

THE MID-MICHIGAN DISTRICT UNITED WOMEN IN FAITH STANDING RULES

The United Women in Faith of the Mid-Michigan District of Michigan shall function in accordance with the Constitution and Bylaws for Local, District, Conference and Jurisdiction Organizations of United Women in Faith National Organization. These Standing Rules are supplementary thereto.

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I. LEADERSHIP TEAM AND COMMITTEES

A. Leadership Team

The Leadership Team consists of:

- **elected leaders** - President, who serves as chairperson; Vice President; Secretary; Treasurer; Nominations Committee; Mission Coordinators for Spiritual Growth, Education and Interpretation, Social Action, Membership Nurture and Outreach; Editor/Communications Coordinator; Secretary of Program Resources. Have voice and vote.
 - **ex-officio members:** immediate past president; District Superintendent; Michigan Conference UWF Leadership Team residing in the Mid-Michigan District. Ex-officio members have voice, but no vote.
 - **appointed members:** Registrar; Historian; Green Team and anyone appointed for duties specifically related to the programming and work of the Mid-Michigan District UWF as determined by the Leadership Team. Appointed members have voice and vote.
1. The Leadership Team will meet at least four times annually; generally, March, June, September, and December.
 2. Majority of the elected members of the Leadership Team will constitute a quorum for the transaction of business; if the number in attendance is less than a quorum, the transaction of business must cease.
 3. If the President is not present at the appointed time of a called meeting, the Vice President will convene the meeting. If neither President nor Vice President is present, the Mission Coordinator for Education & Interpretation will convene the meeting.
 4. The Secretary will distribute the minutes of all District meetings to the Leadership Team for approval, after they have been reviewed by the District President and Vice President. The minutes of the District Annual Business Meeting will be approved by the Leadership Team at its first meeting following the annual meeting.

5. The District pledge to mission and expense budget will be approved by the Leadership Team upon the recommendation of the Finance Committee at its June meeting.
- B. Administrative Committee
1. The District Administrative Committee will consist of the President, Vice President, Secretary, Treasurer, and one other member of the Leadership Team appointed by the President.
 2. The Administrative Committee may meet upon the call of the President to transact only emergency business in the interim between meetings of the Leadership Team. The Administrative Committee may not change declared policy, the budget, or incur indebtedness.
 3. The President is authorized to convene a meeting of the Administrative Committee by phone or electronic communication when deemed necessary.
- C. Program Committee
1. The Program Committee will consist of the Vice President as Chairperson, President, Secretary, Treasurer, the four Mission Coordinators, Secretary of Program Resources, Nominations Committee, and Editor/Communications Coordinator. With the approval of the Leadership Team, the Program Committee will plan, schedule, and confirm all District sponsored events. The goal of the Program Committee is to schedule and confirm District events at least two calendar years in advance in an effort to promote the events.
 2. By January 15 each year, the District Vice President will provide a calendar of all District Meetings (dates and locations) to the Conference Vice President and Conference President.
- D. Finance Committee
1. The Finance Committee will consist of the Treasurer as Chairperson, President, Vice President, Secretary, the four Mission Coordinators, Program Resources Leader, Communications Chairperson, and Chairperson of the Nominations Committee.
 2. The Finance Committee will meet at least once a year to determine the next year's proposed budget and annual pledge to mission recommendations presented by the Treasurer. A second meeting can be in March to complete an analysis of the financial statistics of the prior year and for goal setting based on those statistics for the coming year's proposed budget. The budget will be presented to the Leadership Team at its June meeting.
 3. Mid-Michigan District Treasurer's records will be audited at the end of each fiscal year and completed as soon as possible and no later than March 1 of the following year with a copy sent to the Conference Treasurer.
- E. Nominations Committee
1. The Nominations Committee will consist of a minimum of five members elected to serve in a rotating manner, each for a four-year term. The Chairperson will have served on the Nominations Committee at least one-year prior to becoming Chairperson. The Chairperson will be elected at the District Annual Celebration. A two-year term as Chairperson may be in addition to tenure limitations.
 2. The Nominations Committee will obtain the consent of current leaders eligible to continue to serve by personal contact within 30 days of its first meeting.
 3. The Committee will keep accurate and updated records of term and tenure of elected leaders and provide a report of same annually to the Leadership Team.
 4. The Nominations Committee will present a slate of nominees to the Leadership Team. The slate will become the ballot at the District Annual Celebration to be voted on by the UWF members attending the District Annual Celebration. The ballot will be distributed to the District membership at least 30 days prior to the District Annual Celebration.
 5. Members of the Conference Nominations Committee residing in the District will be members of the District Nominations Committee with voice and no vote.

