

## 2020 Proposed Standing Rules

### ~~Rocky Mountain~~ Mountain Sky Conference United Methodist Women

**Preface: The United Methodist Women of the ~~Rocky Mountain~~ Mountain Sky Conference shall function in accordance with the Constitution and Bylaws for Conference Organization of United Methodist Women adopted from recommendation of the United Methodist Women's National Office. These Standing Rules are supplementary thereto.**

#### ARTICLE A: NOMINATIONS, ELECTIONS AND APPOINTIVE PROCEDURES

1. The slate of nominees submitted by the Committee on Nominations shall reflect the diversity of women throughout the church in age, race, marital status, ethnic and cultural backgrounds, physically challenging conditions, and employment and non-employment. Nominees shall affirm their commitment to uphold the program and PURPOSE of United Methodist Women.
2. The slate of nominees shall be published and available to the Leadership Team, District Leadership Teams and local units at least 30 days prior to the Conference Annual Meeting Gathering. Other nominations may be made from the floor at said meeting gathering, provided consent has been obtained from the nominee and the nominee meets required qualifications.
3. Leadership positions shall include: President, two Vice Presidents, Secretary, Treasurer, Mission Coordinator for Spiritual Growth, Mission Coordinator for Social Action, Mission Coordinator for Education and Interpretation, two Mission Coordinators for Membership Nurture and Outreach, Communications Coordinator, Secretary for Program Resources, and Nominations Committee.
4. During this time of transition into Mountain Sky Conference, other positions may be added, with the approval of the Leadership Team and the voting body at the Annual Gathering. Such positions may include, but not be limited to Associate Secretary, Assistant Mission Coordinator for Social Action.
5. Elections shall take place in the Annual Meeting Gathering each year, electing leaders for a two year term; in odd years elect President, one Vice President, Secretary, Mission Coordinator for Education and Interpretation, Secretary for Program Resources, Communications Coordinator, and the Chairperson of the Committee on Nominations; and in even years elect one Vice President, Treasurer, Mission Coordinator for Spiritual Growth, two Mission Coordinators for Membership Nurture and Outreach, and Mission Coordinator for Social Action. No elected officer will hold the same office for more than four years, except the Treasurer, who can hold the same office for six (6) years. Tenure rules are as stated in the Constitution and Bylaws. During this time of transition, every effort will be made to continue elections of certain officers in even and odd years. Some tenure may be adjusted as well during this time.
6. The voting body of the Annual Meeting Gathering of the Conference organization shall be composed of all representatives from the units of the local churches, all District at-large members, all District leaders in attendance at said meeting gathering, the Conference leaders, Chairpersons of committees, appointed representatives, members of the United Methodist Women's National Organization Directors, Program Advisory Group Members, and members of the Western Jurisdiction Leadership Planning Team residing within the bounds of the Conference.
7. Voting shall be by voice unless more than one candidate for each office has been nominated, and then voting shall be by ballot.
8. Newly elected leaders assume office on January first (1<sup>st</sup>) following the Annual Meeting Gathering.
9. Outgoing leaders shall transfer files and provide training to incoming elected leaders following the election and prior to the incoming elected leaders assuming office.
10. The conference shall request the District Leadership Teams to also include as voting members on their Leadership Teams, members of the Conference Leadership Team, the Western Jurisdiction Leadership Planning Team, the United Methodist Women's National Organization Directors, and Program Advisory Group Members who reside within the district. Western Jurisdiction Committee on Nominations who are residing within the conference boundaries are members without vote on the Leadership Team in the District where they reside.

