

**STANDING RULES OF THE NORTH ALABAMA CONFERENCE  
UNITED METHODIST WOMEN, INC.**

Adopted: February 1973

Revised: August 2017

**Article I  
Relationships**

**Section 1. INTRACONFERENCE:**

Mission u shall be a cooperative venture of the North Alabama Conference and the North Alabama Conference United Methodist Women. The dean shall make reports to the Executive Committee as requested.

**Section 2. MISSIONARIES, DEACONESSES, HOME MISSIONERS AND OTHER PERSONS  
IN MISSION:**

Retired and active missionaries, deaconesses, home missioners and other selected persons in mission related to the General Board of Global Ministries, residing within the bounds of the conference, shall be invited to attend the Annual Meeting at conference expense.

**Section 3. DISTRICT:**

- A. Each district organization shall have stated Standing Rules which shall be approved by the Committee on Standing Rules of the conference organization.
  - 1) Standing Rules shall be reviewed and updated in the first year of the quadrennium.
  - 2) Standing Rules shall be submitted to the Committee on Standing Rules of the conference organization for review and approval at a date set by the Executive Committee of the conference organization.
  - 3) Amendments ad interim to the Standing Rules shall be submitted to the Committee on Standing Rules of the conference organization for review and approval.
  - 4) Standing Rules of the district organization shall not be in conflict with standing rules of the conference organization.
- B. Each district organization shall send to the president and the secretary of the conference organization:
  - 1) Minutes of meetings.
  - 2) Annual calendar of meetings and events by December 31<sup>st</sup>
- C. Each district organization shall send lists of leadership to the secretary of the conference organization, including mailing addresses, zip codes, telephone numbers and e-mail addresses, if available, of the Executive Committee of the district organization by October 1<sup>st</sup>.
- D. Each district organization shall send to the secretary of the conference organization the names, addresses, zip codes, telephone numbers, and e-mail addresses, if available, of the president, vice president, secretary, treasurer, secretary of program resources, and chairperson of the Committee on Nominations of each local organization and name of church by November 1<sup>st</sup>.
- E. Each district organization shall send a report of each district event to the president of the conference organization, immediately following the event.
- F. Designated members of each district mission team may be invited to attend a meeting of the Executive Committee of the conference organization as observers at conference expense.

- G. Scholarships to Mission u.
  - 1) Elected members of the Executive Committee of the district organization, excluding the district president, shall be given a scholarship of room and meals. Registration fee shall be paid by the participants.
  - 2) Full scholarships shall be provided to the conference mission team as follows:  
President, Vice President, Secretary, Treasurer, Four (4) Mission Coordinators (Spiritual Growth, Social Action, Education and Interpretation, and Membership Nurture and Outreach), Secretary of Program Resources, Communications Coordinator, Chairperson Committee on Nominations, the four (4) members on the Committee on Nominations, Registrar, Historian, Parliamentarian, and the eight (8) district presidents and their representation.
  - 3) Scholarships shall be provided for full-time participants only.
- H. Members of the District Executive Committee not honoring their registration for any meeting paid for by the conference organization shall reimburse the conference organization.
- I. In the event of the death of a child or husband of a member of the Executive Committee of the Conference Organization, the President of the District Organization in which said officer resides shall notify the Mission Coordinator for Membership Nurture and Outreach and the Treasurer of the Conference Organization. In the event of the death of a member of the Executive Committee of the Conference Organization, or a Past President (Conference Secretary, Wesleyan Service Guild), the president of the district in which she resided shall notify the Mission Coordinator for Membership Nurture and Outreach and the Treasurer of the Conference Organization.
- J. The budget of the Administration and Membership Development Fund of each district organization for the ensuing year shall be submitted via email or hardcopy to the Committee on Finance of the conference organization on or before the July meeting of the Conference Committee on Finance or before the meeting at which the budget for the conference organization is developed.
- K. The tenure policy of each district organization shall conform to the tenure policy of the conference organization.
- L. Each elected and appointed member of the Executive Committee of the district organizations shall be a voting delegate for the Annual Meeting of the conference organization.
- M. The conference organization's Administration and Membership Development Budget shall include funds for travel for members of the conference mission team (including any district president traveling outside the bounds of her district) to participate in an event of the district organization.
- N. The conference organization's Administration and Membership Development Budget shall include funds for travel for elected and appointed leaders of the conference organization, excluding district president, to participate in an event of a local unit. Members of the mission team of the conference organization accepting an invitation to an event of a local unit shall notify the president of the respective district organization.

Section 4. **LOCAL:**

Each local unit shall elect a maximum of two (2) members to be voting delegates to the Annual Meeting of the conference organization.

