Education and Interpretation.
- B. Subscriptions to *Response* magazine for the UMW Unit President and any Mission Coordinator or subgroup chairperson who requests it.
- C. Program books—Three copies plus the copy in the Sampler Packet.
- D. Prayer calendars may be made available but not paid for by UMW.
- E. Call to Prayer and Self Denial Packet—One copy.
- F. Sampler Program Packet—One packet.

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