6. The Committee will gain an understanding of the program of the District and the responsibilities of each office; work throughout the year to identify women for leadership roles in the District by keeping a talent bank of possible candidates; and ensure that the leadership of the District 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.
 7. Only laywomen may serve as elected or appointed leaders of the District.
- F. Standing Rules Committee
1. The Standing Rules Committee will be composed of five members: President, Vice President, Secretary, Treasurer and Immediate Past President who will serve as Chairperson. Additional persons may be appointed if needed.
 2. The Committee will annually review the Standing Rules and propose changes, when necessary, at the District Leadership Team meeting.
 3. Proposed amendments and/or changes to the Standing Rules will be provided to the Chairperson of the Conference Standing Rules Committee following approval by the District Leadership Team.
 4. The Standing Rules will be published in the July Newsletter THE MESSENGER, or the Mid-Michigan District UWF website 30 days prior to the District Annual Celebration.
- G. THE MESSENGER Editor
1. The Editor is responsible for compilation and publication of the quarterly newsletter and will serve as a member of the District Leadership Team with voice and vote.

II. **SPECIAL APPOINTMENTS**

- A. Michigan State University Wesley Foundation Board
1. The responsibility of this office will be to attend scheduled meetings of the Michigan State University Wesley Foundation Board and report to the Mid-Michigan District United Women in Faith Leadership Team regularly with voice only, no vote.
- B. Registrar
1. The President will appoint a Mid-Michigan District Registrar annually.
 2. The Registrar will be responsible to accept, organize, and enroll registrations for all District Events.
 3. The Registrar will pre-register each elected District Leader and Conference elected Leader within the Mid-Michigan District UWF for District events.
 4. It will be the responsibility of each District elected Leader to notify the Registrar if unable to attend the event. Failure to do so will require the Leader to reimburse the District the appropriate cost. It will also be the Leader's responsibility to inform the Registrar if childcare is needed or if children are to be registered.
 5. The Registrar will serve as a member of the Leadership Team with voice and vote.
- B. Historian
1. The President may appoint a Historian to keep a record of UWF events within the District through photographs, articles, and other information.
 2. The Historian will serve as a member of the Leadership Team with voice and vote.
- C. Green Team
1. The Green Team will have a relationship with God's creation and a ministry of caring for and healing the earth.
 2. The Green Team will educate and support individuals and organizations to encourage them to practice more environmentally sustainable habits: to conserve natural resources, and support environmentally friendly activities; to support local

- groups to educate members and others; to conduct activities in an environmentally responsible way, and to be supportive and non-judgmental.
3. This appointee will serve as a member of the Leadership Team with voice and vote.

III. **COMMUNICATIONS AND REPORTS**

- A. The District Leadership Team will promote by mail, electronic transmittal, and/or other communication methods, only such activities as are directly associated with the work of United Women in Faith as outlined by the UWF national organization. The United Women in Faith emblem will appear on all official business of the United Women in Faith.
- B. If it is necessary for an elected leader to send a letter or email of general information to her local unit counterpart, she will submit a draft of the communication to the President and receive approval and instructions for distribution.
- C. Upon written request of the District to the Conference President, the Conference provides travel expense for two Conference elected leaders to District Meetings each year.

IV. **ELECTED LEADER RESPONSIBILITIES**

- A. General Information for Elected Leaders:
 1. District elected leaders will take office on January 1 following the District Annual Celebration at which they were elected. The regular term of office for all elected leaders will be one year, except for Chairperson of the Nominations committee whose term is two years. Serving six months or more in a year will constitute a regular term.
 2. No elected leader will hold the same office for more than four consecutive years except for the Treasurer, who may serve for six years. Tenure on the Leadership Team will be limited to a total of eight years, unless a person is elected to serve as District President after having served the eight-year tenure. A two-year term as chairperson of the Committee on Nominations will be in addition to tenure limitations described above.
 3. It is recommended that each elected leader attend all Leadership Team meetings; other assigned Committee meetings; all events sponsored by the District organization; District Annual Celebration and Conference Annual Celebration, Conference Elected Leadership Training, and the Michigan Conference Mission u. The Leadership Team is encouraged to participate in the Church Women United events and programming.
 4. Each elected leader will be responsible for training their local unit counterparts and conduct workshops approved by the Leadership Team.
 5. Each elected leader must be familiar with the Constitution and Bylaws for Local Units, District and Conference Organizations of United Women in Faith, District Standing Rules and Goals of the District.
 6. All elected and appointed leaders are encouraged to read *response* magazine, United Women in Faith national organization Annual Reports, and participate in the Reading Program.
 7. Each leader is responsible to submit an article for the District Newsletter THE MESSENGER, with updated information at least once per year.
 8. The emblem for United Women in Faith is for use by the organization in official business transactions and programs.
 9. Each leader will keep materials pertaining to her office for a period of four years. All leaders upon retiring from their office, must give current Standing Rules and all information received from United Women in Faith national organization or Conference organization during the previous four years to her successor by January 1 unless otherwise negotiated.
 10. District elected leaders are the liaisons between the District and local units and are ex-officio members of the Leadership Team in their local unit.

