

STANDING RULES

United Methodist Women of the Rio Texas Conference

PREFACE:

The United Methodist Women of the Rio Texas Conference (herein identified as the conference organization) shall function in accordance with the Constitution and Bylaws for the conference organization of United Methodist Women as adopted from recommendations of the National Organization of United Methodist Women. These Standing Rules are supplementary thereto.

I. NOMINATIONS AND ELECTIONS

A. Election Process

1. Officers to be elected are the President, Vice President, Secretary, Treasurer, Chair of the Committee on Nominations, members of the Committee on Nominations as needed and Mission Coordinators.
2. Officers shall be elected at the Conference Annual Meeting for a term of two years.
3. Voting will be by "acclamation" or "ballot: show of hands or written".
4. Those eligible to vote shall be members of the Conference and District Executive/Leadership Teams, 3 delegates from each local unit, Past Conferences Presidents, members of the UMW Board of Directors and Program Advisory Group, and the Jurisdictional Leadership Team residing within the boundaries of the conference organization. (page 124 Article 6b)
5. The slate of nominees shall honor the heritage of the legacy conferences.
6. Nominees must sign a statement agreeing to uphold the PURPOSE of the United Methodist Women and the Purpose of the United Methodist Women National Office, and a statement of understanding of the responsibilities of the job to which they are agreeing to be nominated.
 - a. Nominees must sign a statement acknowledging their awareness of their expected attendance at 80% of the required meetings/events per year of the UMW of the Rio Texas Conference.
 - b. Required meetings/events per year are: Leadership Development, Legislative Event (Mission Coordinator for Social Action, only), Three Called Meetings, Leadership Team Meetings, UMW Luncheon at Annual Conference, Mission u, and UMW Conference Annual Meeting.
 - c. If there are any extenuating circumstances the officer cannot attend a meeting the President must be contacted. If the officer misses two meetings the officer will be asked to relinquish her position.
7. Newly elected officers assume their office on January 1.
8. The Leadership Team will nominate three voting delegates one shall be the President and two shall be conference elected leaders. Nominees will be elected at the annual meeting of the conference organization prior to the quadrennial meeting of the South Central Jurisdiction for membership in the South Central Jurisdiction organization. (page 137 Article 5 Section 3A)
9. At the annual meeting of the conference organization prior to the quadrennial meeting of the South Central Jurisdiction, the conference organization will elect two women and one alternate as nominees for membership in the National Organization of United Methodist Women. Nominees will be elected from a slate named by the Committee on Nominations of the conference organization. Additional names may be nominated from the floor of the annual meeting of the conference with the consent of the nominee. The names of those elected will be sent to the South Central Jurisdiction organization and the alternate's name will be retained by the secretary of the conference organization. In the event that one of the two elected nominees is withdrawn, the alternate's name will be sent to the South Central Jurisdiction organization. (page 137 Article 5 Section 4A)
10. At the annual meeting of the conference organization prior to the quadrennial meeting of the South Central Jurisdiction, the conference organization will elect three women to be considered to serve on Program Advisory Group of the National Organization of United Methodist Women. Additional names may be nominated from the floor of the annual meeting of the conference with the consent of the nominee. The names of those elected will be sent to the office of the National Organization of United Methodist Women. (page 138 Article 5 Section 4A)
11. The slate of nominees shall be presented to the Leadership team and shall be distributed to each local unit and those eligible to vote 30 days prior to the annual meeting of the conference.

