

United Women in Faith
WESTERN NORTH CAROLINA CONFERENCE
THE UNITED METHODIST CHURCH

STANDING RULES
(Amended September 2023)

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**United Methodist Women (dba United Women in Faith)
WESTERN NORTH CAROLINA CONFERENCE
THE UNITED METHODIST CHURCH**

**STANDING RULES
(Amended September 2022)**

ARTICLE I UNITED WOMEN IN FAITH NATIONAL OFFICE

The United Methodist Women (dba UNITED WOMEN IN FAITH) of the Western North Carolina Conference shall function in accordance with the bylaws for conference organizations of UNITED METHODIST WOMEN (dba UNITED WOMEN IN FAITH) as adopted by the United Methodist Women National Office (dba UNITED WOMEN IN FAITH) of the United Methodist Church. The following Standing Rules shall provide specific procedures for the administration of the Western North Carolina Conference United Women in Faith.

SECTION 1 APPEAL FOR FUNDS

The United Women in Faith National Office policy in regard to requests of the UNITED WOMEN IN FAITH is that lists of officers are not released. Programs other than United Women in Faith are not promoted, and other financial plans are not endorsed.

Any financial promotion or solicitation of the UNITED WOMEN IN FAITH (or UNITED METHODIST WOMEN) at any level may not be approved except as channeled through United Women in Faith National Office.

UNITED WOMEN IN FAITH has a definite responsibility for the support of the program of the United Women in Faith National Office, a responsibility which belongs to its members alone. The United Women in Faith National Office points out that it is not the responsibility of UNITED WOMEN IN FAITH's officers, at the district or conference levels, to promote through UNITED WOMEN IN FAITH treasuries the support of projects which are the responsibility of the Annual Conference, the district, or church itself. Women carry their share of responsibility as individual members of the church.

SECTION 2 COMMERCIAL REQUESTS

The United Women in Faith National Office will not approve commercial requests which seek to utilize UNITED WOMEN IN FAITH as consumers. (Examples: requests to use logo on ceramic mugs or needlework kits; requests to sell books at schools (Mission u)/Annual Celebrations which are not directly related to organizational program.

SECTION 3 MAILING LISTS

The United Women in Faith National Office does not furnish lists of elected leaders of the organization to commercial firms.

SECTION 4 LAY WOMEN'S ORGANIZATION

UNITED WOMEN IN FAITH is a lay woman's organization rooted in mission whose membership is open to any woman who shares its PURPOSE (*The Book of Discipline* of the United Methodist Church). Only lay women may serve as elected leaders. The local president and district and conference elected leaders shall be lay women members of the United Methodist Church. (October 1982)

SECTION 5 RESOURCES/MISSION RESOURCE CENTER

Any display and sale of literature at official gatherings of the United Women in Faith shall be of literature and materials in support of programs of the United Women in Faith National Office. This relates to all meetings sponsored in whole or in part by United Women in Faith National Office or the organization of United Women in Faith from district to jurisdiction level, Mission u, district and conference meetings, seminars, retreats, and officer training. The meetings under the sponsorship of United Women in Faith National Office and United Women in Faith are the only opportunity to present literature which promotes the total program of the United Women in Faith National Office.

ARTICLE II CONFERENCE ELECTED LEADERS

Each year the president shall provide orientation for the newly elected executive committee. Included will be the following: team building; an explanation of duties as outlined in the United Methodist Women (dba United Women in Faith) National Office Constitution and Bylaws; and a review of the STANDING RULES of the Western North Carolina United Women in Faith with special emphasis on financial policies, program opportunities, and responsibilities of the respective offices.

Any officer who, by virtue of her office, holds a position on any board shall notify all organizations when there is a change in leadership.

In addition to the duties outlined in the Constitution and Bylaws of the United Methodist Women (dba United Women in Faith) National Office, the following duties that relate to the Western North Carolina Conference United Women in Faith shall be included:

SECTION 1 THE PRESIDENT shall:

- A. Appoint (with the approval of the executive committee):
 1. Chairpersons of committees not otherwise provided
 2. Parliamentarian
 3. Historian
 4. Chairperson of Scholarship Committee
 5. Committee on Standing Rules
 6. Committee on Annual Report
 7. District presidents to various conference United Women in Faith committees
 8. Task groups
 9. Webmaster
 10. Conference advisors to districts (non-voting)
 11. Other positions as needed
- B. Invite newly elected conference officers and district presidents to the fall conference executive committee meeting prior to assuming office
- C. Serve as:
 1. A member of the Annual Conference (*The Book of Discipline 2016*)
 2. A member of the conference Connectional Table
 3. A member of the Western North Carolina Conference committee on nominations
 4. A member of the Western North Carolina Conference Board of Laity
 5. A member of the Board of Trustees of Pfeiffer University
 6. An ex officio director of Brooks-Howell Home
 7. A member of the Board of Directors of Alliance Center for Education in Charlotte and Bethlehem Center in Winston-Salem
 8. An official representative to Church Women United in North Carolina
 9. An official representative to World Federation of Methodist and Uniting Church Women
- D. See that arrangements are made for executive committee meetings
- E. Serve as an ex officio member of ALL committees except the committee on nominations (“ex officio”

is defined as having voice and no vote)

SECTION 2 THE VICE PRESIDENT shall:

- A. Chair the committee on program and sub-committee on leadership development
- B. Extend invitations to program participants for the Annual Celebration
- C. Prepare materials and information pertaining to Annual Celebration for communications coordinator
- D. Be an official representative to Church Women United in North Carolina
- E. Be an official representative to World Federation of Methodist and Uniting Church Women
- F. Chair leader development event committee

SECTION 3 THE SECRETARY shall:

- A. Send first draft of minutes taken at executive committee meetings to the president within 15 days for approval and send to executive committee within 30 days after the meeting, and to the secretary of Southeastern Leadership Team
- B. Send list of conference executive committee to secretary of Southeastern Jurisdictional Leadership Team and United Methodist Women National Office and input into SEJ database
- C. Publish and distribute the ANNUAL REPORT Book and serve as chair of the committee on Annual Report Book
- D. Keep an updated list of all conference equipment
- E. Arrange lodging for Annual Celebration and executive committee meetings in February, August, and November
- F. Serve as secretary for conference executive committee, program committee and Mission u committee

SECTION 4 THE TREASURER shall:

- A. Receive quarterly from district treasurers the funds from local units and send to United Methodist Women National Office
- B. Receive and disburse funds for all conference meetings and special events of the Western North Carolina Conference United Women in Faith, provide expense vouchers
- C. Manage the sales process for program resources and GTM/GIM card sales at all conference events
- D. Serve as a member of the Board of Trustees of Pfeiffer University
- E. Give a quarterly written report to the executive committee
- F. Present a financial report for all conference events to the program committee following each specific event
- G. Disburse quarterly district administrative and membership development (A&MD) Funds after receipt of the preceding quarterly A&MD report from the district treasurers
- H. Be responsible for pledge service at the conference Annual Celebration
- I. Order the Bundle of new materials from the Mission Resource Center for each conference elected officer.

SECTION 5 THE MISSION COORDINATORS

A. SPIRITUAL GROWTH shall:

Chair the sub-committee on Spiritual Growth Retreat

B. SOCIAL ACTION shall:

- 1. Chair the social action committee
- 2. Promote the study and implementation of the Charter for Racial Justice policies and serve on that committee
- 3. Develop and implement strategies on issues related to women's concerns and legislation
- 4. Be a member of the conference Justice and Reconciliation Team

C. EDUCATION AND INTERPRETATION shall:

- 1. Assist in the promotion of the mission program of the United Methodist Women National office with emphasis on Mission Giving

2. Serve as a member of the conference mission engagement team
 3. Plan and coordinate a special luncheon and/or reception honoring active and retired mission personnel, former conference education and interpretation mission coordinators and former conference presidents and Guild secretaries residing within the bounds of the Western North Carolina Conference
 4. Chair the Mission Today committee
 5. Coordinate hands-on mission projects for conference events
- D. MEMBERSHIP NURTURE and OUTREACH shall:
1. Be responsible for creating and promoting membership growth
 2. Coordinate special membership events
 3. Be responsible for the Nurturing Partner Program.
 4. Coordinate Ubuntu Day of Service

SECTION 6 SECRETARY OF PROGRAM RESOURCES shall:

- A. Consult with the chair of conference events concerning the ordering of books and materials for each event. Based on these consultations, order and have available resources for sale at designated meetings and events of the conference organization.
- B. Order books from the current Reading Program list to be circulated among executive committee members

SECTION 7 COMMUNICATIONS COORDINATOR shall:

- A. Serve as editor of the conference United Women in Faith newsletter, the Conference Gram
- B. Assist with website and electronic communication

ARTICLE III CONFERENCE APPOINTED OFFICERS

SECTION 1 PARLIAMENTARIAN shall: chair the committee on standing rules and resolutions

SECTION 2 HISTORIAN shall: collect, identify, arrange, and preserve historical materials relating to administration, projects, programming, and activities of the conference United Women in Faith and its predecessor organizations

SECTION 3 CHAIRPERSON OF SCHOLARSHIP COMMITTEE shall:

- A. Confer with recipients concerning requirements for applications
- B. Keep a complete file on each recipient, including application, references, reports from schools, and signed contracts

SECTION 4 WEBMASTER shall:

- A. Update and maintain conference website
- B. Coordinate with district event planners and district communication coordinators

ARTICLE IV NOMINATIONS, ELECTIONS, AND TENURE

SECTION 1 Election of officers shall be by ballot. In the event of only one nomination for each office, the election may be by voice vote.