11. Vacancies occurring in the elected leadership of the District organization will be filled by the Leadership Team upon the nomination from the Committee on Nominations.
12. If additional appointive leadership is deemed necessary, it will be as follows:
 - a. A full job description will be provided.
 - b. The leaders will be appointed annually by the President for a one-year term.
 - c. The Leadership Team will approve the appointment.
 - d. Official tenure does not apply.
13. There must be a letter of resignation from those officers who resign before their term expires. This letter is sent to the District President with a copy to the Chairperson of the Committee on Nominations.
14. Schedule identifying due dates:

FORMS/REPORTS	COMPLETED FORMS SENT TO:	DUE DATE	PUBLISH IN NEWSLETTER
Membership Report	District Membership Nurture & Outreach	February 15 for prior year	January Issue
Mission Today	District Education & Interpretation	February 15 for prior year	January Issue
Reading Plan Report	District Program Resources	February 15 for prior year	January Issue
Mission u Scholarship	District Education & Interpretation	June 1	April Issue
Mission u registration	District Registrar	Determined by Conference	April Issue
Spiritual Growth Retreat registration	District Registrar	1 week prior to event	April Issue
District Annual Celebration registration	District Registrar	1 week prior to event	July Issue
Pledge to Mission Commitment Form	District Treasurer	Collected at District Annual Mtg	July Issue
Special Mission Recognition orders	District Treasurer	July 1 for District Annual Celebration	On website for use anytime
Unit Leadership Roster Form	District Secretary	December 1	October Issue
Pledge Monies Due to District Treasurer	District Treasurer	December 5	October Issue (Due Date Reminder)
Epiphany Celebration registration	District Registrar	1 week prior to event	October Issue

- B. The President will:
1. Preside at all meetings of the District organization and its Leadership Team. Serve as an ex-officio member of all other committees where they exist, except the Committee on Nominations.
 2. Invite the District Superintendent and spouse, Conference Bishop and spouse and past presidents of the District to Epiphany Celebration and the District Annual Celebration.
 3. Attend the Michigan Annual Conference of the United Methodist Church representing the Mid-Michigan District United Women in Faith with expenses paid specified by the Mid-Michigan District of the UMC.

4. Send a copy of the names, addresses, phone numbers, and email addresses of the Mid-Michigan District elected leaders to the Conference President, Secretary, Chairperson of the Nominations Committee, the "Voice" editor, the Conference UWF website webmaster, and all District Presidents within one week following the District Annual Celebration.
 5. Represent the District at the Conference United Women in Faith Leadership Meetings, or appoint a District elected leader to go as a replacement.
 6. Provide the agenda for Leadership Team meetings at least one week in advance of the scheduled meeting to the secretary to distribute with the minutes and other materials for the meeting.
 7. Serve as contact person for local unit presidents, provide resources and conduct annual training for local presidents.
 8. Sign all official, legal, and financial documents.
 9. Appoint individuals for the positions of Registrar, Historian, Green Team, and Wesley Foundation.
- C. The Vice President will:
1. Fill in for the President in her absence.
 2. Serve as chairperson of the Program Committee.
 3. Schedule dates and meeting locations for the next two years, present them at the December Leadership Team meeting and send the information to the Conference President by January 15 of the current year.
 4. Schedule District Annual Celebration program plans for the current year and send them to the Conference President and Vice President by January 15.
 - a. Coordinate with host unit all arrangements for District Annual Celebration.
 - b. Assist with the plan, develop and prepare information to be given to District Annual Celebration participants.
 - c. Send invitations to guest speaker(s). Main speaker plus guest, United Methodist Community House representative plus guest, and additional presenters plus guest.
 - d. Host the District Annual Celebration.
 5. Send the host church a list of responsibilities and Event Confirmation form to host church to verify date, time, and number in attendance.
 6. Be responsible for the logistics of all events.
 7. Send an appropriate thank you to the host church, speakers, and special music for all Leadership Team meetings and events.
- D. The Secretary will:
1. Take minutes at all Leadership Team meetings, at all Administrative Committee meetings, and at District Annual Celebration. She will transcribe them and submit them to the President and Vice President for approval as soon as possible following the meeting.
 2. Send the approved minutes following a meeting to all members of the Leadership Team and Conference President.
 3. Maintain historical records.
 4. Keep the following files:
 - a. Minutes of all meetings recorded by the District Secretary, along with the Treasurer's report will be kept for four years in her possession. Older minutes will be stored permanently at the Archives of the Conference.
 - b. A current copy of the annual local unit officers contact information. A copy of the list will be provided to all members of the District Leadership Team and to the Conference Secretary.
 - c. The contact lists maintained must not be given or sold to outside groups or organizations for commercial purposes.
 - d. A current copy of the annual Conference officers' contact information.
 - e. A printed copy of each issue of THE MESSENGER and printed programs of District sponsored events.