B. Mission Coordinators

1. Mission Coordinator for Advocacy for Justice
2. Mission Coordinator for Spiritual Enrichment
3. Mission Coordinator for Membership and Growth
4. Mission Coordinator for Education and Interpretation
5. Communication Coordinator
6. Secretary of Program Resources

II. COMMITTEES

A. Leadership Team

1. The Leadership Team will include the President as chairperson, Vice President, Secretary, Treasurer, Chairperson of the Committee on Nominations, Mission Coordinators, the bishop of the area, presidents of each district within the boundaries of the conference and the Dean of Mission u.
2. The Leadership Team will also include members of the Jurisdiction leadership Team, Past Presidents of the conferences, Directors of the National Organization of the United Methodist Women, and members of the Program Advisory Group that reside within the boundaries of the conference organization , and others as the Executive/Leadership Team may determine.
3. Members of the Jurisdiction Committee on Nominations residing within the boundaries of the conference organization may be added as members without vote to the conference Leadership Team at the discretion of the Team.
4. The Vice President will preside in the absence of the President and shall chair the Committee on Programs of the conference organization. She will be a representative of the organizations of Church Women United and World Federation of Methodist and Uniting Church Women (WFMUCW).

B. Executive Committee

1. President is chairperson; members are: Vice President, Secretary, Treasurer and Chair of the Committee on Nominations.
2. Committee shall meet upon call of the President to transact only emergency business in the interim between meetings of the Leadership Team.

C. Committee on Program

1. Vice President is chairperson; members are: President, Secretary, Treasurer, Mission_Coordinators, and President of hosting district.
2. Will be responsible for the coordination of the programs of the conference organization.

D. Committee on Finance

1. Treasurer is Chairperson; members are: President, Secretary, Presidents and Treasurers of the district organization and others as the Leadership Team may determine.

E. Committee on Membership

1. Mission Coordinator for Membership is Chairperson; members are: the President, Vice President, Secretary, Treasurer, and District Mission Coordinators for Membership and Growth.

F. Mission u

1. The Dean, elected annually by the Leadership Team, will serve as Chairperson of the committee.
2. Committee Members are: the President, Vice President, Treasurer, Registrar, Mission Coordinators, and Assistant Dean.

G. Committee on Charter for Racial Justice Policies

1. There will be seven (7) members of the committee, one-third of whom will be women to reflect racial diversity insofar as possible. The seven members will include the President, who will serve as chairperson, Mission Coordinator for Advocacy for Justice, Chair of the Committee on Nominations, a District President, and a language coordinator, where one exists. Additional members will be nominated by the committee on nominations. (page 135 section 6a)

H. Christian Vocational Scholarship Committee

1. Mission Coordinator for Spiritual Enrichment is Chairperson; members are: President, and District Presidents.

I. Historical Committee

1. Historian will be appointed by the President and will be non-voting.

J. Standing Rules Committee

1. Secretary is Chairperson; members are: President, Vice President, Treasurer and two others as decided by the Leadership Team.

K. Committee on Nominations (CON)

1. There shall be a Committee on Nominations, elected by the conference organization. The Committee on Nominations shall have a rotating membership of 8 persons divided into four classes of two members each.
2. Members of the CON shall be elected as needed for a 4 year term.
3. From within the CON, a member will be nominated and placed on the slate of the conference organization to be elected to serve as Chairperson for a 2 year term.
4. After elections, a vice-chair will be elected from within the CON.
5. If a member of the CON is asked to go to an event or meeting outside her district for observation purposes, then the Conference Organization will reimburse expenses.
- 6.

III. MEETINGS/EVENTS

A. Annual Meeting

1. Location will rotate among the Districts in alphabetical order when possible, starting in 2016 with: Capital, Coastal Bend, Crossroads, El Valle, Hill Country, Las Misiones, and West.

B. Mission u

1. Location will be determined by the Leadership Team upon the recommendation of the Mission u Committee.

C. Legislative Event

1. The President, Treasurer, Mission Coordinator for Advocacy for Justice, and the Secretary of Program Resources will serve on the Texas Legislative Event Committee.