11. The President, with approval from the Leadership Team, shall appoint the following.
- a. A representative to Frasier Meadows Retirement Community shall be named annually, following the Annual Meeting Gathering, ~~by the Conference President~~, and may succeed herself. She shall report to the Leadership Team and shall serve as a liaison person for the Conference responsibilities at Frasier Meadows Retirement Community and for retired women missionaries and deaconesses living within the bounds of the ~~Rocky Mountain~~ Mountain Sky Conference. It is recommended that the representative live within commuting distance of Frasier Meadows Retirement Community for facilitation of quarterly visitation. This position may be filled by members of the Leadership Team. A job description shall be maintained in the liaison representative's files to be passed on to her successor.
  - b. A representative to Crossroads Urban Center shall be named annually, following the Annual Meeting Gathering, ~~by the Conference President~~, and may succeed herself. She shall report to the Leadership Team and serve as a liaison person for the Conference responsibilities at Crossroads Urban Center. It is recommended that the representative live within commuting distance of Crossroads Urban Center. This position may be filled by members of the Leadership Team. **A job description shall be maintained in the liaison representative's files to be passed on to her successor.**
  - c. ~~The President may also appoint annually, appointees~~ Representatives to other organizations as needed as a connecting link between the Conference and those organizations **may be appointed annually.** These ~~appointees~~ **representatives** need not be active on the Leadership Team, but may be ~~brought into the~~ **invited to attend** meetings of the Leadership Team for reports **and when invited** may attend meetings at Conference expense. Such appointments include:
    - i. One representative to the Commission on the Status and Role of Women.
    - ii. Other representatives as needed.
  - d. A representative to Church Women United from each of the states within the Conference shall be appointed annually ~~by the President~~. Contributions to Church Women United shall be budgeted annually by the Committee on Finance.
  - e. Standing Rules Chairperson shall be appointed annually and may succeed herself.
  - f. Cultural Voice: ~~This position is appointed by the President in consultation with Conference leadership. The duties of the cultural Voice are;~~
    - i. ~~Consult with the Conference Leadership Team regarding needs, concerns and programming.~~
    - ii. ~~Plan for the diverse UMW membership in the conference.~~
    - iii. ~~Take part in the Leadership Team~~
  - f. **Cultural Voice: The Cultural Voice will consult with the Conference Leadership Team regarding needs, concerns and programming for the diverse United Methodist Women membership in the Conference and participate as a member of the Leadership Team.**
  - g. **Other persons may also be appointed annually to fulfill specific roles or projects, expansion of specific areas or needed services in the RMC Mountain Sky Conference-Leadership Team. The President, in consultation with the Committee on Nominations, will find nominees with appropriate skill sets and available tenure to serve. Appointees may be invited to leadership team meetings where the task for which they have been appointed will be discussed; they will have voice without vote at these meetings. Their covered expenses will be determined by the Leadership Team.**
12. Nominees for United Methodist Women's National Organization Board of Directors shall be elected at the Conference Annual Meeting Gathering prior to the Quadrennial Meeting of the Western Jurisdiction. Two (2) nominees and one (1) alternate shall be elected from a slate named by the Conference Committee on Nominations (Refer to Article V; Section 4 Constitution and Bylaws, United Methodist Women). Additional names may be nominated from the floor of the Annual Meeting Gathering with consent of the nominee.
13. At the Conference Annual Meeting Gathering prior to the Quadrennial Meeting of the Western Jurisdiction organization, three (3) delegates shall be elected by the Conference organization, all of

whom shall be Conference Leaders, for membership in the jurisdiction organization. Recommendation for these delegates shall be made by the Committee on Nominations upon consideration of office, experience, and tenure.

14. At the Conference Annual Meeting Gathering preceding the end of a quadrennial, the conference organization will elect three (3) 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 Gathering with the consent of the nominee. The names of those elected will be sent to the United Methodist Women's 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.
15. Representatives from other organizations may be invited to a meeting of the Conference Leadership Team once a year at their own expense, after consulting with the ~~Rocky Mountain~~ Mountain Sky Conference United Methodist Women's President.