SECTION 2 Elected conference officers shall take office on January 1 following the Annual Celebration at which they are elected.

SECTION 3 Six months service or more in an officer year by an interim or acting officer will be counted as one year of tenure.

SECTION 4 The election of an officer shall be for a two-year term, with the exception of the committee on nominations. (See ARTICLE V, SECTION 7 paragraph C of Standing Rules).

SECTION 5 Tenure of the Western North Carolina Conference United Women in Faith shall be determined by the United Methodist Women National Office Bylaws. 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 executive team of the conference organization will be limited to a total of eight years. Appointed officers serve a maximum of four years at the discretion of the conference president, with the exception of the webmaster who has no tenure.

SECTION 6 No elected conference officer, parliamentarian, historian, dean of Mission u and chairperson of scholarship may hold any office beyond the local unit.

SECTION 7 There shall be opportunity for nominations from the floor. Eligible voters who are participating in a meeting by means of conference telephone or electronic video screen communication will be able to cast their votes during the election. A majority vote (>50 percent of persons voting) is sufficient for election.

SECTION 8 The voting body of the conference organization shall be composed of those delegates named in Article X Rules of Order, Section E.

ARTICLE V COMMITTEES

SECTION 1 ADMINISTRATIVE COMMITTEE shall consist of: president, vice president, secretary, treasurer, and parliamentarian. The president may call a meeting of the administrative committee to transact only emergency business in the interim between meetings of the executive committee. The committee cannot change declared policy, the budget, or incur indebtedness.

SECTION 2 THE EXECUTIVE COMMITTEE

- A. The executive committee shall be composed of those elected leaders specified in the United Methodist Women National Office Bylaws
- B. Other persons related to the executive committee, with voice and votes are:
 - 1. Parliamentarian
 - 2. Historian
 - 3. Chairperson of scholarship committee
 - 4. Webmaster
 - 5. Others as needed
- C. The majority in attendance shall constitute a quorum
- D. The executive committee shall function as stated in the United Methodist Women National Office Bylaws
- E. Membership on standing committees shall be named each year

SECTION 3 COMMITTEE ON PROGRAM

- A. The committee on program shall be composed of the vice president as chairperson, president, secretary, treasurer, the four mission coordinators, secretary of program resources, communications coordinator, and others as needed.
- B. Sub-committees are: Annual Celebration program, Spiritual Growth Retreat, and Leadership Development.
- C. The committee on program, working through sub-committees, shall:
 - 1. Plan opportunities for training and leadership development for conference and district officers.

2. Plan for the Annual Celebration, including a program centered around global mission and in harmony with the PURPOSE.
3. Plan one or more retreats annually for the purpose of spiritual renewal and inspiration through study and mediation.
4. Schedule workshops, seminars, training sessions, and other meetings designated for enrichment and furthering the fulfillment of the PURPOSE of United Women in Faith, at the discretion of the committee or as prescribed by United Methodist Women National Office (dba United Women in Faith).

SECTION 4 COMMITTEE ON FINANCE

- A. The committee on finance shall be composed of the treasurer as chairperson, president, vice president, secretary, the four mission coordinators, secretary of program resources, communications coordinator, chair of the scholarship committee, district treasurers, district mission coordinators for education and interpretation, and others as needed.
- B. Shall coordinate and approve the district and conference administrative and membership development budget prior to the meeting of the conference executive committee, at which time said budget is recommended for adoption by the voting body of the Annual Celebration.
- C. Review and consider requests for funding in keeping with the guidelines and policies of the United Methodist National Office.

SECTION 5 COMMITTEE ON SOCIAL ACTION

- A. The committee on social action shall be composed of the mission coordinator of social action as chairperson and others as needed to be appointed by the president.
- B. The social action committee shall award annually a social action award to either an individual or group who has impacted a change for social justice. Criteria for the award shall be: the social action will be creative and/or innovative. An individual or group will have extended involvement over a period of time with a commitment to human welfare and social reform. The activity will be a bridge builder connecting and interacting with other cultures. The social action will serve to improve or change the life or situation of others. It will be a life-altering experience for nominee and/or group. This action should serve to combat racism and other social injustices. Applications shall be submitted to the conference social action coordinator and must be postmarked by June 1. The recipient will receive a \$40 special mission recognition pin that will be presented at Annual Celebration.
- C. Social action information shall be available at each conference event.
- D. The committee will work with the Justice Today committee to help members be aware of institutional racism.

SECTION 6 COMMITTEE ON MISSION TODAY

- A. The committee on Mission Today shall be composed of the mission coordinator for education and interpretation as chairperson, president, treasurer, and communications coordinator.
- B. Shall propose, review, and evaluate criteria to encourage local units to become Mission Today units.

SECTION 7 COMMITTEE ON NOMINATIONS

- A. The committee on nominations shall be composed of nine persons, divided into four classes including the chairperson, and it shall be inclusive as to employment, age, racial and ethnic backgrounds, and geographic locations. District lines should not be a factor in determining representation on the committee.
- B. No committee member shall hold any other office in the organization beyond the local unit
- C. Persons may serve only one four-year term on the committee, with the chairperson serving a two-year term, during her four-year term. The chair of nominations is a voting member of the executive committee, but other committee members are not voting members when they are in attendance.

- D. One member of the committee on nominations, in addition to the chair of the committee on nominations, shall attend the February and August executive committee meetings at conference expense. This person will be chosen by the chair of the committee on nominations. All committee on nominations members are invited to the November executive committee meeting at conference expense.
- E. The committee shall make the slate of officers available to the executive committee and the conference membership at least 30 days prior to the Annual Celebration at which the election is to be held.
- F. At the Annual Celebration of the conference organization prior to the quadrennial meeting of the jurisdiction organization, the committee on nominations shall:
 - 1. Present the names of two women as nominees for Director of the United Women in Faith National Office. These two names are to be sent to the Southeastern Jurisdiction by the conference secretary. An alternate shall also be nominated, and her name shall be kept in the files of the conference secretary.
 - 2. Present the names of three women to be considered to serve on the Program Advisory Group of the United Women in Faith national organization. The names of those elected will be sent to the United Women in Faith National Office.
 - 3. Present the names of three voting delegates to be elected by the conference organization, all of whom will be conference elected leaders (*Book of Discipline* of the United Methodist Church) for membership in the jurisdiction organization. Delegates shall be president, vice-president, and one person chosen by the committee on nominations from the four mission coordinators and elected by the conference executive committee. A person can only serve as a delegate once as a mission coordinator.
- G. Nominees for conference offices who are not already members of the executive committee shall be invited to attend the Annual Celebration at conference expense. The chair on the committee on nominations shall so inform the nominees and shall make reservations for them through the secretary.
- H. All members of the conference committee on nominations will participate in visiting the eight (8) districts annually. A committee member will attend an executive committee meeting and a district event at conference expense. These visits will be outside the committee member's resident district.
- I. The committee shall meet at least twice a year, as well as on call of the chairperson.
- J. Prepare ballots for elections at Annual Celebration should there be more than one nomination for an office.