E. The Treasurer will:

1. Establish a checking account in the name of the "Michigan Conference United Women in Faith - Mid-Michigan District" upon approval of the Leadership Team with the District President and Treasurer authorized to sign checks.
2. Present the proposed budget and annual "pledge to mission" recommendations for the following year to the Leadership Team at the June Leadership Team meeting. Upon approval, the budget and pledge will be submitted to the Conference Treasurer by August. The approved budget and pledge will be presented by the Treasurer for approval at the District Annual Celebration.
3. Prepare a written report for each Leadership Team meeting with copies for members, the Conference Treasurer and Conference President.
4. Receive registration fees and provide list of registrants at all District events, unless a Registrar is designated by the President.
5. Order Special Mission Recognition pins and Gift to Mission certificates for the Leadership Team, in consultation with the President by August 10, for the District Annual Celebration.
 - a. Receive completed forms from Unit Treasures for 5-Star Units and 5-Star Persons. Order 5-Star pins for presentation at District Annual Celebration.
6. Receive all vouchers for reimbursement from the Leadership Team members no later than November 1.
7. Furnish the report of Mission Giving of local units to the Conference Treasurer in December, as designated by the Conference Treasurer, for printing in historical reports.
8. See that the Treasurer's records are audited at the end of each fiscal year and completed as soon as possible and no later than March 1 of the following year. Provide a copy to the Conference Treasurer.
9. Make an annual report at the close of the fiscal year with copies for the Leadership Team at the first Leadership Team meeting of the following year; provide the report to the Conference Treasurer (these will be turned over as soon as the audit is completed).
10. Provide monthly copies of the balanced bank statement and check register to the Conference Treasurer and District President.
11. Turn over the Treasurer's Records to the new Treasurer immediately following the audit.

F. Mission Coordinator for Spiritual Growth will:

1. Serve as the chairperson for the District Spiritual Growth Retreat.
 - a. District Spiritual Growth Retreat will be held annually and hosted by Mid-Michigan District or Midwest District, in alternating years.
2. Coordinate and/or promote special times and events for worship, prayer, and meditation, including Epiphany Celebration.
3. Prepare devotional material to be presented at each Leadership Team meeting, District Annual Celebration, leadership training, and whenever asked.
4. Will use the United Women in Faith's Prayer Calendar at each meeting and retreat lifting individuals and Mission programs for that day.

G. Mission Coordinator for Membership Nurture and Outreach will:

1. Send to the Conference Membership Nurture and Outreach Coordinator an annual account of the District membership.
2. Appoint District Friends from the Leadership Team for each UWF unit/church.
3. Be responsible for the Memorial Service at the District Annual Celebration.
4. Notify the President of any illness or hospitalization of a member of the Leadership Team.

5. Attend the Conference Committee on Membership Nurture and Outreach or request the Leadership Team to select another person.
 6. Send an appropriate greeting card to a Leadership Team member when any of their immediate family is ill, or due to a death in the member's family.
- H. Mission Coordinator for Social Action will:
1. Chair all District Social Action workshops or events and encourage attendance at the Social Action Day planned by the Conference.
 2. Serve on a Mission Team and where they exist, the committee on finance and committee on program.
 3. Present information on current legislation or other important social issues at the Leadership Team meeting.
 4. Promote and interpret the biblical basis for social action and the position of the UMC on social issues, utilizing the social principles.
 5. Coordinate the District study and action relative to current local, national and global events.
- I. Mission Coordinator for Education and Interpretation will:
1. Coordinate District mission trips as approved by the Leadership Team.
 2. Help plan District mission projects as approved by the Leadership Team.
 3. Keep the Leadership Team and local units informed about the work in the mission field.
 4. Help interpret funding, programs and responsibilities of the United Women in Faith national organization, including Mission Today Objectives.
 5. Work with units to educate and encourage them to become a FAITH, HOPE, JOY, LOVE unit and how to complete and submit a Mission Today Form.
 6. Collect Mission Today Unit data from local units and recognize local Mission Today Units at District Annual Celebration.
 7. Keep updated list of missionaries and deaconesses within Mid-Michigan District, both active and retired. Invite them to be guests at the Epiphany Celebration and District Annual Celebration.
 8. Prepare pledge service for the District Annual Celebration and provide to Secretary for inclusion in the program booklet. With the help of the District Treasurer, present the pledge program and collect unit pledges at the District Annual Celebration.
 9. Promote and be the contact person for District scholarships for Mission u.
 10. Be the presiding officer at Leadership Team meeting in case both the President and Vice President are not present.
- J. Editor/Communications Coordinator will:
1. Serve as editor of the District newsletter, THE MESSENGER.
 2. Determine issue content with the President.
 3. Set deadline dates for material at the time calendar dates are set.
 4. Maintain an up-to-date list of mailings with the help of the unit data person or volunteer.
 5. Keep a file of all issues of the newsletter and informational packets.
 6. Receive the names of local United Women in Faith leaders one week after elections which will be held on or before the end of November.
- K. Secretary of Program Resources will:
1. Order study books for Mission u for Leadership Team attendees, their children or grandchildren where applicable.
 2. Automatic mailing from Mission Resource Center "Bundle" will be subscribed to yearly for the President, Vice President and Secretary of Program Resources, which includes Program Book, Daily Prayer Guide and Mission u book. In addition, order the Daily Prayer Guide for the Spiritual Growth Coordinator.
 3. Order materials for display and sell program materials at all District events.
 4. Material and/or literature for display or for sale at all District events will be obtained from or promoted by UWF Mission Resources. No other publications