## ARTICLE B: COMMITTEES

1. Leadership Team: The Leadership Team shall include all elected Leaders, Dean/Assistant Dean of the ~~Rocky Mountain~~ Mountain Sky Conference Mission u Committee, Standing Rules Chairperson, Cultural Voice, District Presidents, The ~~Rocky Mountain~~ Mountain Sky Conference Bishop's liaison between the Cabinet and United Methodist Women, members of the Western Jurisdiction Leadership Planning Team, United Methodist Women's National Organization Directors and Program Advisory Group members residing within the boundaries of the ~~Rocky Mountain~~ Mountain Sky Conference.
  - a. The Leadership Team shall meet in conjunction with the Spiritual Life Retreat, the Conference Mission u, the Conference Annual Meeting Gathering, and at other times on call of the President. In the absence of both the President and Vice Presidents, the Secretary will be in charge of selecting someone to preside.
  - b. A District President shall appoint a District Officer to represent her when she is unable to attend a meeting.
  - c. Any elected leader failing to fulfill her obligations or missing two (2) meetings per calendar year without written communiqué to the President, shall be notified in writing via a certified letter with return receipt from the President that she has failed to meet her responsibilities and that she will therefore be replaced. A certified letter with return receipt will also be sent from the President to the Chair of the Committee on Nominations notifying the committee to seek a replacement. An unexcused absence from two (2) consecutive meetings or events shall be considered as a resignation from one's office.
2. Administrative Committee:
  - a. The Administrative Committee shall be composed of the President, two Vice Presidents, Secretary, and Treasurer ~~and one other elected officer to be selected by the Leadership Team after election.~~
  - b. The President shall be authorized to organize a conference telephone call or other electronic communication when needed, and to approve conference telephone calls as requested by other elected leadership.
  - c. Membership on Task Force(s) or Special Committees shall be named by the Conference Administrative Committee.
3. Committee on Finance:
  - a. The Committee on Finance shall be composed of the Treasurer as Chairperson, and the President, Vice Presidents, Secretary, Mission Coordinator for Education and Interpretation, Cultural Voice, and District Treasurers.
  - b. The Committee on Finance shall meet prior to the Conference Annual Meeting Gathering to prepare the annual budget and shall present it at the meeting of the Leadership Team for

recommendation of approval at the Annual Meeting Gathering. The proposed budget shall be published 30 days in advance of the Annual Meeting Gathering and presented in the Annual Meeting Gathering. Other meetings may be called by the Chairperson as needed.

- c. ~~District pledges and budgets shall be submitted to Conference Treasurer no later than July 1<sup>st</sup>.~~ Each District shall submit to the Conference Committee on Finance their Pledge to Mission and budget to cover their estimated expenses for Administration and Membership Development for the coming year by August 1<sup>st</sup>.
  - d. Jurisdiction Quadrennial Meeting: The Conference Leadership Team shall determine an amount to be set aside annually. ~~Rocky Mountain-Mountain Sky Conference~~ UMW-United Methodist Women will pay all the expenses for Nominees to United Methodist Women's Board of Directors, **Nominees to United Methodist Women's Program Advisory Group**, and Voting Delegates. The balance of the designated funds will be divided equally among the remaining elected Leadership Team.
  - e. The Assembly: This is an open meeting, held once every four years. The Conference Leadership Team shall determine an amount to be set aside annually. Expenses of the Conference President shall be paid in full. The balance of the designated funds will be divided equally and proportionately among the Conference Leadership Team members and District Leadership Team members (who therefore are not eligible for scholarships). In addition, scholarships may be made available to the membership as determined by the Conference Leadership Team.
  - f. National Seminar: The Conference is responsible for the expenses of the delegates to the National Seminar, as specified by United Methodist Women's National Office. Funds shall be set aside annually.
4. Committee on Membership:
    - a. The Committee on Membership shall be composed of the Mission Coordinators for Membership Nurture and Outreach as ~~Co-Chairperson~~, President, Secretary, Chair of the Committee on Nominations, Communications Coordinator, Mission Coordinator for Education and Interpretation, and District Coordinators for Membership Nurture and Outreach.
  5. Committee on Nominations:
    - a. The Committee on Nominations shall be composed of ~~five (5) persons, including the Chair~~ **and at least one member from each District**, and shall be representative of the membership of the Conference in matters of employment, age, racial and ethnic background. **During this time of transition into Mountain Sky Conference, an Associate or Co-Chair may be utilized.**
    - b. Membership of the Committee on Nominations shall be elected in classes, and shall be installed with the other elected leadership at the Annual Meeting Gathering.
    - c. The Committee on Nominations shall meet at least twice each year with expenses paid by the Conference United Methodist Women, plus funding for a teleconference as needed.
    - d. Each member of the Committee on Nominations shall attend a District Annual Meeting Gathering other than her own District Annual Meeting Gathering, **if possible**. The Conference will be responsible for travel expenses and the host District will provide lodging, meals and registrations.
    - e. The Committee on Nominations shall keep a Talent Bank of recommended potential leaders.
    - f. Potential nominees shall be contacted by a designated member of the Committee on Nominations.
    - g. A resume of each nominee shall be supplied to the voting body at the Annual Meeting Gathering with the slate of nominees. In case of vacancy or resignation, a resume shall be supplied to the Leadership Team for a vote.
    - h. Conference Identification ~~Vests~~ Items shall be provided for each Conference Officer. An inventory of the ~~vests~~-items shall be kept by the Committee on Nominations.
    - i. A written report of Term and Tenure of the members of the Leadership Team shall be presented to the Leadership Team at their meeting just prior to the Conference Annual Meeting Gathering.