**Article II**  
**Duties of Elected Leaders**

Section 1. The **PRESIDENT** shall:

- A. Appoint:
  - 1) Historian.
  - 2) Registrar.
  - 3) Parliamentarian.
  - 4) District presidents to a committee.
  - 5) Three elected leaders as members of the Committee on Standing Rules and webmaster.
  - 6) One representative to the Board of Directors of United Community Centers, Inc., Birmingham.
  - 7) Members of task forces of the conference organization in consultation with the chairperson of the task force.
  - 8) One representative to the Board of Directors of the McCoy Older Adult Ministries.
  - 9) One representative to North Alabama Conference Task Force on Volunteers in Mission.
  - 10) One representative to the Commission on Status and Role of Women.
  - 11) One representative to Sumatanga Board of Trustee.
- B. Recommend to the Executive Committee:
  - 1) Three members to the Administrative Committee of the conference organization, which shall include one president of a district organization.
  - 2) Additional members of the Administrative Committee not designated in the Constitution and By Laws, which shall include a president of a district organization.
- C. Serve as a member of:
  - 1) Annual Conference (Book of Discipline Para. 32).
  - 2) Conference Leadership Team of Annual Conference (Book of Discipline 138).
  - 3) Servant Ministry and Servant Leadership of Annual Conference (Book of Discipline 133).
  - 4) Mission u Leadership Training Team
  - 5) Board of Directors of Eva Corner Trust
  - 6) Ex-officio, Board of Trustees, Sumatanga Camp and Retreat Center
  - 7) Administrative Committee.
  - 8) Committee on Standing Rules.
  - 9) Mission-u
  - 10) Committee on Program
  - 11) Committee on Membership, Nurture, and Outreach
- D. Issue invitations for the purpose of regular reporting to the Executive Committee to those deemed appropriate by the president.
- E. Encourage districts, with the Executive Committee, to promote Mission Giving (five channel of giving); incorporate elements of Mission Giving into the on-going programs of the conference.
- F. Has the authority to enter into a contract with a webmaster to create and maintain a website for the North Alabama Conference United Methodist Women (NACUMW).

Section 2. The **VICE PRESIDENT** shall:

- A. Be responsible for securing and providing for set up of rooms of the meeting place for all meetings of the conference ganization.

- B. Serve as a member of the Mission u Leadership Training Team
- C. Serve as liaison between the Executive Committee of the conference organization and the Executive Director of Sumatanga Camp & Conference Center for facility reservation and usage.
- D. Serves as chairperson for the Committee on Program
- E. Serve as a member of
  - 1) Administrative Committee.
  - 2) Committee on Standing Rules.
  - 3) Mission-u
  - 4) Committee on Program
  - 5) Committee on Membership, Nurture, and Outreach

Section 3. The **SECRETARY** shall:

- A. Issue calls to Executive and Administrative Committee meetings to members and other specified persons.
- B. Send a copy of the minutes of the previous Executive Committee meeting to each member prior to each Executive Committee meeting.
- C. Publish a directory, updated biennially, to include:
  - 1) Conference and district leadership.
  - 2) Calendar of events.
  - 3) Standing Rules of the conference organization.
  - 4) Other official documents.
- D. Maintain a file of permanent records of the conference organization for the current and immediate past quadrennium. This file shall be locked in the office of the North Alabama Conference United Methodist Women.
- E. Maintain a current mailing list of the conference organization.
- F. Maintain an up-to-date inventory of equipment, books, supplies and other assets. The inventory shall:
  - 1) Include:
    - a) Item Description.
    - b) Serial number.
    - c) Date Purchased.
    - d) Place where item is stored.
  - 2) Be distributed to:
    - a) President.
    - b) Secretary.
    - c) Treasurer.
    - d) Permanent files in the organization office.
- G. Notify all organizations in which the conference organization holds membership when change of leadership occurs.
- H. Send invitations to the Annual Meeting of the conference organization to active and retired missionaries, deaconesses, home missionaries and other selected persons in mission related to the General Board of Global Ministries and residing within the bounds of the conference.
- I. Serve as a member of
  - 1) Administrative Committee.
  - 2) Committee on Standing Rules.
  - 3) Mission-u
  - 4) Committee on Program

- 5) Committee on Membership, Nurture, and Outreach
  - J. Be responsible for contracts
  - K. Maintain Health Forms
  - L. Maintain First Aid Kit
- Section 4. The **TREASURER** shall:
- A. Provide expense account forms for leadership and guests.
  - B. Send a gift of \$10.00 to the treasurer of the United Methodist Women, Inc. National Office and a Gift in Memory card to the family in the event of the death of a child or husband of a member of the Executive Committee of the conference organization.
  - C. Send a gift of \$25.00 to the treasurer of the United Methodist Women National Office and a Gift in Memory card to the family in the event of the death of a member of the Executive Committee or a past president (Conference Secretary, Wesleyan Service Guild) of the conference organization.
  - D. Collect for registrations not honored by members of the Executive Committee of the conference and/or district organizations.
  - E. Serve as a member of
    - 1) Mission u Leadership Training Team.
    - 2) Administrative Committee.
    - 3) Committee on Standing Rules.
    - 4) Mission-u
    - 5) Committee on Program
    - 6) Committee on Membership, Nurture, and Outreach

Section 5. **MISSION COORDINATORS:**

All Mission Coordinators shall attempt to achieve conference goals related to their area of mission.