D. Other

1. Called meetings: the President or other members of the Leadership Team may call a special meeting provided 7 days notice is given. The President is authorized to organize a conference call as needed.
2. Mail ballot and electronic communications: the Leadership Team may hold conference call meetings or meetings using mail ballots and electronic technologies provided 7 days notice is given for the meeting.
3. Conference Call, video conference, or other electronic conference meetings may be held provided that all members participating in the meeting can hear and be heard by the other participants at the same time.
4. Written or electronic notice of such meetings will be given 7 days in advance unless the matter under consideration is an emergency by the chairperson.
5. Mail ballot is considered to include email, facsimile or other written or electronic communications; provided all members entitled to vote have access to such means of communications.
6. Actions taken using mail ballot shall be considered effective only when committee members entitled to vote on the matter are in majority. All actions taken shall be reported to the Leadership Team at the first regular meeting following the action. The resolution approving the action and the written consent of the members to the action will be filed with the minutes.

IV. CONNECTIONAL

- A. The Leadership Team will determine representation needed on the Rio Texas Annual Conference boards and agencies and persons to fulfill those obligations.

V. FUNDS

A. Administration Fund

1. The conference organization shall set up a fund for conference and district Administration and Membership Development. The conference share of the jurisdiction Administration and Membership Development fund shall be included. That amount is 1.25% of the upcoming year's pledge to mission.
2. The fund shall be secured by using not more than 35% of the pledge to mission submitted. The amount of the conference Administration and Membership Development fund shall be recommended by the Committee on Finance, approved by the Leadership Team and adopted by the conference organization.
3. At the end of the year, any unused conference/district Administration and Membership Development funds, except the minimum necessary to begin the next year, shall be added to the pledge and sent to the National United Methodist Women office. The amount to be set shall be determined by the Treasurer and the President in consultation.
4. Each district shall submit a proposed budget each year to the conference Committee on Finance for approval and recommendation to the Leadership Team prior to the annual finance committee meeting.
5. Every quarter, on a date specified by the Conference Treasurer, the District Treasurers will remit funds to the Conference Treasurer, and the Conference Treasurer will return that district's Administration and Membership Development funds.

B. Cumulative Account - There shall be funds accrued annually for the following accounts with interest accrued as a separate item:

1. Assembly – \$1,400.00
2. Jurisdiction Quadrennial Meeting – \$675.00
3. National Seminar – \$250.00
4. Special Mission Recognition – \$200.00
5. Assembly Scholarships – \$250.00
6. Legacy Fund - \$200.00

C. Reimbursable Expenses

1. Expenses shall be allowed only when presented to the Conference President on a proper voucher within thirty (30) days of the end of an event. Receipts will be required for all expenses except mileage. NO EXCEPTIONS. The voucher is to be signed by two of the following officers; President, Secretary, and Treasurer. The President is authorized to sign checks if the Treasurer is incapacitated.
2. Expenses shall be reimbursed for all official business of the conference organization's Leadership Team, task force members, and others eligible to be reimbursed. They shall pay their own expenses and submit vouchers for reimbursement.
3. Reimbursable expenses shall include travel, meals, lodging, dependent care, and administrative items.
4. Vehicle expenses for trips greater than fifty (50) miles roundtrip shall be reimbursed. Twenty-five (.25) cents per mile shall be allowed for one person in a vehicle. If two or three are traveling in the same vehicle, thirty (.30) cents per mile shall be allowed, and when four or more are in a vehicle, thirty-five (.35) cents per mile shall be allowed, and forty (.40) cents for 6 or more. Only persons whose expenses are reimbursable by the conference will be counted as passengers.
5. If no meals are provided, the amount allowed for meals shall be an amount determined by the Leadership Team. The cost of the main event meal at conference annual meeting shall be reimbursed.
6. Lodging at the accommodations specified for the event shall be reimbursed per person up to a maximum of half the quoted room rate. Lodging at accommodations other than those specified for the event shall not be reimbursed, except with the authorization of the President.
7. Up to \$30.00 per day shall be allowed for dependent care.
8. Administrative expenses shall include stationery, printing, postage, supplies and long distance telephone use charges.
9. Each Leadership Team member shall pay her own registration fees for all conference events. This fee shall not be reimbursed.
10. Expenses shall be allowed for committees and task forces for meetings to which they are called. Expenses shall be reimbursed for the day or days of the committee or task force meeting. When committee or task force meetings precede or follow other events, reimbursement shall be for mileage and for additional expenses necessitated by that committee/task force meeting.
11. If the conference pays and/or reimburses the expenses of any person to attend a meeting, that person shall attend the entire meeting, except as determined by the President.
12. When a local unit invites a district or conference officer, the local unit shall pay the expenses. When a district invites a conference officer not residing in the district, the district shall pay the expenses.

