

# United Methodist Women Bylaws



# BYLAWS OF UNITED METHODIST WOMEN IN THE LOCAL CHURCH

## Article I

### ----- INTRODUCTION

Each organized unit of United Methodist Women, also known as the local organization, will determine, on the basis of an assessment of its needs, the organizational form required to effectively implement the PURPOSE, keeping in mind flexibility of structure and times of meetings. The program of the local organization of United Methodist Women will provide opportunities for the participation and leadership of all its members.

#### **Section 1. Membership**

Membership shall be open to any woman who indicates her desire to belong to and participate in the global mission of the church through United Methodist Women and its PURPOSE. The pastor(s) shall be ex officio member(s) of the local organization of United Methodist Women and of its leadership team or equivalent structure.

The membership of the local organization should reflect the membership of the local church.

United Methodist Women does not furnish lists of its elected leaders or members to individuals or agencies outside the organization unless authorized by the leadership team.

#### **Section 2. Mission Emphases**

The organizational form chosen by the leadership team, also known as the executive committee of the local organization in some instances, will develop its program to support the PURPOSE that encourages women to be in mission by growing spiritually, engaging in service and advocacy, educating for change, developing leaders, expanding and nurturing its membership and supporting the organization through Mission Giving.

#### **Section 3. Structure**

A unit may determine its structure to best fulfill the PURPOSE so that the work of administration, finance, program planning, record keeping and nominations can be carried out.

A member of the local church must be named president, and she or someone named by the team must serve as a contact person for the district organization and serve on the local church council.

The leadership team may include a president, vice president, treasurer, secretary and chair of the committee on nominations. Additional leaders may be added as determined by the leadership team.

Within the unit, subgroups may be organized or may develop to meet other concerns and needs of members as they are recognized for experiencing community, pursuing special interests, study or research or for designing and carrying forward projects of community service or action. The goals or tasks of each group will be defined in relation to the PURPOSE. The intent of the group will determine the length of its functioning, whether by calendar year or the time required to achieve stated goals.

*a. Leadership*

Leaders of subgroups may be designated by the leadership team or elected by the unit.

*b. Representation on committees*

- 1) Each subgroup will designate a member to serve as a representative or a liaison to the leadership team. Leaders of the subgroup are members of the unit leadership team and will help develop ways for the group to:
  - a) Be in contact with and receive information from the unit, its meetings and total program.
  - b) Participate in the plans and responsibilities of the unit.
  - c) Share with the unit all experiences and findings that develop mission emphases and expand concepts of mission.
- 2) Each subgroup will designate a member to serve as a representative or a liaison to the committee on program where it exists. Working with the committee, she will help in the development of the program and activities of the unit and the subgroups.
- 3) Each subgroup will designate a member to serve as a representative or liaison to the committee on finance, where it exists. Working with the committee, she will help in the development of plans for the interpretation of financial needs to the subgroup and arrange for the channeling of funds from the subgroup to the treasurer of the unit.

#### **Section 4. Other Forms of Units**

*a. Charge or cluster unit*

A unit may be formed by women from more than one church when the number of women from a single church is too small to organize with the aforementioned structure. The president of a charge or cluster unit will be a member of The United Methodist Church.

*b. District unit*

A unit may be formed by women from different churches who choose to meet in locations other than a local church, such as a college or university campus, retirement community or local business area. The president of a district unit will be a member of The United Methodist Church.

*c. District member*

A woman may become a district member if there is no active unit in her church, if there is no possibility of continuing or reorganizing a unit or if she is a member of another denomination. Such membership must be authorized by the district leadership team.

*d. Online member*

A woman may become an online member through registration and participation in the United Methodist Women's social network for members, [UMWOnline.org](http://UMWOnline.org).

## Article II

### ----- RELATIONSHIPS

#### **Section 1. Relationship to Other United Methodist Women Organizations**

The unit of United Methodist Women in the local church is directly related to the district, conference and national organizations of United Methodist Women.

#### **Section 2. Relationship to The United Methodist Church**

The unit will encourage all women to participate in the total life and work of the church and will support them in assuming positions of responsibility and leadership.

#### **Section 3. Relationship of the Leadership Team to Members**

The leadership team's role is to nurture the members, reach out and invite other women and strengthen the connection with the district, conference and national organizations.

## Article III

### LEADERSHIP

**Section 1.** United Methodist Women is a laywomen'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 2012*, ¶256.5, Articles 3, 4). Only laywomen may serve as elected leaders.

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women (*The Book of Discipline of The United Methodist Church 2012*, ¶¶270, 271, 316, 318).

#### Section 2. Elected Leaders

The **president**, working with the leadership team, will actively seek to advance all phases of the work of United Methodist Women.

She will:

- a. Preside at all meetings of the unit and its leadership team and serve as an ex officio member of all other committees, where they exist, except the committee on nominations.
- b. Sign all legal and financial documents and orders on the treasury.
- c. Prepare reports as necessary with the elected officers.
- d. Develop with the leadership team ways to plan and engage in mission.
- e. Represent the unit in all meetings or name a substitute.
- f. Be a member of the local United Methodist church with which the unit is affiliated and serve, where they exist, as a member of the church council or on the administrative council or administrative board/council on ministries (*The Book of Discipline of The United Methodist Church 2012*, ¶252.5i). Membership in the local church may include affiliate membership.

The **vice president**, working cooperatively with the president, will assist the unit in fulfilling the PURPOSE.

She will:

- a. Guide the leadership team in its responsibility for planning and implementing the program of the unit.
- b. Perform the duties of the president in her absence.
- c. Promote ecumenical relations.
- d. Chair the committee on program where one exists or, if there is no separate committee, chair the leadership team when dealing with matters relating to program. She will serve on the committee on finance where one exists.

The **treasurer** will be informed concerning the financial responsibility of the unit and the program and responsibilities of the United Methodist Women national organization.

She will:

- a. Receive and disburse funds on order of the unit, account for all funds of the unit and work with the leadership team to develop a plan for receiving funds from individuals or subgroups on a regular basis.
- b. Remit all funds, except those designated for mission locally and for local administration and membership development, to the district treasurer. These remittances will be made monthly or quarterly as the conference and/or district organization may direct.
- c. Make itemized reports to the unit at regularly scheduled meetings and annual reports to the unit, submit the local unit's books annually to the audit committee of the local church and send an annual itemized statement of all funds to the district treasurer.
- d. Chair the committee on finance where one exists or, if there is no separate committee, chair the leadership team when dealing with matters related to finance.
- e. Serve on the leadership team and other committees when dealing with financial matters.

The **secretary** will be informed about the program and the total involvement of the local unit in order to perform the responsibilities assigned to her and to assist the president.

She will:

- a. Keep accurate minutes of all meetings of the unit and its leadership team and give notice of these meetings.
- b. Serve as custodian of all records and official documents.
- c. Sign all official, legal and financial documents, making certain each is properly dated.
- d. Keep an accurate roll of membership.
- e. Send a list of elected leaders of the unit, including addresses, ZIP codes, telephone numbers and e-mails, to the secretary of the district organization immediately upon their election and interim changes, and send the name of the new president to the resource center: United Methodist Women Mission Resources.
- f. Serve on the leadership team and other committees as necessary.

The **chairperson** of the **committee on nominations** and other members are responsible for the nomination of all elected leaders of the unit. This requires a clear understanding of the duties of each elected leader and knowledge of the skills, interests and potential of the members of the unit.

She will:

- a. Develop plans to help members of the committee see their task as an ongoing one.
- b. Provide information to the committee concerning vacancies that need to be filled.
- c. Identify and promote new leadership.

The chairperson will serve on the leadership team and other committees as necessary.

### **Section 3. Appointed Leaders**

Other leaders may be appointed for expansion of specific areas or needed services upon recommendation of the leadership team.

## **Article IV**

### **COMMITTEES**

#### **Section 1. Leadership Team**

There will be a leadership team, also known as the executive committee in some instances.

The leadership team, functioning as an executive committee, will involve women in mission and will coordinate the mission emphases and other activities toward the fulfillment of the PURPOSE. The president serves as the chairperson.

##### *a. Membership*

- 1) The leadership team will consist of all elected and appointed leaders.
- 2) The leadership team may be composed of the president, vice president, secretary, treasurer, committee on nominations chair, pastor(s) and such others as may be named by the leadership team, either to specific roles, ex officio or subgroup leader(s) where they exist.