except United Women in Faith publications will be offered at Mid-Michigan District events.

5. Maintain records of participants who complete the reading program requirements, for which readers will receive a certificate at the District Annual Celebration.

- a. Request additional persons to assist at the Resource Table as needed.

L. Nominations Chairperson will:

1. Serve as chairperson of the Nominations Committee.
2. A job description of elected and appointed leadership roles will be kept in a file by the Chairperson of the Nominations Committee. The Chairperson will give a job description and Standing Rules to a prospective leader when asked to serve in that office, including the responsibilities listed in this document and in the "Bylaws of UWF in the District" located in the UWF Handbook of the current quadrennial.
3. The Chairperson will invite and reserve meal tickets for the new nominees to the District Annual Celebration at District expense.
4. The Chairperson will invite the newly elected leaders to attend the last Leadership Team meeting of the current year.
5. The Chairperson will invite the newly elected leaders to attend the Conference Elected Leadership Training at Conference expense.
6. At the business meeting of the District Annual Celebration, a ballot will be presented for election. Nominations may be made from the floor. The election will be by voice vote.
7. A woman may be nominated from the floor at the District Annual Celebration if:
 - a. The President is notified at least 24 hours ahead of the meeting.
 - b. The nominee meets the requirements as listed in the current Handbook of the United Women in Faith.
 - c. The nominee has given consent for the nomination and, if possible, is present at the meeting.
8. Members of the Conference Committee on Nominations residing in the District will be members of the District Nominations Committee with voice but no vote.
9. Members of the Nominations Committee will recruit potential Leaders and submit their names to the Leadership Team for approval.

M. Historian, appointed by the President, will:

1. Gather data and record the history of Mid-Michigan District United Women in Faith during her appointment.
2. Keep a scrapbook of District and Conference United Women in Faith events held during the year.
3. Organize a file, and secure a place, to preserve all historical records of Mid-Michigan District United Women in Faith and its predecessor organizations.

V. **MAINTAINING CONTACT WITH LOCAL UNITED WOMEN IN FAITH**

Mid-Michigan District Leaders are assigned District Friend Units within the District churches.

Definition and guidelines for District Friends are:

- A. A District Friend is a District Officer assigned to a specific church unit to help in any area of need. Communicate regularly with your assigned church unit through the local President. Go with another Team member, if possible, or if desired take a member of your local church with you. Suggested reasons:
 1. To improve communications between local units and Mid-Michigan District, the Leadership Team will regularly visit local units to share programs and information and to encourage the work of local units.
 2. To encourage unit members to attend District and Conference meetings.
 3. Suggest local units contact District Friends at least a couple of times a year to share understandings.
- B. After your visit as a District Friend to the local unit, complete the "Visit Report Form" and send a copy of the completed form to the District President.

- C. A voucher for mileage for these unit visits must be submitted to the Treasurer for reimbursement, unless paid by the local unit.