D. Annual Meeting

1. If the annual meeting is held in a church, the church shall receive \$400.00.
2. The host district shall receive \$300.00 for expenses.
3. The conference shall pay/reimburse expenses of the following: Leadership Team, nominees for elected office, guest speakers, and musicians as necessary, child care, corsages, audiovisuals, materials, and printing of programs.
4. Workshop Leaders
 - a. Workshop leaders shall be allowed travel at the conference organization's rate plus up to \$15.00 for printing.
 - b. An honorarium of \$25.00 shall be given unless they are members of the Leadership Team.

E. Mission u

1. The conference shall pay the expenses for the following: Dean, Assistant Dean, Study Leaders and Assistant Study Leaders, Secretary of Program Resources, child care providers, musicians, guest speakers and registrar. Other expenses shall be audiovisuals, supplies, materials, and printing of programs. **Voucher with receipts required.**
2. Study Leaders
 - a. The honorarium for all study leaders shall be \$150 each. The honorarium for assistant study leaders shall be \$75.
 - b. Book allowance for study leaders requiring certification shall be \$75. Those persons teaching in more than one conference are entitled to a full book allowance from each conference in which they teach.
 - c. Expenses for printing and supplies shall be reimbursed at a maximum cost of \$100.00 for adult and youth study leaders and \$150.00 for children's study leaders. These reimbursable expenses will require receipts.
 - d. Adult family members of study leaders are required to register and to pay full expenses.
 - e. One-half (1/2) of the school expense for leaders' children up to high school graduation shall be allowed. Leaders are defined as Dean, Assistant Dean, Registrar, study leaders, and musicians.

3. Musicians (instrumentalist and song leader) assisting with the Mission u shall be given an honorarium of \$50 each.
4. The Leadership Team, upon recommendation from the Mission u Committee will set the Mission u administration fee.
5. Leadership Team members, except if study leader, musician, registrar, dean or assistant dean, shall pay an event fee determined by the Leadership Team upon recommendation of the Mission u Committee.
6. Mission u Training: Dean or Assistant will make necessary lodging arrangements for the Training Event. Study Leaders will make necessary arrangements for travel. Travel expenses will be reimbursable up to a limit of \$500.00 per Study Leader. Should the travel expenses exceed the amount of \$500.00, approval from the Executive Team is required. The Request for Travel Advance (form online) shall be submitted to the Conference President for approval. The Treasurer will then arrange for payment.