##### *b. Functions*

The leadership team will:

- 1) Set goals to fulfill the PURPOSE and evaluate progress on such goals.
- 2) Transact interim business.
- 3) Prepare and recommend the total budget to the unit for adoption.
- 4) Fill vacancies that occur ad interim upon nomination of the committee on nominations.
- 5) Cooperate with the council on ministries or alternative structure of the local church/charge.
- 6) Encourage all women to participate responsibly in the total church program.

##### *c. Meetings*

The leadership team determines the schedule for its meetings. A special meeting of the leadership team may be called by the president to consider urgent business.

## **Section 2. Committee on Finance**

The leadership team may function as the committee on finance with the treasurer as chairperson, or the leadership team may name a separate committee on finance.

### *a. Membership*

If a separate committee is established, its members will be the treasurer as chairperson, president, vice president, secretary and others as the leadership team may determine, including representative(s) from the subgroup(s) where they exist.

### *b. Functions*

The committee will:

- 1) Analyze local unit income and giving patterns and prepare financial goals and strategies to recommend to the leadership team that will strengthen Mission Giving.
- 2) Prepare the total budget of the unit for approval by the leadership team and adoption by the unit.
- 3) Develop and recommend to the leadership team or the unit plans for securing all funds to be spent locally or channeled to the district treasurer.
- 4) Work in cooperation with the leadership team or the committee on program or its alternative, if one exists, to develop and recommend to the unit plans for financial interpretation and promotion and promote program and responsibilities of the United Methodist Women national organization in the unit and subgroup meetings.

### *c. Meetings*

The committee will meet at least semiannually and on call of the chairperson. One meeting should be for budget preparation and one will be for financial analysis and goal setting.

## **Section 3. Committee on Nominations**

### *a. Membership*

The committee will be composed of no fewer than three (3) members, including the chairperson.

### *b. Functions*

The committee will:

- 1) Gain an understanding of the mission emphases and organizational form of the unit and the responsibilities of each office.
- 2) Work throughout the year to identify women for leadership roles in the local unit.
- 3) Ensure that the elected leaders of the unit and members of the committee on nominations reflect the diversity of the membership within the unit. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity,

gender expression, disabilities and employment in and outside the home. (Representation for racial and ethnic groups in proportion to their membership should be seen as a minimum requirement.)

- 4) Secure leaders for subgroups as requested by the leadership team.
- 5) Make nominations to fill vacancies that occur ad interim.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

#### **Section 4. Committee on Membership**

The leadership team may function as the committee on membership or may name a separate committee.

*a. Membership*

If a separate committee is established, its members will include a representative from the leadership team and others as the leadership team may determine.

*b. Functions*

The committee will:

- 1) Search for and enlist new members, nurture existing members and interpret the PURPOSE.
- 2) Seek contact with all women of the church to discover their needs and special interests and keep the leadership team informed about those needs and interests.
- 3) Encourage and support the organizing of subgroups.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

#### **Section 5. Committee on Program**

The leadership team may function as the committee on program with the vice president as chairperson, or the leadership team may name a separate committee on program.

*a. Membership*

If a separate committee is established, its members will be the vice president as chairperson, president, treasurer, secretary, representative(s) from the subgroup(s) where they exist and others as the leadership team may determine.

*b. Functions*

The committee will:

- 1) Guide the leadership team in its responsibility for planning and implementing the program of the unit to fulfill the PURPOSE.
- 2) Promote ecumenical relations.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## **Section 6. Other Committees**

Committees for expansion of specific program areas or needed services for implementation of the PURPOSE may be named by the leadership team.

## **Article V**

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### **NOMINATIONS AND ELECTIONS**

#### **Section 1. Elections**

- a. Nomination of all leaders to be elected for the ensuing year, including the chairperson and members of the committee on nominations, will be presented to the unit membership by the committee on nominations at the time of elections.
- b. There will be opportunity for nominations from the floor. Election may be by acclamation or by ballot. A majority vote is sufficient for election.
- c. Those elected will assume their duties on Jan. 1 following their election.
- d. The term of office will be determined by the local unit, up to a maximum of four years, with the exception of the treasurer, who can hold office for up to six consecutive years.
- e. Vacancies occurring ad interim will be filled by the leadership team upon nomination of the committee on nominations and submitted to the unit for confirmation.

#### **Section 2. Tenure**

- a. No elected officer will hold the same office for more than four consecutive years, except the treasurer, who can hold the same office for six consecutive years.
- b. Service of six or more months in an officer year by an interim or acting officer will be counted as one year of tenure.

## Article VI

### MEETINGS

**Section 1.** Each organized unit of United Methodist Women will hold meetings of the total membership of the unit as needed. The time of meetings will be flexible to permit attendance and participation of both employed and nonemployed women.

**Section 2.** Meetings of the organized unit of United Methodist Women will include opportunities for corporate and/or individual worship, gatherings to implement the PURPOSE using resources recommended by the national organization of United Methodist Women and reports of the elected leaders, committees, subgroups and such other business as is needed.

**Section 3.** A special meeting of the unit for a stated purpose may be called by the president with the approval of the leadership team. At such meetings no business will be transacted except that for which the meeting is called.

**Section 4.** Subgroups of the membership may be organized out of the needs of the unit or developed out of the interests of the members. The groups will meet as needed for effective implementation of the PURPOSE.

**Section 5.** Committee meetings may be scheduled as determined by the leadership team.

## Article VII

### FUNDS

**Section 1.** As a matter of spiritual and practical discipline, members of United Methodist Women give and raise all of the organization's funding, including funds for mission education, projects, grants, relationships, scholarships and all the action of United Methodist Women. Each member determines the amounts and forms of her giving on the basis of her understanding of and commitment to the PURPOSE. Her giving may take the form of pledges, gifts and special donations, commitment to various projects for fundraising and planned giving, such as through her will.

**Section 2.** The local unit will make an annual pledge to the total budget of the district or conference organization of United Methodist Women to support the whole work of the organization and its mission around the world. Pledge to Mission funds will be sent to the treasurer of the district organization of United Methodist Women (*The Book of Discipline of The United Methodist Church 2012*, ¶256.5, Article 6). Pledges may be sent to the treasurer on a regular basis and at least quarterly.

**Section 3.** Funds for mission locally and for expenses of the local organization, which are referred to as “administration and membership development,” will be a part of the unit’s budget (*The Book of Discipline of The United Methodist Church 2012*, ¶256.5, Article 6). These funds are retained in the account of the local organization until disbursed in accordance with the budget or in accordance with action taken by the leadership team.

**Section 4.** All funds received for Supplementary Giving, which includes designated gifts, A Call to Prayer and Self-Denial, A Brighter Future for Children and Youth, Assembly offering, Magazine Fund, National Mission, International Mission, UMCOR and Assembly Scholarship fund, must be sent to the district treasurer.

**Section 5.** All funds of the unit and any of its circles or subgroups are part of the monies of the organization (*The Book of Discipline of The United Methodist Church 2012*, ¶256.5b). Requests made to the unit, circles or subgroups for funds not included in the adopted budget will be referred to the committee on finance or its alternative for recommendation to the unit.

**Section 6.** The monies that must be sent to the district treasurer for forwarding to the national organization of United Methodist Women include bequests and legal devises to the local unit or to a former women’s organization of the church from decedents’ estates that are designated in whole or in part by the donor for national and/or international mission.

## Article VIII

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### AMENDMENTS AND STANDING RULES

**Section 1.** Amendments to these bylaws may be made by a majority vote at a regular meeting of the United Methodist Women national organization board of directors, provided a 30-day notice is given in writing to the board of directors of the national organization of United Methodist Women by the leadership team or by the governance committee of the United Methodist Women national organization.

Proposed amendments to these bylaws may be sent by the secretary of the local unit to the recording secretary of the United Methodist Women national organization for consideration by the board of directors.

**Section 2.** Standing rules may be made and amended by the unit provided they are in harmony with the national organization of United Methodist Women’s constitution and bylaws for the unit in the local churches.

# BYLAWS OF UNITED METHODIST WOMEN IN THE DISTRICT

## Article I

### ----- INTRODUCTION

Each district organization of United Methodist Women is organized to work with the local units in their districts to live out the PURPOSE. It provides training and other events, encourages Mission Giving and promotes the plans and work of the conference and national organizations of United Methodist Women.

#### **Section 1. Membership**

All United Methodist Women members of the local units at churches, charge or cluster units within the district, district units, district members and online groups are members of the district organization. The district superintendent shall be an ex officio member of the district organization of United Methodist Women and of its leadership team or equivalent structure.

Each district organization of United Methodist Women will reflect the membership of the district.