- A. All Mission Coordinators shall work actively with the Executive Committee to achieve conference goals related to the mission of Mission u Leadership Training Team.
- B. All Mission Coordinators shall serve as members of the Mission u Leadership Training Team.
- C. All Mission Coordinators shall promote the Special Mission Recognition.
- D. The **MISSION COORDINATOR FOR SPIRITUAL GROWTH** shall:
  - 1) Serve as a member of the Committee on Membership Nurture and Outreach.
  - 2) Provide Spiritual Growth moment at each Executive Committee meeting.
- E. The **MISSION COORDINATOR FOR SOCIAL ACTION** shall:
  - 1) Chair the Social Action Emphasis Task Force.
  - 2) Serve as a member of the Executive Committee
  - 3) Serve as a member of the Board of Directors of the United Methodist Children's Home, Montgomery, Alabama.
- F. The **MISSION COORDINATOR FOR EDUCATION AND INTERPRETATION** shall:
  - 1) Maintain an up-to-date list of active missionaries, deaconesses, home missionaries and other selected persons in mission related to the General Board of Global Ministries and the North Alabama Conference and furnish said lists to the president and secretary of the conference organization and to the president and mission coordinator for education and interpretation of each district organization.
  - 2) Serve as chairperson of the Financial Task Force.
  - 3) Coordinate Excellence of Study reporting for local units.

- 4) Promote, with the Executive Committee, the conference Mission Giving program and receive reports from the districts regarding local units that meet the criteria for being a Mission Today Unit.

G. The **MISSION COORDINATOR FOR MEMBERSHIP NURTURE AND OUTREACH** shall:

- 1) Coordinate the telephone tree and the prayer partners birthday and anniversary lists for the Executive Committee.
- 2) Maintain a current list of units' active, newly organized or disbanded in the conference.
- 3) Coordinate annual membership report.

Section 6. The **SECRETARY OF PROGRAM RESOURCES** shall:

- A. Order Mission Resource Center mailings for the president of each district organization and the elected officers and the current "Reading Program, Plan I", five (5) books each year, one from each category to be circulated among members of the Executive Committee.
- C. Serve as a member of Mission u Leadership Training Team.

Section 7. The **COMMUNICATION COORDINATOR** shall:

- A. Edit and publish HORIZONS, the conference organization newspaper, in consultation with the president.
- B. Promote and receive subscriptions to HORIZONS and remit monies to treasurer.
- C. Serve as a member of Mission u Leadership Training Team.
- D. Be responsible for North Alabama Conference United Methodist Women display at Annual Conference.
- E. Make recommendations for a webmaster or serve as webmaster to the Executive Committee and upon approval serves as a liaison to the webmaster.
- F. Coordinates the compilation of the Biennial Historical Report

### **Article III**

#### **Duties of Appointed Leaders**

Section 1. The **HISTORIAN** shall:

- A. Serve as a member of:
  - 1) The Executive Committee.
  - 2) The Committee on Program.
- B. Maintain a current history of the conference organization.
- C. Compile a perpetual scrapbook including clippings, pictures, programs and conference publications.
- D. Maintain archival files in the office of the organization.
- E. Relate to the historian of the district organization.

Section 2. The **REGISTRAR** shall:

- A. Serve as a member of:
  - 1) The Executive Committee.
  - 2) The Committee on Program.
- B. Receive registrations and monies for meetings of the conference organization and remit monies to the treasurer.
- C. Submit the required billing form to Sumatanga Camp & Conference Center office and a copy to the Vice President.
- D. Assign rooms and post lists of room occupants.
- E. Select and notify persons to assist with registration.
- F. Furnish the president of each district organization a list of participants from her district.
- G. Design a registration form for each event.

- H. Furnish the treasurer of the conference organization a list of "no show" registrants when expenses are paid by the conference organization.

Section 3. The **PARLIAMENTARIAN** shall:

- A. Serve as:
  - 1) A member of the Executive Committee.
  - 2) Chairperson of the Committee on Standing Rules.
  - 3) Parliamentarian at meetings of the conference organization where business is transacted.
- B. Relate to the parliamentarians of the district's organization.