- j. The report of the Committee on Nominations shall be presented in written form, as well as the verbal presentation of the slate of nominees at the Annual Meeting Gathering. The written report will be signed by the members of the Conference Committee on Nominations and given to the Conference Secretary.
6. Committee on Program:
- a. The Committee on Program shall be composed of the Vice Presidents as ~~Co-Chairperson~~, President, Treasurer, Secretary, Mission Coordinators, Secretary for Program Resources, Communications Coordinator, Cultural Voice, and District President in the District hosting Annual Meeting Gathering.
  - b. The Committee on Program may designate leaders to serve on task force groups to make preliminary plans for annual meetings gatherings, retreats, workshops, or seminars. The task force groups shall report to the Committee on Program for final approval of plans.
7. Committee for the ~~Rocky Mountain~~-Mountain Sky Conference Mission u:
- a. In accordance with guidelines for Cooperative Schools and Mission Education Events, the ~~Rocky Mountain~~-Mountain Sky Conference Mission u Committee shall consist of an equal number of members from ~~Rocky Mountain~~-Mountain Sky Conference United Methodist Women and ~~Rocky Mountain~~-Mountain Sky Conference United Methodist Church. The guidelines state there shall be a minimum of four members from the ~~Rocky Mountain~~ Mountain Sky Conference United Methodist Women and shall include the President and/or Vice President, Treasurer, Mission Coordinator for Education and Interpretation. Additional members may be appointed by the Conference President.
  - b. The offices of the Dean and Assistant Dean shall alternate between ~~Rocky Mountain~~-Mountain Sky Conference United Methodist Women and ~~Rocky Mountain~~-Mountain Sky Conference Board of Global Ministries. At the request of the Mission u Committee, the ~~Rocky Mountain~~ Mountain Sky Conference United Methodist Women's Committee on Nominations shall name the Assistant Dean/Dean who shall be elected as part of the Conference United Methodist Women slate of nominees at that year's Annual Meeting Gathering. Upon election they shall become a member of the ~~Rocky Mountain~~-Mountain Sky Conference United Methodist Women's Leadership Team and report to them on behalf of the ~~Rocky Mountain~~-Mountain Sky Mission u Planning Committee.
  - c. The ~~Rocky Mountain~~-Mountain Sky Conference Mission u Committee shall request funds annually from the ~~Rocky Mountain~~-Mountain Sky Conference United Methodist Women and the ~~Rocky Mountain~~-Mountain Sky Conference United Methodist Church.
  - d. The Business Manager of the Committee shall be bonded at the direction of United Methodist Women's National Organization.
8. Committee on Standing Rules:
- a. Conference President shall appoint a Committee on Standing Rules composed of a chairperson and four (4) other members. The Committee shall meet annually to review the Standing Rules and recommend changes. These recommendations must be presented to the Leadership Team at the summer meeting, published thereafter ~~in the Conference newsletter~~ **on the conference website with a notification and link through the monthly e-mail news** and approved by the membership at the Annual Meeting Gathering.
9. Committee on the Charter for Racial Justice Policies:
- a. Membership of the Committee shall consist of at least seven (7) members, three (3) of whom shall be women of color, insofar as possible. The seven (7) members shall be the Conference United Methodist Women President, who shall serve as Chairperson, Mission Coordinator for Social Action, Chairperson of the Committee on Nominations, a District President (appointed by the Conference President), Cultural Voice and additional members to constitute the seven (7) members to be nominated by the Committee on Nominations to ensure inclusiveness and/or special expertise in the skills necessary to accomplish the task. These additional members shall serve no more than three (3) years.

- b. The Committee shall meet at least twice annually. Travel expenses to and from charter committee meetings shall be paid by the Conference.