United Methodist Women does not furnish lists of its elected leaders or members to individuals or agencies outside the organization unless authorized by the leadership team.

#### **Section 2. Mission Emphases**

The organizational form chosen by the leadership team, also known as the executive committee in some instances, will develop its program to support the PURPOSE that encourages women to be in mission by growing spiritually, engaging in service and advocacy, educating for change, developing leaders, expanding and nurturing its membership and supporting the organization through Mission Giving.

## Article II

### RELATIONSHIPS

#### Section 1. Relationship to Other United Methodist Women Organizations

The district organization of United Methodist Women is directly related to the local unit, the conference and the national organization.

The district United Methodist Women organization works with the local organizations in their district to live out the PURPOSE.

#### Section 2. Relationship of Leadership Team

The role of the leadership team is to fulfill the PURPOSE. Because the tasks are interrelated, no member works alone; however, each member also assumes individual responsibilities on behalf of the team and at the team's request. Each member of the team will relate to the district organization in order to share information, conduct planning and implement the work of the district organization, including participating in various relationships in which team members may represent the district organization.

- a. Relationship to the local unit: Each member of the team will relate to the local units and the needs of the local members as necessary.
- b. Relationship to the conference: The district leadership team will relate to the conference organization through participation in the planning and visioning of the conference and national organizations and by implementing mission emphases that may be recommended.

## Article III

### LEADERSHIP

**Section 1.** United Methodist Women is a laywomen'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, 2012*, ¶256.5, Articles 3, 4). Only laywomen who are members of United Methodist churches within the boundaries of the district may serve as elected leaders.

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women (*The Book of Discipline of The United Methodist Church 2012*, ¶¶270, 271, 316, 318).

## Section 2. Elected Leaders

The **president** will:

- a. Preside at all meetings of the district organization and its leadership team and serve as an ex officio member of all other committees, where they exist, except the committee on nominations.
- b. Work with the leadership team in receiving, evaluating and preparing reports.
- c. Sign all official, legal and financial documents.
- d. Serve as the contact person for local unit presidents, provide resources and conduct training as determined by the leadership team based on ongoing assessment and evaluation.
- e. Develop with the leadership team a program of regular local, district or cluster unit visitation to promote the PURPOSE.
- f. Develop with the leadership team ways to plan and engage in mission.
- g. Serve as a member of the conference leadership team.
- h. Represent or designate someone to represent United Methodist Women wherever opportunities are afforded.

The **treasurer** will be informed concerning the financial responsibility of the district organization and the mission emphases and responsibilities of the United Methodist Women national organization. She is bonded through the United Methodist Women National Office.

She will:

- a. Receive funds from local, charge or cluster treasurers and from district units and district members monthly or quarterly as the conference determines, remit all funds from local treasurers and from district units and district members to the conference treasurer, and send itemized statements of all finances to district elected leaders and the conference treasurer at least quarterly.
- b. Receive funds from the conference treasurer for administration and membership development use in the district organization and disburse district administration and membership development funds in accordance with approved recommendations from the leadership team upon written order of the president and the secretary.
- c. See that a certified public accountant or a person with a minimum of a four-year accounting degree performs specified accounting procedures on the books and accounting records of the district and that the report form is completed.
- d. Work in cooperation with the leadership team to promote contributions with emphasis on the importance of Mission Giving.
- e. Present the schedule of cash activities statement to the district leadership team and conference treasurer.
- f. Serve as the contact person for local unit treasurers, provide resources and conduct training at least annually as determined by the leadership team.

- g. Chair the committee on finance where one exists or, if there is no separate committee, chair the leadership team when dealing with matters relating to finance.
- h. Serve on the leadership team and other committees when dealing with financial matters.

The **secretary** will be informed about the mission emphases and the total involvement of the district organization in order to perform the responsibilities assigned to her and to assist the president.

She will:

- a. Keep accurate minutes of all meetings of the district organization and for the leadership team and give notice of such meetings.
- b. Serve as custodian of all records and official documents.
- c. Sign all official, legal and financial documents, making certain they are properly dated.
- d. Keep an accurate roll of local units and elected leaders.
- e. Send names of elected district leaders of the organization, including addresses, ZIP codes, telephone numbers and e-mails, to the local presidents and the secretary of the conference organization immediately upon their election and report ad interim changes.
- f. Serve as contact person for local unit secretaries, provide resources and conduct training as determined by the leadership team based on ongoing assessment.
- g. Serve on the leadership team, committee on finance and other committees as necessary.

The chairperson of the **committee on nominations** and other members of the committee on nominations are responsible for the nomination of all elected leaders of the district organization. This requires a clear understanding of the duties of each elected leader.

She will:

- a. Develop plans to help members of the committee see their task as an ongoing one.
- b. Provide information to the committee concerning vacancies that need to be filled.
- c. Work with local committees on nominations to identify and promote new leadership.
- d. Present an annual written report of term and tenure to the leadership team.
- e. Serve as the contact person for local committees on nominations, provide resources and conduct training at least annually as determined by the leadership team and based on ongoing assessment and evaluation.

The chairperson of the committee on nominations will serve on the leadership team and other committees as necessary.

### **Section 3. Appointed Leaders**

Other leaders may be appointed for specific tasks, expansion of specific areas or needed services upon recommendation of the leadership team.

## Article IV

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### COMMITTEES

#### **Section 1. Leadership Team**

There will be a leadership team, also known as the executive committee in some instances.

The leadership team, functioning as an executive committee, will involve women in mission and will coordinate all mission emphases and other activities toward the fulfillment of the PURPOSE. The president serves as the chairperson.

*a. Membership*

The committee will include the president as chairperson, treasurer, secretary and chairperson of the committee on nominations. The leadership team will also include members of the jurisdiction leadership team, directors of the United Methodist Women national organization, members of the program advisory group, and members of the conference leadership team residing within the boundaries of the district. The district superintendent is an ex officio member of the district leadership team. Additional members, including members of the conference committee on nominations residing within the boundaries of the district, may be added as members without vote to the district leadership team at the discretion of the leadership team.

*b. Functions*

The leadership team will be the coordinating group for the total educational and mission emphases in the district organization, working with units in local churches in fulfilling the PURPOSE.

The leadership team will:

- 1) Set goals and plans for the advancement of the work in the district and evaluate progress on such goals.
- 2) Transact business on behalf of the district organization under policies voted by that organization and/or conference organization.
- 3) Approve the total budget and recommend it to the district organization for adoption.
- 4) Provide for resourcing and training of local unit elected officers and develop such programs as are needed to fulfill the PURPOSE and goals of the district organization.
- 5) Fill vacancies ad interim in positions of elected leaders upon recommendation of the committee on nominations.
- 6) Serve as the committees on program, finance and/or membership, if none exist.

*c. Meetings*

- 1) Regular meetings: The leadership team will meet as needed and will seek opportunities for

continuing group training experiences. A majority of the leadership must be present to constitute a quorum.

- 2) Special meetings: A special meeting of the leadership team for a stated purpose may be called by the president with the approval of the leadership team. At such meetings no business will be transacted except that for which the meeting is called.

## **Section 2. Committee on Finance**

The leadership team may function as the committee on finance with the treasurer as chairperson, or the leadership team may name a separate committee on finance.

### *a. Membership*

If a separate committee is established, its members will be the treasurer as chairperson, president, secretary and others as the leadership team may determine.

### *b. Functions*

The committee will:

- 1) Analyze district income and giving patterns of the local and district units and prepare financial goals and strategies to recommend to the leadership team.
- 2) Recommend the amount to be pledged for mission by the district.
- 3) Prepare the budget for district administration and membership development funds for submission to the conference committee on finance for approval.
- 4) Develop and recommend, in harmony with plans of the conference organization and in cooperation with the committee on program or its alternative, plans for interpretation of the finances, responsibilities and mission emphases of United Methodist Women.

### *c. Meetings*

The committee will meet at least semiannually and on call of the chairperson. One meeting will be for budget preparation and one will be for financial analysis and goal setting.

## **Section 3. Committee on Nominations**

### *a. Membership*

The committee will be composed of no fewer than five (5) members, including the chairperson, the number to be determined by the district organization on the basis of membership distribution and size. The committee will be representative of the membership of the district in matters of employment, age and racial and ethnic background. (Representation for racial and ethnic groups in proportion to their membership should be seen as a minimum requirement.) The committee may elect a vice chairperson. No member will hold an office in the organization beyond the local unit.