SECTION 8 OTHER COMMITTEES

A. THE COMMITTEE ON STANDING RULES AND RESOLUTIONS

- 1. The committee shall be composed of five to seven (5 to 7) members who are: parliamentarian as chairperson, president, vice president, secretary, treasurer, and others as needed
- 2. Shall review conference standing rules annually
- 3. Shall review district standing rules prior to adoption by the district
- 4. Shall review district standing rules from two districts annually, going in alphabetical order thereby reviewing all eight districts within a four-year time period.
- 5. Shall review proposed amendments submitted in writing to the conference parliamentarian sixty (60) days prior to the beginning of the conference Annual Celebration
 - a) Committee may reject any amendment not in keeping with the *Book of Discipline* of the United Methodist Church or the United Women in Faith Constitution and Bylaws
 - b) Shall report any proposed amendments to the conference executive committee prior to conference Annual Celebration

B. SCHOLARSHIP COMMITTEE

- 1. The committee shall be composed of the chairperson, treasurer, the mission coordinator for education and interpretation, and others as needed to be appointed by the president who is an ex officio member ("ex officio" is defined as having voice and no vote)

2. The committee meets annually and on call of the chairperson, and assists the chairperson in interviewing applicants

SCHOLARSHIPS

- a) FANNIE MIT CASE SCHOLARSHIP - available through a trust fund established by Mrs. Fannie Mit Case of Murphy, North Carolina, in 1962. It is to be used by United Methodist students from the Western North Carolina Conference at any college/university approved by the United Women in Faith Scholarship Committee. A student must use funds in preparation for service in an agency in which the United Methodist Church is involved.
- b) CARRIE FORBIS FERGUSON SCHOLARSHIP – established in 1977-78 by Mr. and Mrs. Howard Ferguson of Randleman to assist students in preparing for a church-related vocation. Priority shall be given to students attending High Point University and students residing in the former High Point District of the Western North Carolina Conference.
- c) RONDA ROBBINS MEMORIAL SCHOLARSHIP FUND - established in 1985 as a tribute to Ms. Ronda Robbins, deceased president, Western North Carolina United Methodist Women, 1980-1984, for her many contributions to her church, community, and state, to assist students in the Western North Carolina Conference to attend High Point University in preparation for full time service in an agency in which the United Methodist Church is involved.
- d) ETHELYNE SHELLEY SCHOLARSHIP - (formerly offered by the Wesleyan Service Guild, established in 1964 in honor of Mrs. Ethelyne Shelley of Greensboro) is available to United Methodists residing in Western North Carolina Conference to attend Pfeiffer University in preparation for full-time service in the United Methodist Church. Mrs. Shelley served as conference guild secretary from 1954-1958.
- e) WEAVER MEMORIAL SCHOLARSHIP - established in 1960 by Mrs. C. C. Weaver of Winston-Salem, NC, conference president of the W.S.C.S. 1940 to 1948, as a memorial to her husband. This endowment is for enabling young United Methodists residing within the bounds of the Western North Carolina Conference to attend Pfeiffer University in preparation for full-time service in the United Methodist Church.
- f) HERBIN-MOTLEY SCHOLARSHIP FUND - first established in 1981 by Mrs. Wilhelmina M. Herbin and Mr. Richard W. Herbin as the Greensboro District United Methodist Women Motley Scholarship Fund in memory of Mrs. L.E. Motley, mother of Mrs. Herbin. Name of the fund was changed in 1984 by action of the Greensboro District United Methodist Women executive committee to the Herbin-Motley Scholarship Fund to honor past Greensboro District president Mrs. Herbin and her husband. Scholarships are to be awarded to Christian students with special consideration given to residents residing within the confines of the former Greensboro District of the Western North Carolina Conference of the United Methodist Church. Scholarship applicants residing outside the confines of the Western North Carolina Conference may be considered. Preference will be given but not restricted to applicants intending study for careers in business administration, education (teaching), music, social studies, etc.
- g) ERNEST R. ELLIS AND LITHIE PHILLIPS ELLIS SCHOLARSHIP FUND - established in 2001 to honor the memory and the commitment to education of Ernest and Lithie Ellis. This scholarship will assist students who wish to attend one of the Methodist related colleges or universities in Western North Carolina to further their education. Preference will be given but not restricted to persons residing in the bounds of the Western North Carolina Conference of the United Methodist Church.
- h) GENERAL SCHOLARSHIP FUND - established originally to assist women training as missionaries. Support comes from the United Women in Faith through district treasurers as special gifts from local units and individual gifts as memorials or appreciation recognition.
- i) ALL SCHOLARSHIPS – will be awarded without regard to age, race, sex or marital status.
- j) UNITED WOMEN IN FAITH SCHOLARSHIPS are not available to those who are eligible for and receive the Ministerial Education Fund of the Western North Carolina Conference. If, for

any reason, an individual desiring to study for parish ministry is ineligible for such funds, United Women in Faith will consider applications on an individual basis.

- k) UNITED WOMEN IN FAITH are proud of the assistance given to students who prepare to enter full-time vocation within the agency of the United Methodist Church. Local units are urged to exert an active influence in recruiting for these vocations and encourage enrollment in our United Methodist Colleges/Universities. Present and past United Women in Faith scholarship recipients are available for programs on conference, district and local levels.

3. REQUIREMENTS

- a) All applicants must apply in writing to the chair of the scholarship committee. Completed applications must be submitted by March 1.
- b) All applicants must be members of the United Methodist Church, working toward an undergraduate degree and for most scholarships must reside within the bounds of the Western North Carolina Conference. All recipients shall pursue, in the United Methodist College/University chosen, an academic course leading to a church-related vocation within an agency which the United Methodist Church is involved, with the exception of the Herbin-Motley Scholarship Fund and Ernest R. Ellis and Lithie Phillips Scholarship Fund.
- c) All applicants must have references from the following persons: the applicant's pastor, faculty member of the school last attended, a peer group person, and a business or professional person who knows the applicant through some experience outside the church. Forms will be provided.
- d) All applicants must supply a transcript of the high school record or, in case of a transfer student or upperclassman, a transcript of the previously completed semester.
- e) All applicants must complete a confidential report of family income and financial obligations. A form will be supplied for this information.
- f) All applicants are to appear as requested before the scholarship committee or be interviewed by a particular person selected by the chair of the scholarship committee, prior to granting of a scholarship. The scholarship committee will meet once each year for interviews, or as needed.
- g) NO APPLICANT WILL BE CONSIDERED UNTIL ALL REQUIREMENTS ARE MET. A small non-returnable picture attached to the application will be helpful to the scholarship committee.

C. COMMITTEE on JUSTICE TODAY

- 1. Membership shall include:
 - a) President as chairperson
 - b) Mission coordinator for social action
 - c) Chairperson of the committee on nominations
 - d) Four additional members shall be nominated by the conference committee on nominations. They shall be: one district president, one member of the executive committee, and two members selected to ensure inclusiveness and/or special expertise in the skills necessary to accomplish the task. Additional members shall serve no more than three years.
- 2. Membership shall include one third (1/3) women of color
- 3. The committee shall:
 - a) Develop and recommend to the executive committee plans for the implementation of the Charter for Racial Justice and plans for training district and local leadership in the implementation of the Charter for Racial Justice
 - b) Monitor conference approved plans to implement the Charter
 - c) Regularly evaluate progress made on conference, district, and local implantation plan
 - d) Meet at least twice annually

D. COMMITTEES AND OFFICERS FOR CONFERENCE MISSION u

- 1. MEMBERS of the Mission u Committee shall be as follows:
 - a) Dean
 - b) Assistant dean
 - c) Coordinator

- d) Conference officers: president, vice president, secretary, treasurer, the four mission coordinators, secretary of program resources, communications coordinator, and chair of committee on nominations (ex officio, has voice but no vote).
 - e) Others as needed
2. A STEERING COMMITTEE, authorized to make administrative decisions, shall be composed of the dean, assistant dean, coordinator, conference president, conference treasurer and a conference officer appointed by the conference president. The dean shall serve as chairperson.
 3. THE DEAN will serve as chairperson of the committee and will be a member of the conference executive committee
 - a) A committee of three selected by the Mission u committee and announced by the dean at the fall Mission u meeting will nominate the Mission u officers. The conference chairperson of the committee on nominations shall serve as an ex officio member of the Mission u committee on nominations. The Mission u officers shall consist of dean, assistant dean, and coordinator. Persons named shall have a profile sheet on file with the conference committee on nominations.
 - b) After the Mission u committee approves the nominees at their May meeting, they are to be approved by the conference executive committee and confirmed at the conference Annual Celebration.
 - c) The conference secretary shall serve as the secretary of the Mission u committee. Minutes of the meeting shall be distributed to the members within 30 days.
 4. TERMS OF OFFICE
 - a) The dean and assistant dean shall serve no more than one term of two years. The coordinator may serve up to four consecutive years. Serving as an officer in Mission u does not affect tenure on any level of United Women in Faith membership of the conference officers on the Mission u committee will terminate at the end of their term. Incoming officers may be invited to meetings held after their election.
 5. RESPONSIBILITIES OF THE MISSION u COMMITTEE
 - a) Dates and location of Mission u
 - b) The daily schedule, using guidelines set by United Methodist Women National Office
 - c) Invitations to persons to conduct the Mission u
 - d) Appointment of committees
 - e) Plans for attendance
 - f) Working with site personnel for arrangements
 - g) Being acquainted with materials related to Mission u sent out yearly by United Methodist Women National Office
 - h) Other duties necessary for a successful Mission u
 6. ATTENDANCE

The following persons are expected and encouraged to attend:

 - a) Conference officers [See ARTICLE VIII, SECTION 3, Paragraph B (3)]
 - b) District officers [See ARTICLE VIII, SECTION 4, Paragraph B (3)]
 - c) District mission coordinators for education and interpretation
 - d) Local officers of United Women in Faith
 - e) Ministers and work area chairs of mission in local churches
 - f) Others determined by the Mission u Committee
 7. REGISTRATION AND FEES
 - a) The Mission u committee shall make a recommendation to set the Mission u fee to the conference committee on finance and conference executive committee.
 - b) The dean shall prepare an information sheet for the website.
 - c) Registration and payment of fee shall be completed online.
 - d) No registrations will be received before May.
 - e) Those not registered for the entire event shall pay a daily fee.