VI. MEETINGS AND PROGRAMS

- A. All meetings will be rotated among all the churches in the District, insofar as possible, taking space limitations and accessibility into consideration.
- B. All career missionaries within Mid-Michigan District, on furlough or retired, and Past Presidents of Mid-Michigan District, will be invited to be the guests of Mid-Michigan District at the Epiphany Celebration and District Annual Celebration with registration expenses paid by Mid-Michigan District.
- C. Sales and Announcements at District Events:
 - 1. Sales at the District Annual Celebration or any other District sponsored event of other than United Women in Faith publications and correlated matters must be approved by the Leadership Team at least one week in advance.
 - 2. No announcements of local church or unit activities will be made at the District Annual Celebration without advance approval from the Leadership Team.
- D. Registration Fees and Cost of Meals at District Events:
 - 1. There will be a registration fee for District events to cover expenses. The amount of the fee will be approved by the Leadership Team upon the recommendation of the Program Committee.
 - 2. The VP/Program Chairperson will inform the host church of the reimbursable cost for food as indicated below:
 - a. Continental breakfast or Welcoming refreshments, \$3.00 per person.
 - b. Breakfast, \$7.00 per person.
 - c. Lunch, \$8.00 per person.
 - d. Dinner, \$10.00 per person.
- E. Cancellations:

Any Leadership Team member who is registered and then is unable to attend any District event must reimburse the cost to the District unless excused by the President. Persons who cancel after final figures are given to the host group, or who do not honor reservations they have made, will be expected to pay for their own reservations or send substitutes.
- F. Specific Meetings/Programs:

EPIPHANY CELEBRATION will be held on the Saturday morning nearest Epiphany.

 - 1. The District Vice President will secure the speaker for the Epiphany Celebration.
 - 2. The Mission Coordinator for Education and Interpretation will invite career missionaries and deaconesses who are on furlough or retired.
 - 3. The President will invite special guests, such as the Bishop and spouse, Mid-Michigan District Superintendent and spouse and all Past Presidents.
 - 4. An offering will be taken at each Epiphany Celebration, with the proceeds going to a pre-determined organization.

SPIRITUAL GROWTH RETREAT is an event for sharing a spiritual growth experience for members of Mid-Michigan District. This event is usually held in March, April or May and shared with the Midwest District.

MID-MICHIGAN DISTRICT ANNUAL CELEBRATION will be held in the fall of each year, usually in September.

- 1. Speakers will be secured by the Vice President unless provided by the Michigan Conference of United Women in Faith.
- 2. The President will invite special guests: such as the Conference Bishop and spouse, Mid-Michigan District Superintendent and spouse and Past Presidents of Mid-Michigan District.

3. The Vice President will make reservations for the pastor and spouse from the host church, the local UWF President, host church personnel participating in the meeting, members of the Leadership Team, the Michigan UWF Conference President, and any program participant(s).
 4. Reservations will be made, by the Chairperson of the Nominations Committee, for all nominees attending the District Annual Celebration.
 5. The Mission Coordinator for Education and Interpretation will invite retired missionaries and deaconesses and those on furlough, who reside within Mid-Michigan District.
 6. Mid-Michigan District will pay the registration and meal expense for all invited guests, as well as Conference Officers who are members of the District Team and any Conference officers who are keynote speakers.
 7. The voting body of the Mid-Michigan District Annual Celebration will be all members of United Women in Faith at any organizational level residing in the Mid-Michigan District and in attendance at the time of the vote.
 8. The program should be inspirational, educational and include the following:
 - a. Approval of the previous year's minutes.
 - b. Approval of the annual pledge to Michigan Conference UWF for the following year.
 - c. Election and installation of the Leadership Team for the following year.
 - d. Approve Standing Rules when necessary.
 - e. Promotion of UWF, its PURPOSE, projects and concerns, Mission u, District and Conference Events.
 - f. Provide program ideas and celebrate what has been accomplished in the previous year.
 - g. Include music, usually provided by the host church if available.
 - h. An offering will be taken at each District Annual Celebration, with the proceeds to be divided between Mission Giving and a Conference supported mission to be determined prior to the celebration.
 - i. Allow enough time for fellowship.
 9. The minutes of the current Mid-Michigan District Annual Celebration will be approved by the Leadership Team at the next Leadership Team meeting following the District Annual Celebration, generally in December.
- G. Leadership Training, Enrichment Sessions and Team Planning:
1. Each elected leader will conduct the training session for Local Unit leaders.
 2. The dates and number of sessions will be set by the Leadership Team and will occur at least once a year.
- H. Provided Leadership Training for District Leadership Team
1. Conference Elected Leadership Training provides information to help District Leaders carry out their responsibilities.
 2. All District elected leaders are encouraged to attend this event, both incumbent and newly elected.
 3. When Elected Leadership Training is held the night before the Conference Annual Meeting, lodging funded by the Conference will be made available for District elected leaders attending both events. If lodging is requested and subsequently not used, an individual will be charged for the cost of the room.
- I. Workshops, Seminars, and Mission Trips:
1. Workshops, seminars and mission trips must be recommended by the Vice President and approved by the Leadership Team.
 2. Mission trips will be in keeping with the PURPOSE of United Women in Faith.
 3. The President will appoint a Director of Mission Trips at her discretion.
 4. Mission trips will be self-supporting. Participants will make their own reservations, unless other arrangements have been made, and pay their own expenses.