The committee will be divided into classes, with no member serving more than one four-year term. Each member will be elected for a four-year term, except when classes are established for the first time. Members of a new class will be elected annually to replace the class that is rotating off, with members being elected to fill any vacancies in the other three classes.

*b. Functions*

The committee will:

- 1) Gain an understanding of the program of the district and the responsibilities of each office.
- 2) Work throughout the year to identify women for leadership roles in the district organization.
- 3) Ensure that the leadership of the district organization reflects the diversity of the membership within the district. Elements of this diversity are age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home.
- 4) Make the slate of nominees available to the leadership team and then to the membership at least 30 days prior to the annual meeting in which the election is held.
- 5) Make nominations to fill vacancies that occur ad interim.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

#### **Section 4. Committee on Membership**

The leadership team may function as the committee on membership or may name a separate committee on membership.

*a. Membership*

If a separate committee is established, its members will include a representative from the leadership team and others as the leadership team may determine.

*b. Functions*

The committee will:

- 1) Analyze the membership needs of the district and develop plans to organize new units.
- 2) Develop district organizations.
- 3) Work with local units too small to function to see if forming a cluster unit or charge unit is feasible.
- 4) Encourage interested women in churches with no active unit to become district members if there is no possibility of continuing or reorganizing a unit in that church.

- 5) Work with the district program of local unit visitation to assist local units with membership concerns.
- 6) Work with the local units to collect membership data in collaboration with the conference committee on membership and the United Methodist Women National Office.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## **Section 5. Committee on Program**

The leadership team may function as the committee on program, or the leadership team may name a separate committee on program.

*a. Membership*

If a separate committee is established, its members will include a representative from the leadership team and others as the leadership team may determine.

*b. Functions*

The committee will:

- 1) Guide the leadership team in its responsibility for planning and implementing the mission emphases of the district organization to fulfill the PURPOSE.
- 2) Designate a special subcommittee to carry out their plans for the annual meeting and/or special programs (e.g., workshops, seminars, retreats). At least one person on the subcommittee will also be a member of the committee on program.
- 3) Implement the plans and evaluate the effectiveness of each program.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## **Section 6. Other Committees**

Committees for the expansion of specific program areas or needed services for implementing the PURPOSE may be named by the leadership team. Guidance may be provided by the national organization for those areas/services viewed as critical to the organization as a whole.

## Article V

### NOMINATIONS AND ELECTIONS

#### Section 1. Elections

- a. Nomination of all leaders to be elected for the ensuing year, including the chairperson of the committee on nominations, will be presented by the committee on nominations at the time of elections.
- b. It is imperative that the district leadership reflects the diversity of women throughout the church. Elements of this diversity are age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expressions, disabilities and employment in and outside the home. In order to achieve diversity in leadership, districts are urged to follow inclusiveness in nominations for the district organization.
- c. Lack of previous experience as an elected leader in United Methodist Women will not be a barrier to nomination and/or election. This will include members of the committee on nominations.
- d. Only laywomen who are members of United Methodist churches within the boundaries of the district are eligible to be elected. A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women (*The Book of Discipline of The United Methodist Church 2012*, ¶¶270, 271, 316, 318).
- e. Elections may take place in the annual meeting annually, biennially or quadrennially as the district organization may determine. There will be opportunity for nominations from the floor. Election may be by acclamation or by ballot. A majority vote is sufficient for election.
- f. Those elected will assume their duties upon election or as determined by the organization.
- g. Vacancies occurring in the elected leadership of the district organization will be filled by a vote of the leadership team upon receipt of nominations from the committee on nominations.

#### Section 2. Tenure

- a. 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 leadership team for the elected leadership of the district organization is limited to a total of eight years. When a leader has completed her tenure of eight years and after a period of four years has elapsed, she may be elected for one additional term, not to exceed two years, in a different office. The period of four years also applies to persons who, after completing their tenure in the district, served on the district leadership team in any appointed or ex officio position (including ex officio positions as a conference officer, a member of the jurisdiction leadership team, a member of the program advisory group and/or a director of United Methodist Women).

- b. When a leader serves as president and has tenure remaining to serve in another office (within the eight years), she is eligible to serve again. If a woman has already completed her eight-year tenure in positions other than president, she may still be elected president.
- c. All years of service as an elected leader of any district United Methodist Women, Woman's Society of Christian Service and Women's Society of World Service, including secretary/chairperson of the Wesleyan Service Guild, will be counted when determining tenure.
- d. Service of six months or more in an officer year by an interim or acting officer will be counted as one year of tenure.
- e. Appointed leaders not specified in the bylaws will serve no more than four years on the leadership team in any combination of such appointed responsibilities. This is in addition to the tenure limitations described in Article V, Sections 2a and 2d.
- f. A two-year term as chairperson of the committee on nominations is in addition to tenure limitations described in Article V, Sections 2a and 2d, but still within the maximum four-year term.
- g. No appointed leader of the district organization will hold any other office beyond the local unit of United Methodist Women.

## Article VI

### ----- MEETINGS AND EVENTS

#### **Section 1. Annual Meeting**

There will be an annual meeting of the district organization at which time there shall be presented a plan to help local units develop their programs to support the PURPOSE that encourages women to be in mission by growing spiritually, engaging in service and advocacy, educating for change, developing leaders, expanding and nurturing membership and supporting the organization through Mission Giving. Officers and other elected leaders, including the chairperson and members of the committee on nominations, will be elected according to the pattern of the district. Necessary business will be transacted and pledges made for the ensuing year (see *The Book of Discipline of The United Methodist Church 2012*, ¶670.6).

#### **Section 2. Events**

Workshops, seminars, retreats and other such meetings for the fulfillment of the PURPOSE may be held as determined by the leadership team.

## Article VII

### FUNDS

**Section 1.** The district organization will make an annual pledge to the United Methodist Women national organization, channeled through the conference organization.

**Section 2.** All mission funds received by the district treasurer from any source will be remitted to the treasurer of the conference organization.

**Section 3.** Funds contributed for Special Mission Recognition, Gift to Mission, Gift in Memory and World Thank Offering become part of the Pledge to Mission from the district and may not be otherwise designated by the district.

**Section 4.** All funds received for Supplementary Giving, which includes designated gifts, A Call to Prayer and Self-Denial, A Brighter Future for Children and Youth, Assembly offering, Magazine Fund, National Mission, International Mission, UMCOR and Assembly Scholarship fund, must be sent to the conference treasurer.

**Section 5.** The district organization will submit a budget for administration and membership development to the conference organization for review and recommendation by the conference committee on finance.

**Section 6.** Funds for district administration and membership development will be received by the treasurer from the conference treasurer.

**Section 7.** The monies that must be sent to the conference treasurer for forwarding to the United Methodist Women National Office include bequests to the district United Methodist Women or to a former women's organization of the church from decedents' estates that are designated in whole or in part by the donor for national or international mission.

**Section 8.** Offerings received at district meetings or events will be allocated in accordance with the PURPOSE upon the recommendation of the committee on finance to the leadership team. The offering will be either Mission Giving through Pledge to Mission or designated for a program or project related to the work of United Methodist Women.

## Article VIII

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### AMENDMENTS AND STANDING RULES

**Section 1.** Amendments to these bylaws may be made by a majority vote at a regular meeting of the United Methodist Women national organization, provided a 30-day notice is given in writing to the board of directors of the national organization of United Methodist Women by the leadership team or by the governance committee of the United Methodist Women national organization.

Proposed amendments to these bylaws may be sent by any member or by the district organization to the recording secretary of the United Methodist Women national organization for presentation to the board of directors.

**Section 2.** Standing rules may be made and amended by the district organization, provided they are in harmony with the United Methodist Women's constitution and bylaws for the district organization. Provisions will be made in the district standing rules for additional elected and appointed leaders and additional committees not specified in the bylaws.

# BYLAWS OF UNITED METHODIST WOMEN IN THE CONFERENCE

## Article I

### INTRODUCTION

The conference organization of United Methodist Women enables, encourages and empowers district leaders and members to carry out and fulfill the PURPOSE of the organization.

#### **Section 1. Membership**

All women who have made a voluntary decision to join in membership in local or district organizations within the annual conference are members of the conference organization of United Methodist Women. The bishop shall be an ex officio member of the conference organization of United Methodist Women and of its leadership team or equivalent structure.

United Methodist Women does not furnish lists of its elected leaders or members to individuals or agencies outside the organization unless authorized by the leadership team.