- f) Registration fees are not refundable.
 - g) Other Mission u costs are refundable only if the request is made no later than seven days before Mission u begins. Extenuating circumstances will be taken into account.
 - h) The coordinator shall make class assignments in conjunction with the assistant dean. To the extent possible, it is requested that members of the conference committee on nominations attending be assigned to separate classes.
 - i) Registration forms shall be completed online at least fourteen (14) days prior to the opening date.
8. HOUSING
- a) Rooms will be assigned as registrations are received.
 - b) Single rooms will be assigned based on availability and at additional cost as determined by the Mission u committee in consultation with the Mission u venue.
 - c) Special consideration will be given to persons who are physically challenged.
9. COORDINATOR
- a) Confirmation letters will be sent by the coordinator for all money received.
 - b) The conference treasurer shall include the name of the coordinator in reports to United Women in Faith Office in order for the coordinator to be bonded.
 - c) The coordinator will receive registration forms and fees.
 - d) The conference treasurer shall prepare an annual financial report. Copies are to be given to the conference secretary for inclusion in the Annual Report Book.
10. FINANCIAL POLICIES
- a) The conference will pay for travel and tuition to the National Office training for the dean and assistant dean.
 - b) Expenses for the study leaders who attend the National Office training are paid by the conference. (These expenses shall be shared by the conferences in which persons are teaching.) The conference shall pay for the leader of the workshop for leaders of children to the National Office training where the training is provided.
 - c) Necessary committee meetings will be held at conference expense.
 - d) The following expenses will also be paid by the conference:
 - 1) Travel, room, and board, plus an honorarium of \$100.00 for study leaders and music leaders
 - 2) One hundred fifty dollars (\$150.00) will be allotted for each study leader to pay for books and study materials
 - 3) Up to seventy-five dollars (\$75.00) will be allotted for expenses (copies, supplies, postage, etc.) for study leaders, reimbursable with receipts
 - 4) The leader for the workshop for leaders of children shall receive fifty dollars (\$50.00) toward supplies and books
 - 5) Focus group leaders will receive \$25.00 for materials, if needed
 - 6) Travel, room, and board for other leaders and program participants as recommended by the Mission u committee
 - 7) Travel, room, and board for officers not also members of the conference executive committee
 - 8) Accident insurance shall be provided for all registered in attendance.
 - e) Supplies will be provided by the conference.
 - f) The sum reimbursed for travel will be 25 cents per mile for actual mileage or economy airfare. All airfare should be the most economical option for all flights needed. Cancellation insurance will not be reimbursed. Any extra overnight lodging and extra meals need prior approval of the Mission u committee.
 - g) Conference executive committee and committee on nominations members will have all expenses paid if they attend all sessions of Mission u. Exceptions must be cleared with the conference president.

- 1) Expenses are to be paid by individuals and put on the proper voucher forms for reimbursement.
 - 2) District officer reimbursement--See ARTICLE VIII, FINANCIAL POLICIES, SECTION 4, B (3)
11. HOSTESSES FOR MISSION u
- a) The hostess district for Mission u rotates by district in alphabetical order.
 - b) The hostess district shall provide one social event and beverages at all registrations.
 - c) Refer to ARTICLE IX, SECTION 2, D
- E. COMMITTEE FOR THE DEDICATION OF ANNUAL REPORT BOOK
1. An annual report dedication committee of five persons shall be appointed by the president for one year to recommend a nominee to be honored.
 2. The committee has responsibility and privilege to nominate worthy persons and shall receive written nominations from the membership. District presidents shall inform the membership concerning the procedure. Each nomination shall include reasons for the recommendation and the signature(s) of the persons making the recommendation. Criteria for the nomination shall include:
 - a) Nominee shall have served on local, district, and conference levels of United Women in Faith
 - b) Nominee must demonstrate leadership ability and work well with peers.
 - c) Committee members may be considered.
 - d) A person may receive this honor only once.
 3. Nominations shall be received by the chairperson of the committee prior to June 1.
 4. The report of the committee for the dedication of the annual report shall be presented at the Annual Celebration
 5. The person being honored shall be presented with a \$1,000 Special Mission Recognition.
- F. COMMITTEE ON ANNUAL REPORT
1. The secretary shall be the chairperson.
 2. The annual report shall serve as the historical record of the conference organization and as a directory of leadership.
 3. It shall include a current directory of the following:
 - a) United Women in Faith National Office officers
 - b) Southeastern Jurisdiction leadership team
 - c) Conference executive committee: officers, elected and appointed, and other persons related to the Executive Committee
 - d) District leadership
 - e) Standing committees
 - f) Representatives from the executive committee to conference boards and other agencies
 - g) Western North Carolina Conference Mission projects
 - h) Western North Carolina Conference missionaries and workers
 - i) Past conference presidents, including predecessor groups
 - j) United Methodist Women, Inc., contact staff, regional staff members, and Mission Resource Center addresses and phone numbers
 - k) Other United Methodist mission service phone numbers
 4. The following additional information shall be included:
 - a) Minutes of Annual Celebration for year of book
 - b) President's message
 - c) Standing Rules
 - d) Rules of Order
 - e) Financial and membership reports of conference and districts by local units for the calendar year
 - f) Report of the auditor
 - g) Conference calendar of events
 - h) District presidents' narrative reports for the calendar year

G. MEETINGS BY REMOTE LOCATION

Members of the conference organization or any committee of the conference organization may participate in or conduct a meeting by means of conference telephone or similar communications equipment or technologies, or by electronic video screen communication, provided that all persons participating in the meeting are able to hear and communicate with each other at the same time. Each person must be able to participate in all matters before the conference organization or committee, including without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the conference organization or committee, to the extent such person would be entitled to vote at a physical meeting. Participation by such means shall constitute presence in a meeting.

ARTICLE VI OFFICER RESPONSIBILITY: CONFERENCE AND DISTRICT

SECTION 1 CONFERENCE

A. Each outgoing officer, secretary, and chairperson shall meet with her successor and orient her concerning the work. This shall be done at Conference expense. Any equipment and current materials purchased with conference funds shall be turned over to the incoming officer.

B. NEWLY ELECTED DISTRICT PRESIDENTS SHALL BE CONFIRMED AT THE ANNUAL CELEBRATION.

C. OFFICERS SHALL ATTEND THE FOLLOWING:

1. The Annual Celebration
2. All executive committee meetings
3. Committee meetings when called
4. Mission u
5. Spiritual Growth Retreat
6. Conference/district leadership development day - patterns of attendance to be determined annually
7. Such meetings as are required by the United Women in Faith National Office, the Jurisdiction United Women in Faith or as a representative to participating organizations to promote the work. Executive committee members shall request prior permission from the conference president to attend, at conference expense, meetings outside of the conference which relate to their area of work.

D. ATTENDANCE

1. If circumstances prevent attendance at any of the above meetings and events, all officers and members shall notify the president and request an excused absence. If the president of the district cannot attend, she should have her written report in the hands of the conference president five (5) days before the meeting.
2. Three (3) unexcused absences from the above meetings and events will automatically come under review by the conference committee on nominations. Such referral shall be made by the conference president. If absences are deemed unexcused by the committee on nominations, this will be construed as a letter of resignation.
3. Reservations for members of the executive committee to these meetings are made through the secretary, unless otherwise specified. Any necessary cancellation must be in the hands of the secretary not later than 30 days before the meetings, emergencies excepted. Also, see Article VIII, SECTION 1, Paragraph H.

E. RESERVATIONS FOR CONFERENCE EVENTS

1. Reservations and information for conference events at Lake Junaluska Assembly will be the responsibility of conference president and secretary with the assistance of the Assembly housing staff.
2. Reservations for Mission u will be the responsibility of the Mission u committee.