VII. **THE MID-MICHIGAN DISTRICT NEWSLETTER:**

- A. The District newsletter will be known as THE MESSENGER and will be published four times a year, January, April, July, and October.
- B. All material included will reflect the PURPOSE of United Women in Faith and will be subject to the approval of the Editor and the President. The Editor and the President will determine issue content. The deadline for material will be set at the time calendar dates are set.
- C. The first issue of the District Newsletter each year (January Issue) will include the Treasurer's annual report, the July issue will include the proposed ballot as submitted by the Nominations Committee, the Treasurer's proposed District budget for the next year and any proposed Standing Rules changes.
- D. Each elected leader will be responsible for providing information pertaining to their office for the mailing. When submitting an article, elected leaders will mail or e-mail one copy to the Editor and simultaneously send one copy to the President and keep one copy for her file.
- E. The newsletter will be mailed or electronically transmitted to members of the Leadership Team; to local unit leaders; District Superintendent; District Administrative Assistant; District President of United Methodist Men; Conference President and Vice President, and other District Presidents. A copy will be sent to pastors and to others upon request if the budget allows.
- F. Information sent by the Conference elected leadership for channeling to local units will be included in the newsletter at District expense.

VIII. **RECOGNITION AND MEMORIALS**

- A. Recognition and Memorials
 - 1. Recipients of recognition will be determined by the President and Treasurer in consultation with the Chairperson of the Nominations Committee. The Committee on Nominations will provide a list of retiring elected officers to the Treasurer for ordering Special Mission Recognition Pins by July 1.
 - 2. To honor members of the Leadership Team the District will express its appreciation through a Special Mission Recognition as follows:
 - a. The elected leaders who have served on the Leadership Team:
 - 1.) President upon completing a full term (four years) - \$100 diamond pin, \$60 sapphire pin for three years, or a \$40 plain pin for two years and under.
 - 2.) Treasurer upon completing four years - \$40 plain pin and if completed two more years - \$60 sapphire pin.
 - 3.) All other tenured officers receive a \$40 plain pin for three to four years and a Gift to Mission thank you card is given in their honor for one to two years. After the end of eight years of tenure, a \$60 sapphire pin.
 - 3. Non-tenure persons serving four years receive a \$40 plain pin, three years and under receive a Gift to Mission thank you card given in their honor with \$5.00 given for every year of service to missions.
 - 4. Appointed positions receive a Gift to Missions thank you card in their honor with \$5.00 given for every year of service to missions.
- B. Love Gifts – Members of the Leadership Team receive no fee from the District when invited to make speeches or presentation. Travel and lodging expenses will be provided as follows:
 - 1. Epiphany Celebration
 - a. Speaker - \$100.00, plus mileage, meal and lodging if needed.
 - b. Special Music – meal.
 - c. Sound Technician – according to local church policy.

- d. Custodian – according to local church policy.
 - e. Child Care – according to local church policy.
 - 2. Spiritual Growth Retreat
 - a. Speaker – up to \$300.00 plus travel, meals, lodging and reasonable resource expense incurred.
 - b. Music –District pays registration, meal, travel, and reasonable resource expense incurred.
 - c. When retreats are shared by more than one District, the expenses will be paid by the host District.
 - 3. District Annual Celebration
 - a. Speaker - \$100.00, plus mileage, meal and lodging if needed.
 - b. Special Music – meal.
 - c. Sound Technician – according to local church policy.
 - d. Custodian – according to local church policy.
 - e. Child Care – according to local church policy.
 - 4. District Team Leadership Retreat – for expenses related to a retreat, expenses up to \$200.00.
- C. Sunshine Fund
- 1. Distribution to be the responsibility of Membership Nurture & Outreach Chairperson.
 - 2. Card to be sent to a Leadership Team Member when any of their immediate family is ill, or due to a death in the member's family.
- D. A Gift in Memory of \$100 will be sent by the Treasurer, upon consultation with the President, if a current member of the Leadership Team or Past President of the District dies; a \$10.00 gift in memory will be sent if an immediate member of the family of the Leadership Team member dies.