#### **Section 2. Mission Emphases**

The organizational form chosen by the leadership team, also known as the executive committee in some instances, will develop its program to support the PURPOSE that encourages women to be in mission by growing spiritually, engaging in service and advocacy, educating for change, developing leaders, expanding and nurturing its membership and supporting the organization through Mission Giving. The conference leadership team will communicate to the district team and members the purpose of Mission Giving to strengthen the work of the organization.

## Article II

### RELATIONSHIPS

#### **Section 1. Relationships to Other United Methodist Women Organizations**

*a. Relationship to the district organization*

Members of the leadership team will relate to the elected and appointed leaders in the district

organizations within the boundaries of the conference through corresponding leadership for joint sharing of information and for planning and implementing of the district leaders' roles.

*b. Relationship to the jurisdiction organization*

The conference organization, through the leadership team, will relate to the jurisdiction organization and/or the jurisdiction leadership team:

- 1) For purposes of evaluating leadership growth and program effectiveness and relating to appropriate task groups, pilot programs and/or services.
- 2) Through consultation and membership on task groups created by the jurisdiction leadership team.
- 3) Through the membership of three conference-elected leaders in the jurisdiction organization who are voting delegates in business meetings and elections.
- 4) Through contributions to the jurisdiction organization's administration and membership development funds that have been determined in consultation with the conference presidents.

*c. Relationship to the national office*

Each member of the leadership team has a direct relationship to the United Methodist Women National Office to secure training for the fulfillment of her role and for the giving and receiving of information pertinent to program, ministries and needs of the United Methodist Women national organization and the PURPOSE of United Methodist Women.

Each leadership team is directly related to the jurisdiction and national organization of United Methodist Women and subject to their constitution and bylaws. Conferences may develop standing rules as deemed necessary to expand structures and establish procedures. Such rules will not be in conflict with or limit the bylaws approved by the United Methodist Women national organization.

## **Section 2. Relationship of the Leadership Team**

The role of the leadership team is the fulfillment of the PURPOSE by assessing the mission and leadership needs within the conference by working collaboratively with other leadership team members and district leaders and encouraging the involvement of its members.

## Article III

### LEADERSHIP

**Section 1.** United Methodist Women is a laywomen'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 2012*, ¶256.5, Articles 3, 4). Only laywomen who are members of United Methodist churches within the boundaries of the conference may serve as elected leaders.

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women (*The Book of Discipline of The United Methodist Church 2012*, ¶¶270, 271, 316, 318).

#### Section 2. Elected Leaders

The **president**, working with the leadership team, will actively seek to advance all phases of the work of United Methodist Women.

She will:

- a. Preside at all meetings of the conference organization and its leadership team and serve as an ex officio member of all other committees except the committee on nominations.
- b. Work with the leadership team in receiving, evaluating and preparing reports.
- c. Sign all official, legal and financial documents, have signature authority on checking account(s), have accessibility to account(s) and bank statements and perform regular review of the statements.
- d. Serve as the contact person for district presidents and provide resources and conduct training as determined by the leadership team based on ongoing assessment and evaluation.
- e. Promote and oversee, with the leadership team, a program of local, district and cluster unit visitation and support to promote the PURPOSE.
- f. Serve as a member of the annual conference by virtue of her office (*The Book of Discipline of The United Methodist Church 2012*, ¶602.4) and as a member of other boards and committees as determined by *The Book of Discipline* and/or the annual conference.
- g. Represent or designate someone to represent United Methodist Women wherever opportunities are afforded by the annual conference, its agencies and the United Methodist Women national organization.
- h. Chair the Charter for Racial Justice committee.

The **treasurer** will be informed concerning the financial responsibility of the organization and the program and responsibilities of the United Methodist Women national organization. She will be bonded through the United Methodist Women National Office.

She will:

- a. Receive the funds of local units from district treasurers monthly or quarterly as the conference determines and return funds for district administration and membership development to the district treasurers monthly or quarterly as the conference determines.
- b. Remit funds to the United Methodist Women National Office treasurer and disburse conference administration and membership development funds in accordance with approved recommendations from the committee on finance upon written order of the president and the secretary.
- c. See that a financial review based on “Agreed Upon Procedures” listed in the Handbook is performed annually and the report is presented to the conference leadership team and to the United Methodist Women National Office.
- d. Work in cooperation with the leadership team to promote contributions to mission with emphasis on the importance of Mission Giving.
- e. Submit itemized statements of all finances to the leadership team at least quarterly.
- f. Serve as the contact person for district treasurers, provide resources and conduct training as determined by the leadership team and ongoing assessment and evaluation.
- g. Serve as the chairperson of the committee on finance and serve on the leadership team and other committees when dealing with financial matters.

The **secretary** will be informed about the program and the total involvement of the conference organization in order to perform the responsibilities assigned to her and to assist the president.

She will:

- a. Keep accurate minutes of all meetings of the conference organization and its leadership team.
- b. Serve as custodian of all records and official documents.
- c. Sign all official, legal and financial documents, making certain they are properly dated.
- d. Keep an accurate roll of the elected and appointed leaders of the districts.
- e. Send a list of names of conference elected leaders, including addresses, ZIP codes, telephone numbers and e-mails, immediately following elections and interim changes to the United Methodist Women National Office and to the jurisdiction leadership team, as requested.
- f. Serve as contact person for district secretaries, provide resources and conduct training as determined by the leadership team and based on ongoing assessment and evaluation.
- g. Serve on the following committees: leadership team, finance committee and other committees as necessary.

The **chairperson** of the **committee on nominations** and other members are responsible for the nomination of all elected leaders of the conference organization. This requires a clear understanding of the duties of each elected leader.

She will:

- a. Develop plans to help members of the committee see their task as an ongoing one.
- b. Provide information to the committee concerning vacancies that need to be filled.
- c. Work with chairpersons of district committees on nominations to identify and promote new leadership.
- d. Present an annual written report of term and tenure to the leadership team.
- e. Serve as the contact person for chairpersons of district committees on nominations, provide resources and conduct training as determined by the leadership team and based on ongoing assessment and evaluation.

The chairperson of committee on nominations will serve on the leadership team and other committees as necessary.

### **Section 3. Appointed Leaders**

Other leaders may be appointed for specific tasks, expansion of specific areas or needed services upon recommendation of the leadership team.

## **Article IV**

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### **COMMITTEES**

### **Section 1. Leadership Team**

There will be a leadership team, also known as the executive committee in some instances.

The leadership team, functioning as an executive committee, will involve women in mission and will coordinate all mission emphases and other activities toward the fulfillment of the PURPOSE. The president serves as the chairperson.

*a. Membership*

The committee will include the president as chairperson, treasurer, secretary, chairperson of the committee on nominations, the bishop of the area and the president of each district within the boundaries of the conference. The leadership team will also include members of the jurisdiction leadership team, directors of the United Methodist Women national organization, members of the program advisory group residing within the boundaries of the conference and others as the leadership team may determine. Members of the jurisdiction committee on nominations residing within the boundaries of the conference may be added as members without vote to the conference leadership team at the discretion of the leadership team.

*b. Functions*

The leadership team will be the coordinating group for the total educational and mission emphases in the conference organization, working with district organizations and units in local churches in fulfilling the PURPOSE.

The leadership team will:

- 1) Set goals and plans for the advancement of the work in the conference, districts and units and evaluate progress on such goals.
- 2) Transact business on behalf of the conference organization under policies voted by that organization.
- 3) Approve the total budget and recommend it to the conference organization for adoption.
- 4) Provide for resourcing and training of district elected officers and develop such programs as are needed to fulfill the PURPOSE and goals of the conference organization.
- 5) Fill vacancies ad interim in positions of elected leaders upon recommendation of the committee on nominations.
- 6) Serve as the committees on program and finance and/or committee on membership if none exist.

*c. Relationships*

The leadership team will:

- 1) Work in accordance with the plans, responsibilities and policies of the United Methodist Women national organization and share in interpretation of these.
- 2) Work with the jurisdiction leadership team as it may request.
- 3) Work in cooperation with the programs of ecumenical groups.
- 4) Hold each committee and task group accountable to fulfill its responsibilities according to the constitution and bylaws, the Handbook and the conference standing rules.
- 5) Cooperate with the annual conference connectional ministries or alternative structure and other agencies of the annual conference.
- 6) Encourage all women to participate responsibly in the total church program.

*d. Meetings*

- 1) Regular meetings: The leadership team will meet as needed and will seek opportunities for continuing group training experiences. A majority of the leadership must be present to constitute a quorum.
- 2) Special meetings: A special meeting of the committee for a stated purpose may be called by the president with the approval of the leadership team. At such meetings no business will be transacted except that for which the meeting is called.