3. Reservations for leadership development will be the responsibility of the leadership development sub-committee.
4. Reservations for Spiritual Growth Retreat shall be the responsibility of the Spiritual Growth Retreat sub-committee chair.
 - a) Safe Sanctuary guidelines will be in effect and observed at all times.
 - b) All children MUST BE REGISTERED IN ADVANCE
 - c) Childcare age limit: Six (6) months - twelve (12) years. Children under six (6) months will be the sole responsibility of the registering adult
 - d) All personal items for children must be brought to the event by the registering adult
 - e) All children will be housed with the registering adult
 - f) Childcare workers will be provided by the conference organization of United Women in Faith. Childcare workers will be responsible during sessions
 - g) Children may be brought to the childcare workers fifteen (15) minutes prior to each session and picked up within fifteen (15) minutes after close of the session
 - h) Children will not be allowed to visit during sessions and must remain in the care of the childcare workers during the sessions

F. CORRESPONDENCE

1. In the interest of promoting the work, each conference officer, elected and appointed, shall communicate with her corresponding district counterpart a MINIMUM OF FOUR (4) times each year. In matters of emergency regarding her work, she shall determine the wisest means of communication.
2. All correspondence shall be signed and dated as to month and year.
3. A file of reports and other materials shall be kept by each executive officer and chair to be passed on to her successor.

G. THE ROSTER OF CONFERENCE, DISTRICT, AND LOCAL UNITS OF UNITED WOMEN IN FAITH SHALL NOT BE GIVEN TO OTHER ORGANIZATIONS AND AGENCIES EXCEPT WITH THE APPROVAL OF THE EXECUTIVE OR ADMINISTRATIVE COMMITTEES

H. REPORTS

1. On or before September 1, the mission coordinator for education and interpretation shall give to the conference secretary a list of missionaries, deaconesses, church and community workers, and special term workers.
2. The elected and appointed officers will report at the fall executive committee meeting. The written reports for the current year shall be submitted to the secretary in triplicate - one copy for the president, one for the secretary, and one for the communications coordinator. The composite report of district presidents for the current year shall be emailed to the president, secretary, and communications coordinator. Items to be carried in the minutes shall be underscored.
3. Brief excerpts from oral reports to other executive committee members shall be submitted to the secretary, in triplicate.
4. All recommendations of committees, motions, and items to be included in the minutes shall be submitted to the secretary in triplicate.
5. When the ANNUAL REPORT Book is printed, the number requested by each district will be sent to the district presidents.

I. Performance of duties:

1. In the event a conference officer fails to perform her duties (such as not attending executive committee meetings, conference training, or failing to channel information), authorization is given to the conference president and/or the committee on nominations to request help from the administrative committee. The administrative committee shall explore the matter and counsel with the officer to determine if she is capable of continuing in office.

2. In the event of death or resignation of a district or conference officer, all materials belonging to the office shall be turned over to the administrative committee of the district or conference organization.

SECTION 2 DISTRICTS

A. MEETINGS

1. District presidents shall attend all meetings as listed in ARTICLE VI, SECTION 1, Paragraph C.
2. District treasurers and district mission coordinators for education and interpretation shall attend all conference finance committee meetings.
3. District officers shall attend all conference events for which their expenses are paid.

B. CORRESPONDENCE AND REPORTS

1. District officers, elected and appointed, shall be required to share information and materials received from conference counterparts with local counterparts as soon as possible.
2. Each district secretary, when sending minutes to members of the district executive committee is requested to send a copy also to the conference president, conference secretary, and other conference officers within the district.
3. All correspondence shall be signed and dated as to year and month.
4. A file of reports and other materials shall be kept by each officer to be passed on to her successor.
5. At the time of election, each district secretary shall forward a list of district officers to the conference secretary and have the list published in the district newsletter.
6. Each district treasurer shall provide a list of Special Mission Recognition recipients, Gift to Mission recipients, and Gifts in Memory for the preceding calendar year (January 1 - December 31) to the conference mission coordinator for mission education and interpretation.
7. The district communications coordinator shall prepare a spreadsheet and send it in electronic format containing complete addresses, including telephone numbers and emails addresses, of the local unit presidents, vice presidents, secretaries, treasurers, and circle chairs, as well as district officers, to the conference communications coordinator on or before January 15 of each year. Additions or corrections need to be made by January 25. The roster for new units or other changes may be turned in throughout the year.
8. By February 15 of each year, the conference secretary will be given the following information:
 - a) From each district president, a complete financial and membership report prepared by the district treasurer in consultation with the district president and district mission coordinator for membership nurture and outreach.
 - b) From each district president, an annual report in narrative form of district United Methodist Women activities and events of the preceding year (January 1-December 31) in triplicate, to be no longer than 500 words. A copy of this annual report in narrative form shall be given to the conference president by February 15 of each year.
9. On or before April 30 each year, each district president shall send to the conference president and conference mission coordinator for membership nurture and outreach the membership report which shall include:
 - a) Total district membership number at the beginning of the preceding calendar year (January 1).
 - b) Total District Membership Number at the conclusion of the preceding calendar year (December 31).
 - c) Net gain (or loss) for that calendar year.
10. Each district president is responsible for seeing that the local units have the National Office census reporting information each year and shall stress the importance of the census being completed by each local unit.
11. On or before February 15 of each year, each district mission coordinator for membership nurture and outreach shall send to the conference mission coordinator for membership nurture and outreach a Nurturing Partner Report for the preceding year (January 1 – December 31).

12. On or before February 15 of each year, each district mission coordinator for education and interpretation shall send to the conference mission coordinator for education and interpretation a list of mission studies held in local units during the preceding calendar year.
13. On or before February 15 of each year, each district secretary of program resources shall send to the conference secretary of program resources the district reading program report for the preceding calendar year.

C. PERFORMANCE OF DUTIES

1. In the event a district officer fails to perform her duties (such as not attending district executive committee meetings or officer training, or fails to channel information to local officers), authorization is given the district committee on nominations to request help from conference president and corresponding conference officer. Either of these may explore the matter and counsel with the officer to determine whether she is capable of continuing.
2. Each outgoing district officer shall meet with her successor and orient her concerning the work. Any equipment and current materials purchased by district funds shall be turned over to the incoming officer.

D. NON-MEMBER PARTICIPATION ON DISTRICT EXECUTIVE COMMITTEE

All Deaconesses, church and community workers, and special term workers assigned to United Women in Faith projects shall be invited (at their own expense) to meetings of the district executive committee and will be given an opportunity to report.

ARTICLE VII SUB-DISTRICTS AND DISTRICT MEMBERS-AT-LARGE

SECTION 1 Whenever practical or advantageous to the work, a District may be divided into sub-districts. A sub-district chairperson shall be appointed or elected, at the recommendation of the committee on nominations, at the Annual Celebration of the district in same manner as other district officers. She shall be a member of the district executive committee. The office of sub-district chairperson may serve up to four years, but the position carries no tenure. She shall be a member of the district executive committee with voice and vote.

SECTION 2 District Presidents may appoint as many district-at-large members to the executive/leadership team as she deems necessary to accomplish the mission of the district.

- A. These appointments should be approved by the executive committee.
- B. District-at-large members position carries no tenure.
- C. District-at-large members will have “voice” but “no vote” on the executive committee.

SECTION 3 The duties of the sub-district chairperson or district member-at-large shall be:

- A. To study and inform herself and keep abreast of the total program of the United Women in Faith, and to cooperate with the president in promoting the work of the United Women in Faith
- B. To act as resource person for the local unit and to assist in organizing new units within her sub-district or district
- C. To encourage each local unit within her sub-district or district to report on time and to meet its financial obligations.
- D. Replacing an officer who leaves her position (for whatever reason).

The District Nominating Committee will nominate a replacement to the Executive Committee having determined the nominee’s agreement to accepting the nomination and verifying the tenure record of the nominee. After approval by the District Executive Committee, the nominee may be elected at the next District meeting and verified at the next Annual Celebration.