10. **Committee for Communications:**

- a. The communications Committee shall be composed of the Communications Coordinator who shall serve as chair and those who have the skills to be webmaster, newsletter editor, e-Beacon coordinator, and social media coordinator.
- b. The chair and members of the committee may do one or more of the jobs on the committee.
- c. Expectations of the webmaster, newsletter editor, e-Beacon coordinator and social media coordinator shall be given to the committee members when they join the committee.

**ARTICLE C: MEETINGS** – Time and location for all Conference Meetings will be determined by the Conference Leadership Team.

1. Annual Meeting Gathering: Fall
2. Leadership Development for District Leadership Teams: Annually
3. Spiritual Life Retreat: Spring
4. Seminars, Workshops, etc.
5. Mission u/Mission u Events
6. District Annual Meeting Gathering Representation
  - a. Each District Annual Meeting Gathering shall have one member of the Conference Committee on Nominations or one Conference Leader (from outside her own District) representing the Conference Leadership Team. The Conference will be responsible for travel expenses and the host district will provide lodging, meals, meeting registration and any program expenses.
7. Insurance
  - a. Insurance for January Executive Planning Meeting, Spiritual Life Retreat, Conference Annual Meeting Gathering, and other Conference events as determined by the Conference Leadership Team shall be covered.
  - b. The Treasurer shall be responsible for obtaining insurance from one of these sources:
    - i. The ~~Rocky Mountain~~ Mountain Sky Conference United Methodist Church Policy. All claims are to be directed to the ~~Rocky Mountain~~ Mountain Sky Conference United Methodist Church Activities Insurance personnel for processing or any other procedure as determined by the Annual Conference.
    - ii. United Methodist Women's National Organization insurance.
8. Display Policy: Using an application process, only pre-approved projects/displays shall be allowed at any Conference ~~UMW~~ United Methodist Women event as determined by the Conference Administrative ~~Team~~ Committee.

**ARTICLE D: FUNDS:** All funds come from Mission Giving. Leaders shall practice good stewardship in the use of these funds.

1. The Committee on Finance shall annually recommend a percentage of the District Pledges to Mission to be budgeted for the Conference Administration and Membership Development Fund (A&MD). The percentage is to be approved by the Conference Leadership Team and voted on at the Annual Meeting Gathering.
2. The **Treasurer** shall make a report quarterly to the Conference Leadership Team and District Treasurers. At the Annual Meeting Gathering, the previous year's financial report and current year to date report will be presented.
3. The Conference financial books shall be audited annually (see Constitution and Bylaws). A copy of the Conference audit shall be sent to United Methodist Women's National Organization, Conference President, Secretary and one copy kept for the Treasurer's files. A copy of the District Audits shall be sent to the Conference Treasurer.
4. Complete financial books and other records shall be turned over to the newly elected **Conference Treasurer** as soon as the audit is completed. Operating funds and essential records shall be advanced to the new **Conference Treasurer** in the interim.
5. In the event of the serious illness or death of the Conference Treasurer, all books and property of the office shall be released and given immediately to the Conference President. The Administrative