## **Section 2. Committee on Finance**

There will be a committee on finance.

### *a. Membership*

The committee will be composed of the treasurer as chairperson, president, secretary, treasurers of the district organizations and others as the leadership team may determine.

### *b. Functions*

The committee will:

- 1) Analyze conference income and giving patterns of the district and local units and prepare financial goals and strategies to recommend to the leadership team.
- 2) Recommend the amount to be pledged for mission by the conference.
- 3) Receive from each district a budget request for administration and membership development funds.
- 4) Prepare and recommend to the leadership team the total budget for jurisdiction, conference and district administration and membership development.
- 5) Study requests made to the conference organization for funds or appeals made to local units and make recommendations to the leadership team.
- 6) Recommend to the leadership team plans for interpretation of the finances, responsibilities and programs of United Methodist Women.

### *c. Meetings*

The committee will meet at least semiannually and on call of the chairperson. One meeting will be for budget preparation and one will be for financial analysis and goal setting.

## **Section 3. Committee on Nominations**

### *a. Membership*

The committee will be composed of five to eleven (5-11) members, including the chairperson, the number to be determined by the conference organization on the basis of membership distribution and size. The committee will be representative of the conference membership in matters of employment, age and racial and ethnic background. District lines should not be used as the only factor in determining representation on the committee. (Representation for racial and ethnic groups in proportion to their membership should be seen as a minimum requirement.) The committee may elect a vice chairperson. No member will hold an office in the organization beyond the local unit.

The committee will be divided into classes, with no member serving more than one four-year term. Each member will be elected for a four-year term, except when classes are established for

the first time. Members of a new class will be elected annually to replace the class that is rotating off, with members being elected to fill any vacancies in the other three classes.

*b. Functions*

The committee will:

- 1) Gain understanding of the program of the conference and the responsibilities of each office.
- 2) Work throughout the year to identify women for leadership roles in the conference organization.
- 3) Ensure that the leadership of the conference organization reflects the diversity of the membership within the conference. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home.
- 4) Make the slate of nominees available to the leadership team and then to the membership at least 30 days prior to the annual meeting in which the election is held.
- 5) Make nominations to fill vacancies that occur ad interim.
- 6) Name, in the year prior to the quadrennial meeting of the jurisdiction organization, a slate of two nominees and one alternate for membership on the board of directors of the United Methodist Women national organization as well as three women to be considered to serve on the program advisory group in the event no one from the conference is elected to the board of directors of the United Methodist Women national organization, and make the slate available to the leadership team and then to the membership at least 30 days prior to the annual meeting in which the election is held.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## **Section 4. Committee on Membership**

The leadership team may function as the committee on membership or may name a separate committee on membership.

*a. Membership*

If a separate committee is established, its members will include a representative from the leadership team, one representative appointed from each district leadership team or district committee on membership, if they exist, and others as the leadership team may determine.

*b. Functions*

The committee will:

- 1) Analyze, in cooperation with the district leadership teams or committees on membership, if they exist, the membership needs of the conference, set goals and plan campaigns to assist membership growth in cooperation with the leadership team.

- 2) Recommend plans to the leadership team to nurture membership growth among special constituencies within the conference, such as younger women, women of color, employed women, etc.
- 3) Resource and train district leadership teams or district committees on membership, if they exist.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## **Section 5. Committee on Program**

The leadership team may function as the committee on program, or the leadership team may name a separate committee on program.

*a. Membership*

If a separate committee is established, its members will include a representative of the leadership team and others as the leadership team may determine.

*b. Functions*

The committee will:

- 1) Guide the leadership team in its responsibility for planning and implementing the mission emphases of the conference organization to fulfill the PURPOSE.
- 2) Designate a special subcommittee to carry out their plans for the annual meeting and/or special programs (e.g., workshops, seminars, retreats). At least one person on the subcommittee will also be a member of the committee on program.
- 3) Implement the plans and evaluate the effectiveness of each program.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## **Section 6. Committee on Charter for Racial Justice Policies**

*a. Membership*

There will be seven (7) members of the committee, one-third of whom will be women of color, insofar as possible. The seven members will include the president, who will serve as chairperson, the chairperson of the committee on nominations and a language coordinator, where one exists. The additional members will be nominated by the committee on nominations. They will be one district president, one member of the leadership team and two (2) members (or three (3) in the case of a conference without districts or a language coordinator) selected to ensure inclusiveness and/or special expertise in the skills necessary to accomplish the task. Additional members will serve no more than three years.

*b. Functions*

The committee will:

- 1) Develop and recommend to the leadership team:
  - a) Plans for the implementation of the Charter of Racial Justice.
  - b) Plans for training district and local leadership in the implementation of the charter.
- 2) Monitor conference-approved action plans to implement the charter.
- 3) Regularly evaluate progress made on conference, district and local implementation plans.

*c. Meetings*

The committee will meet at least semiannually and on call of chairperson.

## **Section 7. Committee on Mission u**

*a. Membership*

The members of the committee will be the president, treasurer and others that are named by the leadership team. It is recommended that persons who are not conference officers be named to the committee. All elected officers of the committee, including the office of dean, will be rotated among the current members of the committee. No person will serve in any office more than two successive years, except the registrar, treasurer/business manager and resource room coordinator, who may serve in that office for up to four consecutive years and will be elected annually.

The dean, elected annually by the committee, will serve as chairperson of the committee. While she is serving, she will be a member of the conference leadership team. The office of dean will be rotated among the members of the committee, with no person serving more than two years in succession.

*b. Functions*

The committee will:

- 1) Plan and promote a conference Mission u, which will serve as one means of fulfilling the PURPOSE.
- 2) Give emphasis to the global mission of the church, an integrated program of missionary outreach, Christian social action, spiritual growth, program planning and promote the total mission emphases of United Methodist Women.

The committee may be organized in cooperation with other conference agencies or on an interconference basis.

*c. Meetings*

The committee will meet as needed or as specified in the conference standing rules.

## **Section 8. Other Committees**

Committees for expansion of specific program areas or needed services for implementation of the PURPOSE may be named by the leadership team. Guidance may be provided by the national organization for those areas/services viewed as critical to the organization as a whole.

## **Article V**

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### **NOMINATIONS AND ELECTIONS**

#### **Section 1. Elections**

- a. Nomination of all leaders to be elected for the ensuing year, including the chairperson and members of the committee on nominations, will be presented by the committee on nominations at the time of elections.
- b. It is imperative that the conference leadership reflects the diversity of women throughout the church. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home. In order to achieve diversity in leadership, conferences are urged to follow inclusiveness in nominations for the conference organization.
- c. Lack of previous experience as an elected leader in United Methodist Women will not be a barrier to nomination and/or election. This will include members of the committee on nominations.
- d. Only laywomen who are members of United Methodist churches within the boundaries of the conference will be elected. A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women (*The Book of Discipline of The United Methodist Church 2012*, ¶¶270, 271, 316, 318).
- e. Elections will take place in the annual meeting annually, biennially or quadrennially as the conference organization may determine. There will be opportunity for nominations from the floor. Election may be by acclamation or by ballot. A majority vote is sufficient for election.
- f. Those elected will assume their duties upon election or as determined by the organization.
- g. Vacancies occurring in the elected leadership of the conference organization will be filled by a vote of the leadership team upon receipt of recommendation from the committee on nominations.

#### **Section 2. Tenure**

- a. 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 leadership team for the elected leadership of the conference organization will be limited to a total of eight years.

- b. When a leader serves as president and has tenure remaining to serve in another office (within the eight years), she is eligible to serve again. If a woman has already completed her eight-year tenure in positions other than president, she may still be elected president.
- c. All years of service as an elected leader of any conference United Methodist Women, Woman's Society of Christian Service and Women's Society of World Service, including secretary/chairperson of the Wesleyan Service Guild, will be counted when determining tenure.
- d. Service of six months or more in an officer year by an interim or acting officer will be counted as one year of tenure.
- e. Appointed leaders not specified in the bylaws will serve no more than four years on the leadership team in any combination of such appointed responsibilities. This is in addition to tenure limitations described in Article V, Sections 2a and 2d.
- f. A two-year term as chairperson of the committee on nominations is in addition to tenure limitations described in Article V, Sections 2a and 2d, but still within the maximum four-year term.
- g. No appointed leader of the conference organization will hold any other office beyond the local unit of United Methodist Women.