**Article IV**

**Executive Committee**

Section 1. **MEMBERSHIP** of the Executive Committee of the conference organization:

- A. SHALL INCLUDE:
  - 1) All elected leaders in Article II.
  - 2) All appointed leaders in Article III.
  - 3) District Presidents.
  - 4) Chairperson of Task Forces.
- B. There shall be no substitutes for any Executive Committee member who is absent.
- C. EACH MEMBER of the Executive Committee shall:
  - 1) Attend all meetings, events, and respective committee meetings of the conference organization at conference expense.
  - 2) Attend Mission u at conference expense.
  - 3) Reimburse the conference organization for registrations not honored.
  - 4) Write a minimum of two (2) promotion letters to her district counterpart each year. The president of the district organization shall write to the presidents of the local units. A copy of each promotion letter shall be sent immediately to the president of the conference and district organizations and distributed to other members of the Executive Committee at the next meeting.
  - 5) Submit a typewritten annual report, not to exceed one page, to the president, secretary, and Communication Coordinator. Reports shall be submitted at the last meeting of the Executive Committee each program year.
  - 6) Transfer all files and resource materials to incoming members within 30 days after the close of term of office.

Section 2. **ATTENDANCE** at meetings of the Executive Committee of the conference organization at conference expense shall be:

- A. All members.
- B. Observers.
  - 1) Members of the Committee on Nominations of the conference organization on invitation of the president, in consultation with the chairperson of the Committee on Nominations.
  - 2) Members of the Committee on Nominations of the Southeastern Jurisdiction Leadership residing within the bounds of the conference
  - 3) The two additional members of the Committee on The Charter for Racial Justice Policies on invitation of the president.
- C. Biennially, members of the incoming Executive Committee who shall be invited to attend the last Executive Committee meeting of the year for the purpose of orientation.

Section 3. The **EXECUTIVE COMMITTEE** SHALL:

- A. Receive fee for registrations for any meeting paid for by the conference organization from members not honoring their registrations.

- B. Approve amendments ad interim to the Standing Rules for recommendation to the voting body of the Annual Meeting.
- C. Provide biennial training for the Committee on Nominations of the conference and district organization.
- D. Provide biennial training for district elected and appointed officers.
- E. Develop biennial goals for the conference organization.
- F. Provide for PUBLICATIONS as follows:
  - 1) DIRECTORY SHALL:
    - a) Be published biennially by the secretary.
    - b) Be distributed to:
      - i. Members of the Executive Committees and the Committees on Nominations of the conference and district organizations.
      - ii. The president of local units.
      - iii. Elected officers of United Methodist Women of the National Office and the Southeastern Jurisdiction Leadership Team
      - iv. Selected staff of the United Methodist Women.
      - v. The Mission Resource Center of the United Methodist Woman, Inc., National Office within the United Methodist Church.
      - vi. Past-presidents of present and predecessor organization(s)
      - vii. Active and retired persons in mission
    - c) Contain the names, mailing addresses, zip codes, telephone numbers, and e-mails of:
      - i. Elected officers of United Methodist Women.
      - ii. Elected officers of the Leadership Team of the Southeastern Jurisdiction.
      - iii. Selected staff of the United Methodist Women of the National Office.
      - iv. United Methodist Women's Leadership Team member assigned to the Nashville Region.
      - v. Members of the Executive Committees and the Committees on Nominations of the Conference and district organizations
      - vi. Past-presidents of present and predecessor organization(s)
      - vii. Active and retired persons in mission..
    - d) Contain the Standing Rules of the conference organization.
    - e) Contain the calendar of events for the current year and the next year.
    - f) Contain other official documents.
  - 2) HORIZONS, the newspaper of the conference organization SHALL:
    - a) Be published three times per year, prior to each event by the communications coordinator in consultation with the president of the conference organization.
      - i. Interpret the work of United Methodist Women.
      - ii. Include registration forms for events of the conference organization.
      - iii. Include notification of nominees for officers of the conference organization. This notice shall be published at least thirty (30) days prior to the date the election will be held.
      - iv. Include notification of changes to the standing rules of the conference organization thirty (30) days prior to Annual Meeting.



- b) BE DISTRIBUTED TO:
    - i. Members of the Executive Committees and the Committees on Nomination of the conference and district organizations.
    - ii. Leadership in each local unit as follows:
      - a. The president.
      - b. The vice president.
      - c. The secretary.
      - d. The treasurer.
      - e. The mission Coordinators
      - f. The secretary of program resources
      - g. The chairperson of the Committee on Nominations.
      - h. Past presidents (Conference Secretary, Wesleyan Service Guild) of the conference organization.
      - i. Missionaries, deaconesses, and home missionaries in the conference.
      - j. Connectional Ministries staff in the conference.
      - k. Presidents of each conference organization of United Methodist Women in the Southeastern Jurisdiction.
      - l. Communications coordinators of each conference organization of United Methodist Women in the Southeastern Jurisdiction.
      - m. Elected officers of the Leadership Team of the Southeastern Jurisdiction and the Leadership Training Team of the National Office.
      - n. Selected staff of the United Methodist Women, Inc., National Office.
      - o. United Methodist Women Leadership Team member assigned to the Nashville Region.
  - c) BE SUBSCRIBED TO:
    - i. By availability for an amount to be determined yearly by the Executive Committee.
    - ii. Beginning with the spring issue and expiring with the fall issue.
- G. Maintain **RECORDS**, which SHALL:
- 1) Be stored in the North Alabama Conference United Methodist Women's designated office, including:
    - a) Minutes of meetings.
    - b) Directories.
    - c) Financial Records.
    - d) Inventories and gift lists.
    - e) Conference newspaper, HORIZONS.  
Historical records.
  - 2) Kept up to date by the secretary.
- H. Preserve **HISTORICAL RECORDS** digitally and/or in hardcopy, which shall:
- 1) Include:
    - a) Historical narratives.
    - b) Scrapbooks.
    - c) Biennial Reports.
    - d) Artifacts.
  - 2) Be maintained by the historian.