IX. ADMINISTRATION AND MEMBERSHIP DEVELOPMENT FUNDS (A&MD)

- A. Vouchers
- 1. It is the responsibility of each District Leader to submit allowed expenses for reimbursement. Voucher expenses are not to be extended for longer than a six-month period. District Leaders should keep a copy of submitted vouchers for their own files. For mileage, state on the back of the voucher from and to where the mileage covers.
 - 2. Other expenses to be submitted to the Treasurer and paid from A&MD funds:
 - a. Guest leadership expenses – The Treasurer will be responsible for seeing that this is done.
 - b. Postage and printed materials necessary to fulfill the work of the office held.
 - c. Books and resources as deemed necessary to fulfill an office held.
- B. District Leadership Team Members
- 1. The District will pay the District Leadership Team members for meals as follows: \$3.00 for refreshments; \$7.00 Breakfast or Brunch; \$8.00 Lunch; and \$10.00 Dinner.
 - 2. The District will pay for mileage as follows: District Leaders will be reimbursed for mileage traveled by virtue of their office in the amount of \$0.35/mile. List on back of voucher your destination. Share rides as much as possible.
 - 3. All local units are requested to pay traveling expense of a District Leader when said leader is invited to come as a speaker, part of a program, or visitation. If the District requests the visit, the District pays. If local cannot pay, District will pay.
 - 4. Michigan Conference will pay for the following (vouchers to Conference Treasurer for mileage):
 - a. Conference Workshops (mileage)
 - b. Leadership Training workshop - registration and mileage

- c. Annual Conference meeting speaker if the Conference specifies one.
 - d. Expenses incurred by District President as a member of the Conference Team.
 - e. Cost of mileage and meals for Conference Officers attending District meetings other than within their own District.
- 5. Dependent Care: \$10.00 per hour for all District events and District Leadership Team Meetings.
- 6. If a District Leadership Team member did not attend an event they committed to attend, the member must reimburse the registration fee.
- C. Scholarship Monies – Funds are in the budget annually to be shared by District Leadership Team and local United Women in Faith.
 - 1. District Leadership Team
 - a. Scholarship monies to be used for seminars and workshops and the District to pay 50% of registration, meals, mileage and lodging.
 - b. If there is more than one request for scholarship monies, the Leadership Team will vote by ballot to determine who will receive the scholarship monies.
 - c. District Leadership Team members delegated to Assembly or other Division or Jurisdiction events held quadrennially. Monies held for Mid-Michigan District and available through Conference A&MD funds will be divided equally among District Officers able to attend. A check will be sent to you from the Conference Treasurer.
 - 2. Local Women
 - a. An application is available from the District Education and Interpretation Coordinator for Scholarship monies.
 - b. The District to pay 100% of registration, meals, mileage, and lodging.
 - c. Scholarships are available for District sponsored events.
 - d. Responsibility for application is the responsibility of the member applying for the scholarship.
 - e. The Scholarship application needs to be submitted to the District Education and Interpretation Coordinator with enough time to process it prior to the event.
 - f. The Leadership Team will determine who will receive the scholarship from the applications submitted if more applications are received than allowed.

District Events Reimbursement – Reimbursement to the local units providing a meal for a District event..

<u>Meal</u>	<u>Local UWF Receive</u>	<u>District Program Expense</u>	<u>Total Participant Charge</u>
Continental Breakfast	\$3.00	\$2.00	\$5.00
Breakfast	\$7.00	\$2.00	\$9.00
Lunch	\$8.00	\$2.00	\$10.00
Dinner	\$10.00	\$2.00	\$12.00

X. **RETENTION AND TRANSFERENCE OF REPORTS, FILES AND FUNDS**

- A. The minutes of all District Leadership Team meetings and the Annual Meetings are kept permanently by the District Secretary. The year-end treasurer's report presented at the first meeting of the year should be kept permanently with the minutes.
- B. Each elected leader will keep a file of her annual reports and of all pertinent material for the preceding four years after which they will be destroyed.
- C. Records of the Treasurer will be kept for the present and prior quadrennium. Vouchers and remittance will be kept four years; bank statements for seven years, and auditor's reports will be kept permanently.

- D. When there is more than \$500 in the District Treasury at the end of the year, the overage will be sent to the Conference Treasurer.
- E. If the District Treasury has less than \$500 at the beginning of the year, the District Treasurer will request the Conference Treasurer to issue a check to bring the District Treasury to \$500.

XI. **EQUIPMENT AND PROPERTY OWENED BY THE DISTRICT**

- A. Spiritual Growth Coordinator: One Communion plate and two goblets.
- B. Membership Nurture & Outreach Coordinator: Tea light candles, center candle, candle ring and table covering.
- C. President: Mid-Michigan District Banner, pole, stand and gavel.
- D. Old District Records for Lansing District and past four years for Mid-Michigan District are Currently stored at the home of past president Donna Kleiver until permanent storage has been secured.

XII. **AMENDMENTS TO STANDING RULES**

The standing rules may be amended by a two-thirds vote of the voting members present at the District Annual Celebration.

XIII. **PARLIAMENTARY AUTHORITY**

The proceedings of the meetings of the District UWF are governed by the Constitution and Bylaws of United Women in Faith, and the Michigan Conference United Women in Faith Standing Rules and Supplementary Bylaws.

The rules contained in Robert's Rules of Order, Newly Revised, govern all deliberations of the Mid-Michigan District United Women in Faith in all matters not covered above.