ARTICLE VIII FINANCIAL POLICIES

SECTION 1 GENERAL

- A. The mission program of the United Women in Faith National Office shall be the primary recipient of funds contributed by United Women in Faith
- B. All conference and district officers are encouraged to be as economical as possible with conference and district funds while using enough to promote the program. This includes good stewardship in carpooling, most economical airfare possible, use of telephone, postage, and all supplies.
- C. Customary allowances – receipts required except for mileage
 - 1. Mileage to be paid at twenty-five (25) cents per mile or, when necessary, most economical airfare possible. Cancellation insurance will not be reimbursed.
 - 2. Meal allowance not to exceed fifteen dollars (\$15) per day, including tips. Any excess of this amount will be at the individual's personal expense.
 - 3. Lodging (reimbursed at double room rates) to be approved in advance by the conference president.
 - 4. Registration fees reimbursed for on-line and/or early registration.
- D. Materials to be printed, such as the annual report and Conference Gram for members of the executive committee shall be submitted for at least three (3) bids.
- E. A percentage of the conference pledge shall be used for administrative and membership development (A&MD) expenses for the conference. An estimated budget of this fund shall be adopted annually by the executive committee, prior to the Annual Celebration, for presentation to the conference organization at Annual Celebration. Money allowed for items other than those budgeted shall be approved by the executive committee on recommendation of the finance committee. The percentage amount of the A&MD funds shall be reviewed annually by the finance committee and presented to the executive committee for information.
- F. Expenses of elected delegates or representatives from the conference United Methodist Women executive committee to approved meetings or affiliated organizations and conference boards and agencies (when not paid by Western North Carolina Conference or affiliate organization) shall be paid by the conference.
- G. Advance funds: advance funds may be secured for travel and for expense of promoting the work. The estimate must be submitted on expense account form (voucher) and sent through regular channels in ample time.
- H. A member of the conference executive committee who requests a room reservation (the cost of which is paid by United Women in Faith funds) and who does not use said room without first notifying the conference secretary of her change in plans at least thirty (30) days in advance of the room reservation date shall be responsible for payment thereof from her personal funds to the conference treasurer. Exceptions shall be made in the case of sickness or death in her immediate family.
- I. Signature authorization: The president and treasurer shall have bank authorization.
- J. All contracts, statements on conference policy or action, legal papers, etc. shall carry the signature of the conference president, treasurer and secretary and be recorded in the minutes of the executive committee so reference can be made.
- K. Accumulated funds: The amount shall be recommended yearly by the committee on finance to the executive committee and shall be maintained and invested by the Western North Carolina Conference United Methodist Foundation in reserve for Assembly and Jurisdiction Quadrennial meetings.
- L. Audit: An annual audit of conference and district finance records shall be conducted by a Certified Public Accountant (CPA). District books are due to the auditors by February 10 of each year and conference books are due after April 15 of each year.
- M. Conference treasurer is given permission to transfer funds between line items in the budget.

SECTION 2 VOUCHER PROCEDURE

- A. All expenses shall be itemized on vouchers provided by the conference treasurer. Receipts are required for all expenses to be reimbursed. Mileage is the only exception.

- B. Expense accounts must be in detail and each line item must reflect performance in line of duty or special program/meeting assignments.
- C. District officer expense vouchers for conference events must be signed by conference counterparts.
- D. All expense vouchers must be signed by the conference president and conference treasurer.
- E. Expense accounts for conference events must be submitted within thirty (30) days after the event on the designated form for reimbursement.

SECTION 3 EXPENSES FOR EXECUTIVE COMMITTEE, NOMINATIONS COMMITTEE AND APPOINTED POSITIONS

- A. The conference shall pay the expenses of members of the executive committee to attend all regular or authorized meetings of the committee and the conference United Women in Faith. One member of the committee on nominations, in addition to the chair of the committee on nominations, shall attend the February and August executive committee meetings. Such expenses shall include round-trip mileage and, when necessary, lodging and meals and registration fees, when required.
 - 1. Mileage to be paid at twenty-five (25) cents per mile or, when necessary, most economical airfare possible. Cancellation insurance will not be reimbursed.
 - 2. Meal allowance shall not exceed fifteen dollars (\$15) per day, including tips. Any excess of this amount will be at the individual's personal expense.
 - 3. Nightly lodging beyond what is required for the performance of duties associated with elected or appointed position must have prior approval of conference president. (General rule to be followed is travel time of three hours or more can be considered for extra night of lodging.)
 - 4. Members of the conference executive committee who expect their expenses to be paid by the conference shall attend all sessions of required meetings unless excused by the conference president.
- B. The conference will pay all expenses to attend:
 - 1. Spiritual Growth Retreat - conference sub-committee on Spiritual Growth Retreat
 - 2. Mission u - conference executive committee, elected and appointed, and the committee on nominations. Officers must attend the entire school to be eligible to be reimbursed, unless excused by the conference president
 - 3. Annual Celebration
 - a) Conference executive committee, elected and appointed
 - b) Conference committee on nominations
 - c) Incoming class of committee on nominations
 - d) Nominees for conference officers and National Directors/PAG (Program Advisory Group) who are not members of the executive committee are to be invited by the chairperson of the committee on nominations to attend Annual Celebration at conference expense
 - e) Persons nominated from the floor and elected to office are to be reimbursed for Annual Celebration expense
 - f) Incoming and outgoing officers of Mission u
 - g) Outgoing United Women in Faith National Office Directors and members of the Southeastern leadership team (including committee on nominations members
 - 4. Leadership development: conference elected and appointed officers
 - 5. Conference officers and district officers who provide leadership at an event
 - 6. Jurisdiction Quadrennial meeting:
 - a) Delegates: president, vice president, and one person chosen by the committee on nominations from the four mission coordinators and elected by the conference executive committee. A person can only serve as a delegate once as a mission coordinator.
 - b) Other conference elected officers (including committee on nominations members, district presidents and Mission u officers) and conference appointed officers are to be included equally in the division of the remainder of conference allocated funds - \$7,000

7. National Assembly
 - a) All conference elected officers
 - b) All conference committee on nominations members, district presidents, Mission u officers and conference appointed officers are to be included equally in division of the remainder of conference allocated funds - \$12,000
- C. Conference elected and appointed officers shall be permitted an allowance of up to \$50.00 per year for the purchase of study books and materials related to their respective office. The current materials become the property of the conference and shall be passed on to the succeeding officer.
- D. Room reservations for conference officers in pattern of attendance:
 1. For Spiritual Growth Retreat are to be made by conference spiritual growth mission coordinator
 2. For Mission u by Mission u business manager
 3. For Annual Celebration by conference secretary

SECTION 4 EXPENSES OF DISTRICT

- A. Expenses paid by conference for designated district officers in performance of required duties at conference events shall include:
 1. Mileage to be paid at twenty-five (25) cents per mile or, when necessary, most economical airfare possible. Cancellation insurance will not be reimbursed.
 2. Meal allowance not to exceed fifteen dollars (\$15) per day, including tips. Any excess of this amount will be at the individual's personal expense.
 3. Lodging to be approved in advance by the conference president.
 4. District officers attending conference events who expect to receive expense money shall attend all sessions of required meetings unless excused by the conference president.
- B. The conference will pay the above expenses for attendance at:
 1. Leadership development – those in pattern of attendance
 2. Spiritual Growth Retreats – district spiritual growth mission coordinator
 3. Mission u:
 - a) District presidents
 - b) District vice presidents
 - c) District mission coordinators: mission coordinators for spiritual growth, education and interpretation, social action and membership nurture and outreach
 - d) District treasurers
 - e) Officers must attend the entire school to be reimbursed, unless excused by the conference president (one day overview is not reimbursable)
 4. Annual Celebration –
 - a) District presidents
 - b) District vice presidents
 - c) District treasurers
 - d) District mission coordinators for education and interpretation
 - e) District secretary if she attends as an alternate for another officer and fulfills the responsibilities of said officer
 - f) Each district will be allocated up to \$200 not to exceed the actual amount for additional district officers to attend. They may be selected by the district executive committee and shall be currently serving as district officers. If a district fails to send three or more additional officers, the \$200 will be prorated according to the number of officers attending.
 5. Leadership Development – all incoming and continuing district officers
 6. Jurisdiction Quadrennial meeting – a total of \$7,000 will be allocated to be divided equally among district officers (elected and appointed, including committee on nominations, members-at-large, or sub-district chairs) to attend

7. National Assembly – A total of \$12,000 will be allocated to be divided equally among district officers (elected and appointed, including committee on nominations members, members-at large, or sub-district chairs) to attend