- I. Provide recognition for units achieving Excellence of Study, participation in the Reading Program, completing the five (5) Mission Giving Program, recognition for membership growth in the district organization and units (local and district), and Mission Today Units.

Section 4. The **ADMINISTRATIVE COMMITTEE:**

- A. MEMBERSHIP shall consist of five (5) members:
  - 1) President as chairperson.
  - 2) Secretary.
  - 3) One president of a district organization.
  - 4) Two other elected members of the Executive Committee.
- B. Shall act as administrators of bequests to the conference organization and recommend the expenditure of said funds to the Executive Committee.
- C. Shall recommend recipient of the Hattie Maude Vaughn Scholarship to the Executive Committee for approval.

**ARTICLE V**

**Other Committees**

Section 1. The **COMMITTEE ON PROGRAM:**

- A. MEMBERSHIP shall include:  
Officers of the conference organization of the United Methodist Women,
  - 1) President.
  - 2) Vice-President.
  - 3) Secretary.
  - 4) Treasurer.
  - 5) Mission Coordinators for:
    - Spiritual Growth
    - Social Action
    - Education and Interpretation
    - Membership Nurture and Outreach
  - 6) Secretary of Program Resources.
  - 7) The historian.
  - 8) The registrar
  - 9) Chair Person Committee on Nominations
  - 9) Four presidents of the district organizations.
- B. Shall recommend to the Executive Committee the amount of honoraria for featured speakers and music resource persons at events of the conference organization.
- C. Shall recommend to the Executive Committee the registration fee for events of the conference organization.
- D. Shall not invite current district and/or conference officers as the guest speaker for conference Spiritual Enrichment Event or Annual Meeting. Exceptions shall be United Methodist Women Directors and/or staff of the National Office.

Section 2. The **COMMITTEE ON FINANCE:**

- A. MEMBERSHIP shall include:
  - 1) President.
  - 2) Secretary.
  - 3) Treasurer.
  - 4) Mission Coordinators for:
    - Spiritual Growth
    - Social Action
    - Education and Interpretation

Membership Nurture and Outreach

- 5) Secretary of Program Resources.
  - 6) The historian.
  - 7) The registrar
  - 8) One president of the district organizations.
  - 9) Eight District Treasurers.
- B. Shall coordinate:
- 1) Approval of district and conference Administration and Membership Development budget prior to the meeting of the Executive Committee where the conference organization budget is recommended for adoption by the voting body of the Annual Meeting.
  - 2) Closing of books of the district organizations on December 15 and the books of the conference organization on December 31, annually for audit.
- C. Shall interpret the "Sumatanga Dimes" and recommend the expenditure of said funds to the Executive Committee.

Section 3. The **COMMITTEE ON MEMBERSHIP NURTURE AND OUTREACH** shall include:

- A. President.
- B. Vice-President.
- C. Secretary.
- D. Treasurer.
- E. Mission Coordinators for:
  - Spiritual Growth
  - Social Action
  - Education and Interpretation
  - Membership Nurture and Outreach
- F. Secretary of Program Resources.
- G. The historian.
- H. The registrar
- I. Chair Person Committee on Nominations
- J. One president of the district organizations.
- K. Mission Coordinator for Spiritual Growth.
- L. Four district presidents.
- M. Eight District Mission Coordinators on Membership Nurture and Outreach.

Section 4. The **COMMITTEE ON NOMINATIONS**:

- A. Shall consist of five (5) members.
- B. Shall maintain a current talent bank.
- C. Shall make personal contact with each nominee and furnish a job description.
- D. Members, other than the chairperson, shall attend meetings of the Executive Committee as observers on invitation of the president, in consultation with the chairperson of the Committee on Nominations.

Section 5. The **COMMITTEE ON THE CHARTER FOR RACIAL JUSTICE POLICIES**:

- A. The two additional members shall be elected in classes.
- B. Shall promote Charter for Racial Justice Policies at conference events.