F. OTHER EVENTS

1. Legislative Event
 - a. The conference shall pay expenses for the Coordinator for Advocacy for Justice to attend the Legislative Event Committee planning meetings and to attend the Legislative Event.
 - b. The conference shall pay expenses for each of the District Mission Coordinators for Social Action or a substitute. They shall be expected to share the hotel room as provided by the conference.
2. District Leadership Training – The necessary expenses shall be allowed from the treasury for training district officers and Committees on Nominations. This shall include travel expenses for conference trainers and district trainees.
3. Assembly – Expenses of the conference elected officers and district presidents (or district representatives) shall be allowed from the Cumulative Assembly Account.
 - a. Funds shall be divided equally among those attending, not to exceed their expenses.
 - b. Any remaining funds shall be returned to the Cumulative Assembly account.
4. Jurisdiction Quadrennial Meeting – Expenses of the conference organization delegates and nominees shall be allowed from the Cumulative Jurisdiction Quadrennial Meeting Account.
 - a. Funds shall be divided equally among the delegates and nominees, not to exceed their expenses.
 - b. Any remaining funds shall be returned to the Cumulative Jurisdiction Quadrennial Meeting account.
 - c. Expenses of the Nominees to the National United Methodist Women Office shall be paid from the Conference Treasury in accordance with National United Methodist Women financial policies.
5. National Seminar – Expenses of the participants as authorized by the National United Methodist Women Office shall be allowed from the Cumulative Seminar Account.
6. Retreats – The conference shall pay the following expenses: retreat leader, workshop leaders, musician, retreat committee, audiovisuals, material and printing of programs. Workshop leaders and musicians shall be given an honorarium of \$25.00 each, unless they are members of the Leadership Team. Retreat leaders shall be given an honorarium not to exceed \$125.00. Any exception must be approved by the Leadership Team.

G. Other Expenses

1. The necessary expenses of bonding of designated officers and auditing of books shall be allowed from the Conference Treasury.
2. Mission Resource Center Advance Mailing Services shall be paid by the Treasurer for the Conference President, Vice President and Secretary of Program Resources, and for the District Presidents.
3. When death occurs among members of the Leadership Team or to the parents, spouse or child of a Leadership Team member, a “Gift in Memory” shall be given in the amount of \$10.00. A \$10.00 “Gift in Memory” shall be given in the case of the death of a former conference officer.
4. Special Mission Recognition for out-going conference Leadership Team members shall be given according to the following formula: two years and under, \$40.00; three through six years, \$60.00; seven through eight years, \$100.00; conference President, by special offering.
5. The President shall have the authority to extend courtesies deemed necessary and proper.

H. Scholarships

1. In the years when funds are available, a scholarship or scholarships may be awarded to a woman or women studying for a professional Christian vocation.
2. Scholarships to Assembly may be awarded as determined by the Leadership Team.

I. Refund Policy

1. The total amount, less the administration fee, shall be refunded if the registrar is notified fifteen (15) days before the opening of an event. The date of notification by mail is determined by its postmark.
2. No refund will be given if the registrar is not notified prior to fourteen (14) days before the opening day of an event.
3. The administration fee will not be refunded.
4. Any request for a refund not explicitly stated in these Standing Rules must be submitted in writing to the Registrar within 30 days of the Event.
5. Registrations are transferable at any time.

J. Debit Card

1. The conference treasurer shall be responsible for obtaining and maintaining a debit card. The debit card will be used by the treasurer. It may be used for travel arrangements or in instance where it would be impractical to write a check, as authorized by the President. Expenses must be approved prior to the use of the debit card by presenting a voucher to the President requesting a travel advance.

VI. PERMANENT RECORDS

- A. The official records of the Rio Texas Conference shall be kept in the archives of the United Methodist Center located at 16400 Huebner Rd, San Antonio.
- B. Minutes
 1. The minutes shall be kept permanently on file, with three years readily accessible to the Leadership Team.
 2. At the end of each calendar year the Secretary shall place a complete set of original minutes in the conference archives.
 3. The President and two other persons shall audit the minutes before being distributed.
 4. Meeting minutes shall be distributed to the Leadership Team within 30 days following the meeting.
- C. Financial records
 1. Financial Records shall be kept on file according to National United Methodist Women's Policies.

VII. AMENDMENTS TO STANDING RULES

Proposed amendments to the Standing Rules shall be sent to the Conference Secretary at least ninety (90) days before the conference annual meeting. Proposed changes will be considered by the Standing Rules Committee and presented to the Leadership Team for discussion and recommendation. Proposed changes approved by the Leadership Team shall be distributed to each local unit at least 30 days in advance of the annual meeting. A majority vote of the delegates to the annual meeting shall be sufficient for adoption.

Proposed: August 6th, 2016

Adopted: October 15, 2016

Effective: January 01, 2017