SECTION 5 MISCELLANEOUS CONFERENCE EXPENSES

- A. The conference shall pay the following expenses:
 1. Mileage to be paid at twenty-five (25) cents per mile or, when necessary, most economical airfare possible. Cancellation insurance will not be reimbursed.
 2. Meal allowance not to exceed fifteen dollars (\$15) per day, including tips. Any excess of this amount will be at the individual's personal expense unless assumed by the conference.
 3. Lodging to be approved in advance by the conference president.
- B. Attendance at these events:
 1. Jurisdiction Quadrennial meeting for United Women in Faith National Office nominees shall be paid unless otherwise provided. Alternate nominees shall only have expenses paid if they are called upon to enter their name as a nominee for United Women in Faith National Office Director or Program Advisory Group (PAG).
 2. Expenses for nominees to SEJ leadership team shall be paid unless otherwise provided.
- C. District Events:
 1. A district may invite a conference officer (including the chair of nominations) as a speaker or resource person to one district event each year at conference expense.
 2. When the conference president or other conference officer, with the president's approval, attends a district meeting, travel will be paid at conference expense.
 3. Conference officers assigned to a district as a liaison will attend district executive committee meetings and district events at conference expense.
 4. The expense of members of the committee on nominations attending the required district events will be paid by the conference.
- D. Expenses of other persons related to the executive committee, if not otherwise provided.
- E. The conference shall reimburse up to fifty dollars (\$50) per day for the necessary care of a family member living in the home (if other arrangements cannot be made) for officers attending conference meetings of United Women in Faith.
- F. The conference shall pay the expenses of retired commissioned missionaries, deaconesses, and church and community workers who are invited to attend the Annual Celebration as program participants.
- G. A \$40 Special Mission Recognition shall be presented at the time of her commissioning to any member of Western North Carolina Conference United Women in Faith who becomes a deaconess, missionary, church and community worker, or short-term worker.
- H. Special Mission Recognition: There shall be recognition for persons completing their terms of office as follows:
 1. President at completion of her term:
 - a) 4 years' service - \$1,000 Special Mission Recognition
 - b) 2 years' service - \$500 Special Mission Recognition
 2. Elected and appointed officers, including the dean of Mission u:
 - a) 6 years' consecutive service as treasurer - \$500 Special Mission Recognition
 - b) 4 years' service - \$200 Special Mission Recognition
 - c) 2 years' service - \$100 Special Mission Recognition
 - d) 1 year service - \$60 Special Mission Recognition
 3. A person serving two years and continuing for another two years will be honored at the end of four years.
 4. Committee on nominations: chairperson - \$40 Special Mission Recognition upon completion of her term as chairperson. Others - \$40 Special Mission Recognition at the end of four-year term; \$10 Gift to Mission for those serving less than four years. If a member serves as chairperson of the committee on nominations before the last year of tenure, she will not be honored again.

5. Mission u officers:
 - a) Assistant dean - 2 years' service - \$40 Special Mission Recognition
 - b) Business manager and housing manager - 4 years' service - \$60 Special Mission Recognition
2 years' service - \$40 Special Mission Recognition
6. Any others or those with less time of service than mentioned above to be honored with at least a \$10 Gift to Mission and no more than a \$25 Gift to Mission
7. A person completing tenure beyond the conference as a United Women in Faith National Office director, Program Advisory Group member, or as a member of the Southeastern Jurisdiction leadership team (including committee on nominations members), will be honored with a \$200 Special Mission Recognition
- I. The person to whom the annual report book is dedicated shall be honored with a \$1,000 Special Mission Recognition.
- J. Other persons may be honored with a Special Mission Recognition or a Gift to Mission. The administrative committee or executive committee shall have the authority to determine the recipients and the amounts of such honors.
- K. Gifts in Memory: In the event of the death of a member of the current conference United Women in Faith executive committee, or a past president of the Western North Carolina Conference, the president of the district in which she resided will notify the conference president, treasurer, and secretary. The treasurer will send a memorial of one hundred dollars (\$100) to United Women in Faith National Office and notify the decedent's family of the memorial gift. The secretary will inform members of the executive committee of the death.
- L. A Gift in Memory in the amount of fifteen dollars (\$15) shall be given in the event of the death in the immediate family (spouse, child, or parent) of members of the conference executive committee.
- M. Honoraria shall be paid to featured speakers and to music resource persons for participation in each event on the conference organization as recommended by the president, treasurer, and chairperson of each event.
- N. The conference shall offer three (3) \$800 scholarships to Assembly for first-time attendees. The conference shall offer three (3) \$300 scholarships or two (2) \$450 scholarships for first-time attendees to the jurisdiction quadrennial meeting. Scholarships shall not exceed actual expenses. Additional scholarships may be offered by the jurisdiction. Applications for conference scholarships are to be submitted to the conference treasurer by the application deadline stated for each scholarship. The conference administrative committee will award scholarships from the applications submitted. The conference president notifies all applicants as to the award status.

SECTION 6 DISTRICT ADMINISTRATIVE AND MEMBERSHIP DEVELOPMENT FUND

- A. District budget requests for administration and membership development funds (A & MD) shall be presented to the conference finance committee at its August meeting. The finance committee will determine the amount to be appropriated to each district.
- B. The district administration and membership development funds shall be used for promotion of the work within the district.
- C. The district treasurer shall submit quarterly reports of the use of administration and membership development funds (A & MD), quarterly total cash receipts and disbursement reports to the conference treasurer, and to the district executive committee.
- D. Funds appropriated for district budgets shall be remitted quarterly to the district treasurers by the conference treasurer, based on the total approved annual budget for that district. However, if needed, districts may request a larger percentage of their total in a specific quarter.
- E. Funds remaining in the district treasuries at the end of the year will be deducted from the first quarterly remittance of administration and membership development funds to the district for the next year.
- F. Districts shall offer annually three scholarships of \$150.00 each to conference Spiritual Growth Retreat, Mission u or conference Annual Celebration to a member of United Women in Faith who has not previously attended the event for which she is selected.

- G. Districts shall maintain only one bank account. Bank statements shall be reconciled and balanced monthly.
- H. A district shall pay the expenses of a conference officer residing within the district to attend her own district events.
- I. Conference officers invited to attend district meetings outside their own districts shall be paid by the host district with exception of the one conference officer allowed. (See ARTICLE VIII, SECTION 5, Paragraph C, Sub-paragraph (1).
- J. Districts may order limited quantities of items from the Mission Resource Center to have available for sale at district events.
- K. District love offerings are not to be used or retained in the district treasury for operating expenses.
- L. Districts are encouraged to use district love offerings as undesignated mission giving Gifts to Mission in honor or memory of person(s) and sent to the conference treasurer.
- M. There shall be Special Mission Recognition for persons completing their terms of office as follows:
 - 1. President:
 - 4 years' service - \$100 Special Mission Recognition
 - 2 years' service - \$60 Special Mission Recognition
 - 2. Other elected and appointed officers:
 - 6 years' consecutive service as treasurer - \$100 Special Mission Recognition
 - 4 years' service - \$60 Special Mission Recognition
 - 3 years' service - \$40 Special Mission Recognition
 - 3. Committee on nominations:
 - Chairperson - \$40 Special Mission Recognition upon completion of her term as chairperson
 - Others - \$40 Special Mission Recognition at end of four-year term. If a member has served as chairperson of the committee on nominations before the end of her tenure, she will not be honored again.
 - 4. Any others or those with less time of service than mentioned above to be honored with at least a \$10 Gift to Mission and no more than a \$25 Gift to Mission.
 - 5. Expenses will come from the district administration and membership development funds
- N. A Gift in Memory in the amount of \$15 shall be given for family members of district executive committee members in the event of a death in the immediate family (spouse, child, parent).
- O. A Gift in Memory in the amount of \$25 shall be given in the event of the death of a current member Of the district executive committee.
- P. Two (2) orders of the Bundle may be ordered each year to be paid by the district: one for the President and one to be shared by other district officers as needed in order to perform their duties.
- Q. Districts may give honorariums up to \$50 for those who participate in district events (i.e. speaker, musicians, audio/visual or internet technology, etc.). Gift to Mission cards in any amount of \$5 or greater may also be given to these persons.
- R. New Units

At district expense, a new unit will be provided the following items, which shall be ordered by the secretary of program resources:

 - 1. Handbook of United Women in Faith which includes Constitution and Bylaws and Finance
 - 2. One year subscription to **response**
 - 3. The PURPOSE poster
 - 4. Program Book
 - 5. District standing rules
 - 6. Prayer Guide
 - 7. Local unit handbook
 - 8. Where the Money Goes packet
 - 9. Local unit treasurer's handbook

SECTION 7 LOCAL UNIT EXPENSES

- A. When a conference officer is invited to speak at a local unit (including UWF Sunday), travel shall be at local expense. Mileage is twenty-five (25) cents per mile. No honorarium is required. A Gift to Mission may be given in appreciation. If a local unit does not pay mileage (or honorarium which would be equivalent or greater than mileage), the conference officer may voucher her mileage for reimbursement to the conference treasurer.
- B. Local units are encouraged to assist with expenses of unit representatives to district, conference, jurisdiction, and national events.