Section 6. There shall be a **MISSION u LEADERSHIP TRAINING TEAM**

- A. Mission-u shall be held annually at Sumatanga Camp & Conference Center as a cooperative educational event.

The purpose shall be threefold:

- 1) The global mission of the church and responsibility of Christians within it;

- 2) The training of local church and district leaders for promotion and interpretation of the total mission thrust of the United Methodist Church; and
  - 3) The training of leadership and membership for promotion and interpretation of the PURPOSE and program of United Methodist Women.
- B. A committee to be called the **MISSION u LEADERSHIP TRAINING TEAM** shall be organized and annually perpetuated until such time as new directions are determined. The Leadership Training Team shall be composed as follows:
- 1) Elected officers of the school.
  - 2) Conference and District Mission Representatives.
  - 3) Chairperson, or a representative, of the United Methodist Volunteers in Mission.
  - 4) Officers of the conference organization of the United Methodist Women,
    - a) President.
    - b) Vice-President.
    - c) Secretary.
    - d) Treasurer.
    - e) Mission Coordinators for:
      - Spiritual Growth
      - Social Action
      - Education and Interpretation Membership Nurture and Outreach
    - f) Secretary of Program Resources.
    - g) Communication Coordinator.
  - 5) Representative to the Regional School Leadership Training Team.
  - 6) Others recommended by the dean and approved by the Leadership Training Team.
- C. The Leadership Training Team shall evaluate the effectiveness of the cooperative effort each year.
- D. The officers shall be elected annually by the Leadership Training Team. The elected Dean shall serve as Chairperson of the Leadership Training Team.
- E. The School may be financed by registration fees, the North Alabama Conference United Methodist Women. In the event Mission u ceases to be a viable method for a mission emphasis, the fund's balance shall be disbursed to the North Alabama Conference United Methodist Women.

**Section 7. OTHER COMMITTEES:**

There shall be a **COMMITTEE ON STANDING RULES.**

- 1) Membership shall include:
  - a) Parliamentarian as chairperson.
  - b) President.
  - c) Secretary.
  - d) Two district presidents.
  - e) Three elected members of the Executive Committee.
- 2) The committee shall:
  - a) Review and update the Standing Rules of the conference organization in the first year of each quadrennium.
  - b) Recommend amendments ad interim to the Standing Rules to the Executive Committee for adoption by the voting body of the Annual Meeting.
  - c) Review and approve the Standing Rules of each district organization at a date to be set by the Executive Committee of the conference organization in the first year of each quadrennium.

Section 8. There shall be no substitute in attendance at any meeting of the conference organization, except at the Conference President's discretion.

**ARTICLE VI**  
**Nominations and Elections**

Section 1. **ELECTIONS:**

- A. Shall take place biennially in the Annual Meeting of the conference organization.
- B. Nominees shall be invited to attend the Annual Meeting at conference expense.
- C. Installation of newly-elected officers shall be a part of the Annual Meeting program and those installed shall assume their duties the following January 1.
- D. The voting body of the Annual Meeting shall be composed of:
  - 1) Two members elected by each local unit and each district unit.
  - 2) Elected and appointed leadership of the district organization.
  - 3) Elected and appointed leadership of the conference organization.
  - 4) Past presidents (Conference Secretary, Wesleyan Service Guild).
  - 5) Members of the United Methodist Women residing within the bounds of the conference.
  - 6) Elected officers of the Leadership Team of the Southeastern Jurisdiction residing within the bounds of the conference.

Section 2. **NATIONAL ASSEMBLY:**

- A. Representatives shall be:
  - 1) President.
  - 2) Vice President.
  - 3) Number of others determined by Executive Committee at the first Executive Committee meeting in the year prior to the Assembly.
- B. Representatives to fill quota shall be nominated by Committee on Nominations and elected by Executive Committee.
- C. Expenses shall be paid by conference organization.

Section 3. **SOUTHEASTERN JURISDICTION QUADRENNIAL MEETING:**

- A. Three (3) delegates and one (1) alternate shall be:
  - 1) President.
  - 2) Remaining delegates and alternate nominated by office from the elected leaders by the Committee on Nominations.
  - 3) Approved by Executive Committee.
  - 4) Elected by voting body of Annual Meeting.
- B. Expenses shall be paid by conference organization.

Section 4. **UNITED METHODIST WOMEN, INC.:**

- A. Two nominees for director and one alternate shall be:
  - 1) Nominated by Committee on Nominations.
  - 2) Approved by Executive Committee.
  - 3) Elected by the voting body of Annual Meeting.
- B. Expenses shall be paid to Southeastern Jurisdiction Quadrennial Meeting by conference organization.

Section 5. **VACANCIES of POSITION** that are not required by the National Organization Constitution and Bylaws In the event a position is not filled, the Committee on Nominations can recommend to the Executive Committee person or persons to be found to fill the duties and responsibilities of the position.