- Committee shall appoint a temporary Acting Treasurer until the Committee on Nominations can submit a nominee for election by the Conference Leadership Team or Conference Organization.
6. Bank accounts, ~~stocks~~ investment accounts, and savings accounts shall carry signatures of the **Conference** President, **Conference** Secretary and **Conference** Treasurer, with one signature required on checks. Bank statements will be directly available to the **Conference** President and **Conference** Treasurer. These three, along with District Presidents, District Treasurers and Business Manager of the ~~Rocky Mountain~~ Mountain Sky Conference Mission u shall be bonded by United Methodist Women's National Organization. **Funds will be held by the Conference in savings accounts for designated expenses/events such as National Assembly, Jurisdiction Meetings and Young Women's events.**
  7. Vouchers for all expenses shall be approved by the Conference President and Secretary and shall be paid by the Conference Treasurer as soon as possible. Receipts and documentation of expenses to be reimbursed shall be attached to vouchers when they are presented for approval. **Vouchers must be submitted within 30 days following an event for the costs of that event.**
  8. ~~Transportation~~ **Travel** allowances for meetings shall be by the least expensive way which is reasonable. **Carpooling is required unless not possible or impractical. It is expected that if persons are able to carpool and choose not to, they only voucher one way mileage. If for an appropriate reason, an officer opts to drive her car alone, she may receive mileage both ways. Mileage for auto travel at to Conference expense meeting/event shall be reimbursed at a rate of twenty cents (\$.20) per mile if the price of gas is less than \$3 per gallon or twenty-five (\$.25) per mile if the price of gas is less than \$4 per gallon and no more than \$5 per gallon for Conference and/or District Leaders traveling from legal residence to an allowable event. Mileage will be paid at a rate of thirty cents (\$.30) per mile if three (3) or more leaders travel in a single vehicle; leaders must be listed on voucher. Mileage for one round trip shall be allowed for attendance at meetings/events unless cost of multiple trips is less than cost of housing in motel/hotel. Carpooling is encouraged. While traveling to or from a meeting/event, meal allowance shall be reimbursed at a maximum of fifteen dollars (\$15.00) **eighteen dollars (\$18.00)** per day, with \$4.00 allocated for breakfast, ~~\$5.00~~ **\$6.00** for lunch, ~~\$6.00~~ **\$8.00** for dinner. Receipts ~~should~~ **must** be submitted with vouchers. **These prices will also be used to reimburse groups who provide meals for meetings.**
    - a. ~~Mission u/Events: Mileage for one round trip shall be allowed for attendance at Mission u/Events unless cost of multiple trips is less than cost of housing in motel/hotel. Carpooling is encouraged.~~
    - b. ~~Annual Meeting/other Conference paid functions: Mileage for one round trip shall be allowed for attendance at Annual Meeting/other Conference paid functions unless cost of multiple trips is less than cost of housing in motel/hotel. Carpooling is encouraged.~~**
  9. Expense of Mission u training for the UMW United Methodist Women Dean or UMW United Methodist Women Assistant Dean, shall be paid from Conference funds.
  10. The expense of the President, Vice President, Secretary, Treasurer, Mission Coordinator for Education and Interpretation, Mission Coordinator for Spiritual Growth, Mission Coordinator for Membership Nurture and Outreach, Mission Coordinator for Social Action, Communications Coordinator, Secretary for Program Resources, Chair~~person~~ and members of Committee on Nominations, UMW United Methodist Women Dean and/or UMW United Methodist Women Assistant Dean, Cultural Voice, and members of the Program Advisory Group, including Jurisdictional Representatives who come from our Conference, shall be paid according to the budgeted expenses and shall include:
    - a. The cost of subscriptions to *response* and *New World Outlook* magazine, the Mission Resource Sampler, **and new Handbooks (when published)** if not provided from another source shall be ordered by each officer and vouchered. **The Conference shall pay the officer expenses of its elected leaders and members of Conference committees to include postage, copying and necessary resources.**
    - b. Expenses (housing, meals, dependent care, and travel) shall be paid from Conference funds, for Conference Leadership Team and elected District Leaders attending the following Conference events providing that the officer attend all sessions (exceptions/excused absences will be considered on a case by case basis and should be arranged in advance with the President) to:

- i. ~~Conference Annual Meeting~~-Gathering/Leadership Training
    - ii. **One Conference** Spiritual Life Retreat
    - iii. One Mission u Event
  - c. When housing and meals have been arranged for at a special rate, only that amount shall be paid. ~~Three leaders/members will be assigned per two queen bed room.~~ **Leaders are expected to have three ladies in a room with two queen beds. Therefore** housing will be reimbursed at 1/3 of the room cost.
  - d. Officer Registration fees for each of the above Conference meetings shall be paid by those in the specified attendance pattern. The amount shall be determined annually by the Conference Leadership Team on recommendation of the Finance Committee in summer for the following year. **It is important that leaders are able to attend meetings/events; if need exists, please request a waiver on the registration form.**
  - e. Necessary dependent care will be provided in accordance with United Methodist Women's National Organization Policy, up to thirty dollars (\$30.00) per day. Amount to be reviewed annually.
11. Expenses (**housing, meals, dependent care, and travel**) to United Methodist Women Conference Annual ~~Meeting~~Gathering shall be paid from Conference funds for nominees for Conference offices and Conference Committee on Nominations.
  12. **Expenses (housing, travel, registration and United Methodist Women special meal) for the Conference President will be covered for her attendance at the Mountain Sky Annual Conference.**
  13. District/Conference Meetings: Expenses of any speaker (Conference/District Officer, Missionary, etc.) invited to participate in a program or workshop for District or local events shall be the responsibility of the inviting group for travel, food, lodging and program materials.
  14. Special Mission Recognition Pins shall be presented to the outgoing Conference Leaders.
    - a. A President's Pin shall be presented to the incoming President at the time of installation.
    - b. A one hundred dollar (\$100.00) Special Mission Recognition Pin shall be presented to the outgoing Conference President at the completion of a 4 year term.
    - c. A Special Mission Recognition Pin shall be given to each elected Leadership Team Member when she retires from the Committee as follows:
      - i. A \$100 pin after serving eight years,
      - ii. One step above the basic pin after serving four to seven years.
      - iii. A basic pin after serving less than four years.
    - d. A Gift to Mission thank you card with a note of appreciation shall be given to Leaders having served in one office and elected to serve in another office.
    - e. A Gift to Mission thank you card with a note of appreciation shall be given to retiring District Presidents.
  15. The cost of Conference Officer Identification Vests Items shall be included in the Annual Budget.
  16. Appreciation will be shown to program presenters at Conference events and charged to that event. The decision will be at the discretion of the Administrative Committee with these guidelines:
    - a. A basic Special Mission Recognition pin for any United Methodist Women members who present a workshop/seminar.
    - b. \$50 honorarium for non-members who present a workshop/seminar.
    - c. Keynote speakers may be paid up to \$500 per event.
    - d. Registration, travel, lodging and meals will be paid by the Conference for all Program Presenters.
  17. The Conference Treasurer shall send a contribution annually from Conference funds to the Administration Fund of the Western Jurisdiction Leadership Planning Team; method and amount to be determined by the Western Jurisdiction Leadership Planning Team in concurrence with the Conference Presidents. The annual percentage to the Jurisdiction is decided at the beginning of each quadrennial.
  18. The Conference Treasurer ~~may use proceeds~~ **shall disburse funds** from the Margaret Evans Trust Fund ~~to defer expenses (lodging, travel, registration) of retired United Methodist Missionaries and Deaconesses to attend United Methodist Women National, Jurisdiction and Conference events.~~ **as**

specified in the agreement for care and support of missionaries and deaconesses of United Methodist Women's National Organization.

19. Remittances of funds shall be scheduled as follows:
  - a. Local UMW Treasurer to District Treasurer – to be submitted monthly by the 10<sup>th</sup>, or to be submitted quarterly by March 10<sup>th</sup>, June 10<sup>th</sup>, September 10<sup>th</sup>, December 10<sup>th</sup>.
  - b. District Treasurer to Conference Treasurer – to be submitted monthly by the 16<sup>th</sup>.
20. District budgets shall be paid from the Administration and Membership Development Fund as monies become available and/or on request from District Treasurers, with final payment on budget requests by August 1<sup>st</sup>, if possible.
21. If, after final reports from District Treasurers for the year are received, the Conference Pledge to United Methodist Women's National Organization has not been met, the Conference Treasurer may complete the Pledge from the Administration and Membership Development Fund if funds are available.
22. Scholarships may be offered to attend conference events as specified by the Leadership Team.
23. Quiet Disciple: The Conference Leadership Team shall annually select a Quiet Disciple. The selection committee shall be the four Mission Coordinators with Spiritual Growth Coordinator as Chairperson. The recipient will be announced and honored at Spiritual Life Retreat with a Special Mission Recognition Pin that is one step above the basic pin. The recipient may be reimbursed up to \$150 for registration, housing and travel expenses incurred to attend the retreat. In addition, RMC-UMW Mountain Sky Conference United Methodist Women will pay for the Quiet Disciple and one guest to attend the Laity Luncheon at RMC Mountain Sky UMC United Methodist Church Annual Conference.
24. United Methodist Women Conference and District elected leaders are considered to be volunteers. It is the policy of United Methodist Women that these leaders not accept honoraria beyond expenses delineated above during their tenure of office for services rendered to and through United Methodist Women.
25. Any special offerings of money or product, not in the regular budget, must be approved by the Administrative Committee of the Mountain Sky Conference United Methodist Women.
26. Refund for **registration fees** will be considered with written request sent to the Conference event registrar. All refunds for registration fees will be considered using the following guidelines:
  - a. 100% refund if written request is received 30 days prior to event.
  - b. 50% refund if written request is received 15 days prior to event.
  - c. 25% refund if written request is received 7 days prior to event
  - d. Cancellation of any room reservations will be the responsibility of the member per the refund policy of the hotel.