### **Section 3. Representation**

#### *a. Jurisdiction quadrennial meeting*

At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdiction organization, three voting delegates will be elected by the conference organization, all of whom will be conference elected leaders (*The Book of Discipline of The United Methodist Church 2012*, ¶647.6c, ¶536), for membership in the jurisdiction organization. Nominating procedures will be established by a conference standing rule.

### **Section 4. Nominees to the United Methodist Women National Organization**

#### *a. Board of directors*

At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdiction organization, the conference organization will elect two women as nominees for membership in the United Methodist Women national organization. Nominees will be elected from a slate named by the conference committee on nominations. Additional names may be nominated from the floor of the annual meeting with the consent of the nominee. The names of those elected will be sent to the jurisdiction organization (*The Book of Discipline of The United Methodist Church 2012*, ¶647.6d, ¶536.4).

The conference organization will also elect one woman to serve as an alternate. The name of this alternate will be retained by the conference secretary. In the event that one of the names of the two nominees is withdrawn, the name of the alternate will then be sent to the jurisdiction organization as the second nominee of the conference.

*b. Program advisory group*

At the annual meeting of the conference organization preceding the end of a quadrennium the conference organization will elect three women to be considered to serve on the program advisory group of the United Methodist Women national organization. Nominees will be elected from a slate named by the conference committee on nominations. Additional names may be nominated from the floor of the annual meeting with the consent of the nominee. The names of those elected will be sent to the United Methodist Women National Office.

It is imperative that the membership of the United Methodist Women national organization reflect the diversity of women throughout the church. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home. In order to achieve inclusive membership, conferences are urged to follow these elements of diversity in nominations for possible membership in the United Methodist Women national organization.

## Article VI

### MEETINGS AND EVENTS

#### Section 1. Annual Meeting

There will be an annual meeting of the conference organization at which time there shall be presented a plan to help districts develop their programs to support the PURPOSE that encourages women to be in mission by growing spiritually, engaging in service and advocacy, educating for change, developing leaders, expanding and nurturing membership and supporting the organization through Mission Giving. Officers and other elected leaders, including the chairperson and members of the committee on nominations, will be elected according to the pattern of the conference. Necessary business will be transacted and pledges made for the ensuing year (*The Book of Discipline of The United Methodist Church 2012*, ¶647.6a).

#### Section 2. Events

Workshops, seminars, retreats and other such events for the fulfillment of the PURPOSE may be held as determined by the leadership team.

There will be a Mission u event whose function will be to provide a primary setting for mission education, confrontation with current issues and spiritual growth; it may also provide an opportunity to introduce any program emphases and to build relationships among the leadership and staff of the organization.

## Article VII

### FUNDS

**Section 1.** The conference organization will make an annual pledge to the national organization of United Methodist Women.

**Section 2.** All funds received by the conference treasurer from any source will be remitted to the treasurer of the United Methodist Women National Office, except those set aside for conference administration and membership development and funds designated for specific purposes.

**Section 3.** Funds contributed for Special Mission Recognition, Gift to Mission, Gift in Memory and World Thank Offering become part of the Pledge to Mission from the conference and may not be otherwise designated by the conference organization.

**Section 4.** All funds received for Supplementary Giving, which includes designated gifts, A Call to Prayer and Self-Denial, A Brighter Future for Children and Youth, Assembly offering, Magazine Fund, National Mission, International Mission, UMCOR and Assembly Scholarship fund must be sent to the treasurer of the United Methodist Women National Office.

**Section 5.** Each conference organization will set up a fund for administration and membership development. This fund will provide for the administration and membership development expenses of the conference, a contribution to the jurisdiction for administration and membership development and funds for remittances to the districts for administration and membership development.

**Section 6.** The monies that must be sent to the United Methodist Women National Office include bequests and legal devises to the conference organization of United Methodist Women or to a former women's organization of the church from decedents' estates that are designated in whole or in part by the donor for national or international mission.

**Section 7.** Offerings received at conference meetings or events will be allocated in accordance with the PURPOSE upon the recommendation of the committee on finance to the leadership team. The offering will be either Mission Giving through Pledge to Mission or designated for a program or project related to the work of United Methodist Women.

## Article VIII

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### AMENDMENTS AND STANDING RULES

**Section 1.** Amendments to these bylaws may be made by a majority vote at a regular meeting of the board of directors of United Methodist Women, provided a 30-day notice is given in writing to the board of directors of the national organization of United Methodist Women by the leadership team or by the governance committee on bylaws of the United Methodist Women's national organization.

Proposed amendments to these bylaws may be sent by any member or by the conference organization to the recording secretary of the United Methodist Women national organization for presentation to the board of directors.

**Section 2.** Standing rules may be made and amended by the conference organization provided they are in harmony with United Methodist Women's constitution and bylaws for the conference organization. Provisions will be made in the conference standing rules for additional elected and appointed leaders and additional committees not specified in the bylaws.

# BYLAWS OF UNITED METHODIST WOMEN IN THE JURISDICTION

## Article I

### INTRODUCTION

The jurisdiction leadership team of United Methodist Women described in the constitution shall be the planning body that works as a team in the fulfillment of the PURPOSE. It shall be elected by the jurisdiction organization at the quadrennial meeting to be held during the last year of the quadrennium.

## Article II

### RELATIONSHIPS

#### **Section 1. Relationship to the Conference Organization**

The jurisdiction leadership team is related to the conference organization in the following ways:

- a. Through the planning and implementation of the quadrennial meeting.
- b. Through the membership of three (3) voting delegates from each conference within the boundaries of the jurisdiction.
- c. Through contributions to the jurisdiction organization's administration and membership development funds as determined in consultation with the presidents of conferences within the boundaries of the jurisdiction.

#### **Section 2. Relationship to the National Organization of United Methodist Women**

The jurisdiction leadership team has a direct relationship with the United Methodist Women national organization to receive training for the fulfillment of its responsibilities and for the giving and receiving of information pertinent to responsibilities of the United Methodist Women national organization and the PURPOSE of United Methodist Women.

The jurisdiction leadership team is directly related to the national organization of United Methodist Women and will be subject to the constitution and bylaws as recommended by the United Methodist Women national organization.

## Article III

### LEADERSHIP

**Section 1.** United Methodist Women is a laywomen'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, 2012* ¶256.5, Articles 3, 4). Only laywomen who are members of United Methodist churches within the boundaries of the jurisdiction may serve as elected leaders.

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women (*The Book of Discipline of The United Methodist Church 2012*, ¶¶ 270, 271, 316, 318).

#### **Section 2. Elected Leaders**

Members of the jurisdiction leadership team will be elected to be members of a team comprising four leaders: president, treasurer, secretary and chair of the committee on nominations.

Three of the four designated elected leaders must be present/participate via voice to conduct a business meeting.

They will be:

- a. Women who know God and are faithful disciples of Jesus Christ.
- b. Chosen because of their expertise, knowledge and experience.
- c. Versed in the general work of United Methodist Women as well as the work of The United Methodist Church and its outreach into the world.
- d. Keenly aware of the present-day challenges to the church and deeply committed to dynamic responses to God's redemptive purpose in the world.

The **president**, working with the jurisdiction leadership team, will actively seek to advance all phases of the work of United Methodist Women.

She will:

- a. Preside at all meetings of the jurisdiction organization and the jurisdiction leadership team, except when the jurisdiction leadership team meets as the quadrennial meeting committee and the committee on finance.
- b. Have the jurisdiction leadership team as her primary responsibility.
- c. Sign vouchers with the secretary.
- d. Become a member of the program advisory group of the national organization of United Methodist Women as provided in *The Book of Discipline of The United Methodist Church 2012* (¶1328).

- e. Be the primary link between the jurisdiction leadership team and the national organization of United Methodist Women.

The **treasurer** will actively work to fulfill the PURPOSE of United Methodist Women.

She will:

- a. Receive all funds for the jurisdiction leadership team.
- b. Prepare for the approval of the jurisdiction leadership team, in consultation with the treasurer of the United Methodist Women national organization, annual and quadrennial budgets, including annual and quadrennial budgets for the quadrennial meeting and for the committee on nominations.
- c. Chair the jurisdiction leadership team when it meets as a finance committee.
- d. Prepare a printed financial report for every meeting of the jurisdiction leadership team that is to be distributed with the minutes.
- e. Disperse funds in accordance with the approved recommendation of the jurisdiction leadership team and upon written order of the president and secretary.
- f. Have the books reviewed by a certified public accountant or a person who has a minimum of a four-year accounting degree using the generally accepted review standards and cash basis of accounting at the end of the quadrennium. Present a copy of the report to the jurisdiction leadership team and send a copy to the treasurer of the United Methodist Women national organization.