**ARTICLE VII**  
**Meetings**

Section 1. **ANNUAL MEETING:**

- A. Date shall be recommended by Committee on Program and approved by Executive Committee.
- B. Retired and active missionaries, deaconesses, home missioners and other selected persons in mission related to the General Board of Global Ministries, residing within the bounds of the conference, shall be invited to attend at conference expense.
- C. Annual recipient of the Hattie Maude Vaughn Scholarship shall be invited to attend.
- D. Special Rules of Order:
  - 1) Pages shall serve as floor tellers if it is necessary to count votes.
  - 2) Pages shall serve as doorkeepers. During worship the doors will be closed. Seating will be directed by pages.
  - 3) Pages shall be notified or hands raised when members are unable to hear the speaker. Pages shall notify sound engineer.
  - 4) Any proposed resolutions for action by the voting body of the Annual Meeting shall be presented to the Executive Committee prior to the close of the first session.
  - 5) All motions, except on matters of procedure, shall be written, signed by proponent, and given to the secretary before the close of the meeting. The presiding officer may require that written motion be furnished to the Chair before action is taken.
  - 6) Only members of the voting body may introduce or second motions.
- E. **DISCUSSION:**
  - 1) To ask recognition from the Chair, a speaker must give name, unit and district.
  - 2) In discussion, the speaker shall state whether in the affirmative or negative.
  - 3) Discussion on a motion shall be limited to two minutes for each speaker. General consent shall be required if additional time is to be granted a speaker. If there is no objection to the general consent, a formal vote must be taken, and a two-thirds vote shall be required to grant the additional time.
  - 4) No member may speak a second time until all others who wish to speak have had the opportunity to do so.
  - 5) No member shall be given the privilege of the floor more than twice on the same question without unanimous consent of the voting body.
  - 6) Any non-voting member may participate in the discussion, asking recognition by the same procedure as required by a member of the voting body.
- F. **TIMEKEEPER:**
  - 1) A Timekeeper shall be appointed by the President.
  - 2) It shall be her duty to indicate to the Chair the expiration of time allotted.
- G. **PARLIAMENTARY AUTHORITY:**
  - 1) Robert's Rules of Order, Eleventh Edition is the parliamentary authority all others are obsolete.
  - 2) A two-thirds vote of the delegates voting is required to suspend, amend, or add to these Special Rules of Order.

Section 2. **EXECUTIVE COMMITTEE:**

- A. Dates and locations shall be recommended by the president and approved by the Executive Committee.
- B. Regarding electronic called meeting through social media, written response through email is required within 24 hours.
- C. All members of the Executive Committee and the Committee on Nominations of the conference organization shall attend meetings and events at conference expense.

Section 3. **DATES AND LOCATIONS** for meetings of task forces and committees shall be set by the chairperson in consultation with the president.

Section 4. **DATE OF MISSION** shall be determined by the Leadership Training Team for Mission u.

Section 5. **INVITATIONS** received by members of the Executive Committee of the conference organization to attend meetings outside the conference shall be referred to the Executive Committee or the Administrative Committee for action with reference to use of funds of the Administration and Membership Development budget. Invitation to members of the Executive Committee of the conference organization to attend meetings at Women's Program Division or Southeast Jurisdiction Leadership Team expense shall be accepted.

Section 6. **REGISTRATION:**

- A. Cut-off date for meetings and events shall be determined by the appropriate administrative body.
- B. Reservations:
  - 1) Money must be sent with registrations.
  - 2) Money will not be refunded for reservations canceled after the cut-off date. Substitutions will be accepted.
  - 3) Members of the Executive Committee and Committee on Nominations of the conference organization shall not request lodging for conference events in the Eva Walker Guest Lodge and The Retreat Center; however, the conference president and/or vice president may consider reasonable requests for special needs without additional cost to team members.

#### **ARTICLE VIII**

##### **Funds**

Section 1. The **ADMINISTRATION AND MEMBERSHIP DEVELOPMENT BUDGET** shall be determined yearly by the Executive Committee at a percentage recommended by the Committee on Finance based on the total of undirected monies received by the conference organization for the previous year.

Section 2. **EXPENSES FOR MEETINGS.**

- A. All members of the Executive Committee and the Committee on Nominations of the conference organization shall attend meetings and events at conference expense.
- B. Retired and active missionaries, deaconesses, home missionaries, and other selected persons in mission related to the General Board of Global Ministries, residing within the bounds of the conference, shall be invited to attend the Annual Meeting at conference expense.
- C. Invitations received by members of the Executive Committee to attend meetings outside the conference shall be referred to the Executive Committee or to the Administrative Committee for action when said invitation includes use of current budget funds. Invitations to members of the Executive Committee to attend meetings at United Methodist Women National Events or Southeast Jurisdiction Leadership Team expense shall be accepted.