#### **ARTICLE E: MINUTES, DIRECTORY, DESIGNATED MAILINGS, PUBLICITY, RECORDS**

1. Minutes of the Leadership Team and Annual Meeting Gathering sessions shall be sent to the full Leadership Team and to the Bishop's office.
2. The most recent four years of minutes, program books, newsletters, financial compilation reports (previously known as audit reports) and directories as well as the previous quadrennial of the same items shall be kept with the Secretary. Older, above mentioned items, properly labeled and boxed, shall be archived by the Secretary at the location specified by Rocky Mountain-Mountain Sky Conference United Methodist Church.
3. The Secretary shall compile a list of elected leaders in Conference and Districts for the Annual Directory, one copy to be distributed to all Conference and District Leaders, the Conference Bishop, District Superintendents, the Conference office, the Registrars for Conference events, and all Western Jurisdiction Leaders early in the calendar year.
4. The Conference newsletter, the "~~Go and Tell~~" "**Sky Light**", shall be published **within the conference website** four (4) times per year: Winter, Spring, Summer and Fall. The Conference Communication Coordinator will determine the theme of each issue and request information from the appropriate **Conference** Leaders and members of the extended Leadership Team.
5. Distribution of the newsletter may be in hard copy format and mailed; e-mail notification when the newsletter is posted on the Conference UMW United Methodist Women website; or by e-mail as an attachment. Hard copy distribution will be mailed to the President of each local unit or the church

when a local unit is not active; to any person regularly expected to receive the newsletter as determined by Communication Coordinator procedures or United Methodist Women's National Organization rules. E-mail notification will be the method preferred for all Conference and District Mission Team members. Any person may request e-mail notification.

#### **ARTICLE F: RESOURCES**

1. In accordance with United Methodist Women's policy, only Mission Resource Center literature and other articles offered by Mission Resource Center Catalog shall be displayed for sale at official gatherings of the ~~Rocky Mountain~~ Mountain Sky Conference United Methodist Women. Any other mission initiatives may submit a written request for sales space and consideration will be made by the Administrative ~~Team~~ Committee.

#### **ARTICLE G: EQUIPMENT AND PROPERTY**

1. An agreement between Frasier Meadows Retirement Community, United Methodist Women's National Organization and ~~Rocky Mountain~~ Mountain Sky Conference United Methodist Women makes available a one-bedroom living unit and two studio units (which could be replaced with a one-bedroom unit). Deaconesses, missionaries, and members of United Methodist Women are eligible (priority as listed) for occupancy of these units and may apply for recommendation by the ~~RMC-UMW~~ Mountain Sky Conference United Methodist Women Administrative Committee.
2. Nine (9) Communion plates and chalices – each District President will have responsibility for a District set. Other sets will be the responsibility of the Mission Coordinator of Spiritual Growth or her designee.
3. An updated list of equipment (computers, printers, etc.) shall be compiled each year at the January Planning Meeting by the Secretary and shall reside in her records.
4. Leadership Team Officer vests identification items

#### **ARTICLE H: PROVISIONS FOR CHANGES IN STANDING RULES**

The Standing Rules are procedural statements and are supplementary to the current Constitution and Bylaws of the Organization. No Standing Rule is in order that conflicts with those documents. The Standing Rules are designed to insure continuity of procedures. They may be amended at the Annual ~~Meeting~~ Gathering by a majority vote of the voting members of the Conference Organization when 30 days previous notice has been given, or when no previous notice has been given by 2/3 vote of the voting members of the Conference Organization.

*Original Date of Adoption, October 18, 1980*

*Revision and Adoption, October 24, 2009*

*Revision and Adoption, October 23, 2010*

*Revision and Adoption, October 22, 2011*

*Revision and Adoption, October 20, 2012*

*Revision and Adoption, October 19, 2013*

*Revision, May 1, 2014*

*Revision and Adoption, October 24, 2015*

*Revision and Adoption, October 22, 2016*

*Revision and Adoption October 20, 2017*

*Revision and Adoption October 20, 2018*

*Revision August 30, 2019*