The **secretary** will actively work with the jurisdiction leadership team to fulfill the PURPOSE.

She will:

- a. Take minutes and keep permanent records of all meetings of the jurisdiction leadership team and the jurisdiction organization.
- b. Distribute copies of the minutes, the budget and financial reports as directed to the jurisdiction leadership team, the jurisdiction committee on nominations, conference presidents and others as designated.
- c. Keep all official records and documents of committees, task groups, consultations and workshops.
- d. Sign vouchers with the president.
- e. Give oversight to the preparation of publicity, program books, other printed materials and a directory as determined by the jurisdiction leadership team.
- f. Send a list of names of those elected to the United Methodist Women national organization, including addresses, ZIP codes, telephone numbers and e-mails, to the United Methodist Women National Office at the close of the quadrennial meeting of the jurisdiction organization of United Methodist Women.
- g. Assume other duties and responsibilities as designated by the jurisdiction leadership team.

The **chairperson** of the **jurisdiction committee on nominations** will actively work to fulfill the PURPOSE of United Methodist Women.

She will:

- a. Chair meetings of the jurisdiction committee on nominations.
- b. Oversee records of the committee on nominations.
- c. Assume responsibilities as assigned by the jurisdiction leadership team.

### **Section 3. Appointed Leaders**

Other leaders may be appointed for further expansion of specific areas or needed services for implementation of the PURPOSE.

Each task group should include a member of the jurisdiction leadership team, excluding the president.

## **Article IV**

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### **COMMITTEES**

#### **Section 1. Quadrennial Meeting Committee**

*a. Membership*

The committee will be composed of the jurisdiction leadership team, which will select a chairperson.

*b. Function*

To plan and implement the quadrennial meeting.

#### **Section 2. Committee on Finance**

*a. Membership*

The committee will be composed of the jurisdiction leadership team with the treasurer as chairperson.

*b. Functions*

To prepare budgets for the use of funds for administration and membership development, a copy of which will be shared with the conference presidents and the treasurer of the United Methodist Women national organization.

### **Section 3. Committee on Nominations**

#### *a. Membership*

The committee will be composed of five (5) persons, including the chairperson.

#### *b. Functions*

The committee will:

- 1) Keep an up-to-date record of women with special skills and interests who may be needed in the work of the jurisdiction leadership team and are representative of the organization.
- 2) Ensure that the leadership of the jurisdiction organization reflects the diversity of the membership of United Methodist Women within the jurisdiction. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home.
- 3) Prepare the slate of nominees for election to the jurisdiction leadership team and to the jurisdiction committee on nominations and make the slate available to the jurisdiction leadership team and then to the membership of the jurisdiction by June 1 of the year prior to the quadrennial meeting. There will be an opportunity for nominations from the floor during the quadrennial meeting.
- 4) Be responsible for planning and implementing election procedures at the quadrennial meeting.
- 5) Make nominations to fill vacancies that occur ad interim.
- 6) Be responsible for providing biographical information on all nominees to the United Methodist Women National Office 30 days prior to the quadrennial meeting.
- 7) Prepare nominations for the president, treasurer, secretary, chairperson of the committee on nominations and the members of the jurisdiction committee on nominations and present them to the quadrennial meeting of the jurisdiction organization for election.
- 8) Present for election by the jurisdiction leadership team a replacement for any person on either the jurisdiction leadership team or the committee on nominations who resigns or is removed from office during the quadrennium.

#### *c. Meetings*

- 1) The committee will meet:
  - a) At least two times a year.
  - b) With the jurisdiction leadership team a minimum of two times during the quadrennium to observe how the jurisdiction leadership team functions as a team.
- 2) Members of the committee as assigned will attend, at jurisdiction leadership team expense, conference annual meetings and/or conference Mission events for the purpose of observing potential leadership.

## Article V

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### NOMINATIONS AND ELECTIONS

#### Section 1. Elections

The voting membership of the jurisdiction organization of United Methodist Women will be composed of the members of the jurisdiction leadership team; three members elected by each conference organization; members of the board of directors of United Methodist Women; the members of the United Methodist Women program advisory group within the jurisdiction; a representative of the jurisdiction Association of Deaconesses, Home Missioners and Home Missionaries; and all the active bishops of the jurisdiction.

- a. The jurisdiction leadership team and a committee on nominations consisting of five members, including its chairperson, are elected at the jurisdiction quadrennial meeting.
- b. The jurisdiction leadership team and the jurisdiction committee on nominations will take office immediately following the jurisdictional conferences.
- c. All records and pertinent information will be turned over to the incoming jurisdiction leadership team by the outgoing jurisdiction leadership team no later than the end of August following the jurisdictional meeting with the exception of financial records that may be delayed until the end of the calendar year.

#### Section 2. Tenure

- a. The term of service for members of the jurisdiction leadership team and the jurisdiction committee on nominations will be four years.
- b. Tenure on the jurisdiction level is limited to four years, whether one is elected to the jurisdiction leadership team or the committee on nominations unless elected to serve as president of the jurisdiction leadership team.
- c. Members of the jurisdiction committee on nominations other than the chairperson will not be voting members of the jurisdiction organization or the jurisdiction leadership team.
- d. Any previous service as jurisdiction elected leadership will be counted toward tenure.
- e. No elected/appointed leader of the jurisdiction organization will hold any other office beyond the local unit of the United Methodist Women.

The jurisdiction president, by virtue of office, will serve as a member of the program advisory group of the United Methodist Women national organization as provided in *The Book of Discipline of The United Methodist Church 2012* (§1328).

United Methodist Women directors and program advisory group members, other than the jurisdiction president, may not serve on the jurisdiction leadership team or the jurisdiction committee on nominations.

## Article VI

### MEETINGS

**Section 1.** The function of the jurisdiction leadership team will be to promote the PURPOSE and program of United Methodist Women through planning and implementing the quadrennial meeting.

**Section 2.** The jurisdiction leadership team will meet at such times as determined/approved by the United Methodist Women national organization.

**Section 3.** The quadrennial meeting will be designed to meet the needs of the women of the jurisdiction in harmony with the PURPOSE and with the plans and responsibilities of the United Methodist Women national organization.

It will:

- a. Be open to all members of United Methodist Women.
- b. Elect directors to the United Methodist Women national organization.
- c. Elect the jurisdiction leadership team and jurisdiction committee on nominations.
- d. Educate for mission.
- e. Celebrate the PURPOSE.
- f. Provide skill building.

**Section 4.** The jurisdiction leadership team will hold the committee on nominations and all task groups accountable to fulfill their responsibilities according to the constitution and bylaws and the jurisdiction standing rules.

## Article VII

### FUNDS

**Section 1.** In consultation with the presidents of the conferences, the jurisdiction leadership team will determine the amount (between 0.3 and 1 percent of the conference Pledge to Mission) and the manner in which funds for administration and membership development will be secured from the conference organizations.

The use of these funds will include:

- a. Planning and carrying out the quadrennial meeting.
- b. Travel for quadrennial meeting attendance for the jurisdiction leadership team and the jurisdiction committee on nominations and the jurisdiction nominees.

- c. Leadership development for the jurisdiction leadership team and the jurisdiction committee on nominations.
- d. Meetings of the jurisdiction leadership team and jurisdiction committee on nominations.
- e. Administrative costs, including conference visitations and attendance at national events.

**Section 2.** The United Methodist Women national organization will provide funds for the jurisdiction leadership team training.

**Section 3.** Following each quadrennial meeting, the outgoing jurisdiction leadership team will determine the amount of funds to be carried over to the next quadrennium in consultation with the United Methodist Women national organization.

**Section 4.** Following each quadrennial meeting, send all conference funds received after Aug. 1 to the incoming treasurer, pay all bills, transfer funds to incoming treasurer by Dec. 31 and send remaining funds to the United Methodist Women national organization.

## Article VIII

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### AMENDMENTS AND STANDING RULES

**Section 1.** Amendments to these bylaws will be made by a majority vote at a regular meeting of the United Methodist Women national organization, provided a 30-day notice is given in writing to the board of directors of the national organization by the leadership team or by the governance committee of the United Methodist Women national organization.

Proposed amendments to these bylaws may be sent by any member of the jurisdiction organization or jurisdiction leadership team to the recording secretary of the national organization for presentation to the United Methodist Women national organization.

**Section 2.** Standing rules may be made and amended by the jurisdiction organization and/or the jurisdiction leadership team provided they are in harmony with the national organization of United Methodist Women constitution and bylaws.