ARTICLE IX ANNUAL CELEBRATION

SECTION 1 DUTIES AND RESPONSIBILITIES OF COMMITTEE ON PROGRAM

- A. A sub-committee on Annual Celebration program may be appointed by the president in consultation with the chairperson and called at the discretion of the chairperson.
- B. The committee shall be responsible for the printed programs, name tags, expenses of speakers, program participants, special guests, and for planning socials, tours, etc.
- C. Distribution of unofficial material: leaflets, brochures, questionnaires, or other material shall not be distributed or sold at the site of the Annual Celebration, including the registration area, except by prior approval of the program committee or by order of the conference executive committee.
- D. There shall be no collection of money except for the love offering, unless approved in advance by the executive committee. If a registration fee is required, the decision and amount shall be decided by the executive committee and the fact published well in advance of the Annual Celebration.
- E. The program resources room shall be closed during all regular sessions of the Annual Celebration. Registration time shall be at the discretion of the Program Committee.
- F. The hostess district for Annual Celebration rotates in alphabetical order. The president of the hostess district shall be a member of the committee on program as will the succeeding year's district president.
- G. Officers and chairs who expect to have materials included in the Annual Celebration packets should observe the following deadlines:
 - 1. If ordered through the secretary of program resources, orders should be in her hands no later than July 1
 - 2. If sent directly, materials should be received by the hostess district two weeks prior to the event
- H. Designate hostesses for program guests.
- I. The chairperson of the sub-committee on Annual Celebration program shall be responsible for requesting hotel reservations for guests through the conference secretary.
- J. The resident Bishop and spouse shall be invited as guests of the United Women in Faith. This shall include hotel accommodations when necessary.
- L. Housing reservations will be arranged for past presidents of the Western North Carolina Conference United Women in Faith and conference past presidents of the United Women in Faith now living within the bounds of the Western North Carolina Conference.
- M. Event registration at Lake Junaluska:
 - 1. Tables and arrangement: vice president notifies Junaluska Assembly office when and what type of assistance will be needed
 - 2. Registrars – One (1) or more from each district
 - 3. Other tools needed:
 - a) Distribution of name tags and Annual Celebration programs (conference expense)
 - b) Markers for writing names on name tags
- N. Information desk and sign:
 - 1. One person at desk before and after each session
 - 2. Be sure "appropriate information" is available, such as directions to buildings, sessions, etc.
- O. Detailed design for each room/session provided to event planner by conference vice president
- P. Reserved parking spaces - for specified persons

SECTION 2 RESPONSIBILITIES OF HOSTESS DISTRICT

- A. The hostess district shall keep a complete record of activities, duties and all other pertinent information of the Annual Celebration for which it was responsible. A copy of this report shall be sent to: the conference president, the chairperson of the committee on Annual Celebration, one to be available for the new hostess district and one copy to be kept in the permanent file by the conference secretary.
- B. Pages:
 - 1. There shall be twelve (12) or more pages
 - 2. Room reservations shall be forwarded by the hostess district to the conference vice president
 - 3. Pages shall be easily identified
- C. Hostess president:
 - 1. Invites the district superintendent and spouse to Annual Celebration
 - 2. Gives welcome at Annual Celebration
 - 3. Presents pages
 - 4. Makes necessary announcements
 - 5. Introduces district superintendent and spouse
- D. Expenses - The hostess district receives \$500.00 from the conference A & MD budget to help with expenses at Annual Celebration and Mission u. Additional funds may be secured from local units. Expenses incurred by district officers to fulfill hostess responsibilities, including arriving a day early and meals, will not be reimbursed. To be reimbursed by conference, hostess district officers, whose expenses are paid as outlined in ARTICLE VIII, SECTION 4, are still expected to attend all sessions of the event unless excused by the conference president.

SECTION 3 MEETINGS BY REMOTE COMMUNICATION see Article V Section G

ARTICLE X RULES OF ORDER

SECTION 1 RULES OF ORDER FOR ANNUAL CELEBRATION OF THE WESTERN NORTH CAROLINA CONFERENCE UNITED WOMEN IN FAITH

A. GENERAL INFORMATION

1. Meetings shall open and close at the times stipulated in the official program.
2. Members and guests shall wear nametags at all times to all functions to indicate delegate status.
3. During voting sessions (business sessions) delegates shall be seated within a designated voting bar.
4. Members and visitors not designated as delegates shall be seated elsewhere.

B. NEW BUSINESS

1. All new business that has not been considered by the executive committee of the conference shall be presented in writing to the secretary twenty-four (24) hours prior to being considered by the voting delegates.
2. Proposed Resolutions must be submitted in writing to the conference president sixty (60) days prior to the beginning of the conference Annual Celebration.

C. MOTIONS

1. All motions except on matters of procedure shall be written and signed by the maker and furnished to the chair before action is taken.
2. The secretary, unless directed otherwise, shall not record motions ruled out of order, points of order on which no appeal is taken, or trivial matters of privilege.

D. DEBATE

1. In seeking recognition from the chair, a member must stand to address the chair and, upon being recognized, state his or her name before making comment or motion.
2. The maker of a motion in preference to any other delegate shall be entitled to the floor immediately after the motion is stated.
3. Debate shall be limited to fifteen (15) minutes per topic.
4. No delegate shall speak to a motion a second time until all others have been given the opportunity to speak.
5. No delegate shall speak more than twice on the same question on the same day, nor more than two (2) minutes at one time without consent of the body.
6. General consent shall be required if additional time is to be given.

E. VOTING MEMBERSHIP

The voting body of the conference organization shall be composed of the following persons:

1. One representative of each local unit of fifty (50) members or less, with one additional representative for each fifty (50) additional members in the unit
2. All district officers and chairpersons of district committees
3. Past presidents of the Western North Carolina Conference United Women in Faith and conference past presidents of the United Women in Faith now living within the bounds of the Western North Carolina Conference.
4. District presidents, as members of the Conference Executive Committee
5. Conference officers and chairpersons of committees
6. Any member of the United Women in Faith National Office or of the Southeastern Jurisdiction leadership team organization residing within the bounds of the conference
7. The resident Bishop
8. The president of the Jurisdiction Deaconess Association if residing within the bounds of the conference
9. All elected members-at-large

F. DELEGATES FOR QUORUM: A quorum shall be a simple majority of the delegates registered for the meeting.

G. PARLIAMENTARY AUTHORITY

1. *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority.
2. A two-thirds (2/3) vote of the delegates is required to suspend or amend these rules.

SECTION 2 RULES OF ORDER FOR CONFERENCE EXECUTIVE COMMITTEE MEETINGS OF THE WESTERN NORTH CAROLINA CONFERENCE UNITED WOMEN IN FAITH

- A. Meetings shall begin at the time stipulated in the call to meeting.
- B. Any member, on being recognized, shall state his or her name before making any comment.
- C. The maker of the motion shall present the motion in writing. It shall be signed by the seconder and filed with the secretary.
- D. The maker of the motion, in preference to other members, shall be entitled to the floor immediately after the motion has been stated and properly seconded.
- E. No member shall speak to a motion a second time until each other member who wishes to have the floor has had an opportunity to speak.
- F. No member shall speak more than twice on the same question and no more than two (2) minutes at one time without the consent of other voting members.
- G. The secretary, unless specifically directed otherwise, shall not record motions ruled out of order, points of order on which no appeal is taken, or trivial questions of privilege.
- H. Minutes of the executive committee meetings shall be approved by the president and distributed to each member of the committee within thirty (30) days after the meetings are held.
Corrections and formal approval shall be made at the next executive committee meeting.

ARTICLE XI AMENDMENT OF STANDING RULES

The standing rules may be amended at the conference Annual Celebration upon recommendation at August meeting of the conference executive committee. Vote of the governing body is required for any changes to Article VIII FINANCIAL POLICIES. Proposed amendments to the standing rules must be submitted to the conference parliamentarian sixty (60) days prior to the August conference executive committee meeting.

ARTICLE XII GUIDELINES FOR A LOCAL UNIT BECOMING INACTIVE

In the very unfortunate case that a local unit makes an informed decision to become inactive or their church closes, the following steps need to be taken:

- A. The unit president shall notify the district president of the plan to close, the reason for closure and the effective date.
- B. The unit treasurer shall remit all money in the treasury to the district treasurer in the:
 1. Pledge channel
 2. Gift to Mission, Gift in Memory, World Thank Offering, or Special Mission Recognition
 3. Legacy Fund
 4. Designated United Women in Faith projects (i.e. Brooks-Howell Home, Bethlehem Center Charlotte/Winston-Salem, etc.)
- C. A letter shall be included with the remittance indicating the date of disbandment. (Local units must understand that *all the money the unit has is "mission" money* and is ONLY to be used for that purpose. This is NOT money to be given to the church or used by the church.)
- D. The unit treasurer shall close the unit's United Women in Faith checking account and any other financial accounts, which should have a zero balance at this point.
- E. The district president shall send a letter to the local unit president recognizing and thanking the members of the unit for their years of service and mission support. Include suggestions for joining a unit in a nearby church or forming a district unit. Encourage ladies to keep in contact with United Women in Faith through the website and participate in district and conference events. If individuals choose to keep their name on our email list, they will

continue to receive updates. In the event of a church closing, members of United Women in Faith are encouraged to join a unit of United Women in Faith at the new church they join. Remember, one does NOT have to belong to a church to be a member of the United Women in Faith unit of that church. One is not required to be a member of any United Methodist Church to be a member of United Women in Faith.

- F. The district treasurer shall remove the unit from the list of functioning units.
- G. The district communications coordinator shall remove that unit's officers from the hardcopy mailing list.