Section 3. **AUTHORIZATION to sign checks** shall be given to the President and Treasurer.

Section 4. **VOUCHER PROCEDURE:**

- A. The expenses of the members of the Executive Committee shall be paid from the Administration and Membership Development Fund.
  - 1) General Expenses:
    - a) Expense vouchers must be in detail, and each line item must reflect performance in line of duty or special program/meeting assignments. Expense vouchers must be signed by the chairperson of the special program/meeting assignment, president, and secretary.

- b) Members with more than one place of responsibility must file a separate expense voucher for each area of work.
  - c) Expense vouchers for conference events must be submitted within thirty days after the event on the designated form.
- 2) Travel Expenses:
- a) Travel vouchers for each meeting must be submitted at said meeting on the designated form and will be paid for one round trip only.
  - b) Members shall share transportation when possible.
  - c) Mileage shall be paid at a rate recommended yearly by the Committee on Finance and approved by the Executive Committee for one round trip only.
  - d) Travel shall be paid for resource persons and featured speakers related to the United Methodist Women, Inc., (National Office) invited to participate in meetings in accordance with the recommended procedure of the United Methodist Woman, Inc., National Office.
  - e) The conference organization's Administration and Membership Development Budget shall include funds for travel for elected and appointed leaders of the conference organization, excluding district presidents, to participate in an event of a local unit.
  - f) All checks must be cashed within 30 days from date of checks, or they will be voided out.
- 3) Dependent Care:
- a) Shall be provided at \$10 per hour for up to eight (8) hours for dependent care of persons living in the home to enable members of the Executive Committee to participate in roles of leadership while involved in business meetings or events of the conference organization.
  - b) Child care shall be provided at \$10.00 per hour, covering children age six (6) weeks to age twelve (12).
- 4) Scholarships:
- a) Cost of room and meals shall be paid for invited members of the district organization to attend Mission u in accordance with the provisions set forth in RELATIONSHIPS-DISTRICT for said event.
  - b) Shall be provided for invited resource persons to attend conference events.
  - c) The Hattie Maude Vaughn Scholarship:
    - i. One scholarship shall be awarded for Annual Meeting
    - ii. Recipient shall be a woman who exhibits interest in the history/heritage of United Methodist Women and its predecessor organizations.
    - iii. The Administrative Committee shall recommend recipient to the Executive Committee for approval.
    - iv. Funded through individual contributions given to the Hattie Maude Vaughn Scholarship Fund in honor of Ms. Vaughn.
- 5) Honorarium shall be paid to featured speakers and for music resource persons for participation in each event of the conference organization, as recommended by the Committee on Program.
- 6) Accumulated Funds shall be recommended yearly by the Committee on Finance to the Executive Committee and shall be maintained in reserve for:



- a) Assembly - to pay expenses of representatives of the conference organization for full time participation.
  - b) Jurisdiction Quadrennial Meeting - to pay expenses of the six delegates, two alternates, and nominees to the United Methodist Women, Inc., of the National Office and other representatives elected by the conference organization.
- 7) Advance funds may be requested and granted upon approval of the president and secretary.

Section 5. **GIFTS IN MEMORY:**

- A. Gift of \$10 shall be sent by the treasurer to the United Methodist Women, Inc., National Office and a Gift in Memory card to the member in the event of the death of a child or husband of a member of the Executive Committee.
- B. Gift of \$25 shall be sent by the treasurer to the United Methodist Women, Inc., National Office and a Gift in Memory card to the family in the event of the death of a member of the Executive Committee or a past president (Conference Secretary, Wesleyan Service Guild).

Section 6. **OTHER FUNDS:**

- A. The treasurer shall have authority to equalize within the budget each year.
- B. Interest earned from invested funds of conference organization shall be held in reserve funds and disbursed upon approval of the Executive Committee.

Section 7. **BEQUESTS:**

- A. The Administrative Committee shall act as administrators of bequests to the conference organization and recommend the expenditure of said funds to the Executive Committee.
  - 1) Mildred B. Davis Estate Fund
    - a) To be held, managed and interest distributed by the North Alabama Conference United Methodist Women to further ministry and program development of the North Alabama Conference at Sumatanga Camp & Conference Center.
    - b) Said funds are not to be used for routine upkeep and maintenance.
  - 2) Madge Cottingham Estate Stock Dividend to be used for furnishings of lodge at Sumatanga Camp & Conference Center.

ARTICLE IX

Amendments and Standing Rules

Section 1. **PARLIAMENTARY AUTHORITY** shall be Robert's Rules of Order, Eleventh Edition, for business meetings of the conference organization.

Section 2. **STANDING RULES** shall be reviewed and updated in the first year of the quadrennium. Recommended amendments ad interim to the Standing Rules shall be considered by the Committee on Standing Rules, adopted by the Executive Committee, and recommended by the Executive Committee to the voting body of the Annual Meeting for adoption.