

North Texas Conference UMW Standing Rules

Standing Rules of North Texas Conference United Methodist Women

- I. Standing Rules of North Texas Conference of United Methodist Women
- II. Standing Rules revised November 4, 2006 October 8, 2011
- III. The United Methodist Women of North Texas Conference shall function in accordance with the Constitution and Bylaws for United Methodist Women adopted from Recommendations of Women's Division of the General Board of Global Ministries. These Standing Rules are supplementary thereto. Page numbers refer to that handbook unless otherwise noted. All conference, district, and local officers should have a copy.
- IV. Categories
 - A. Nominations, Elections, and Appointive Procedures
 1. The Conference Committee on Nominations shall be comprised of eight (8) persons including the chairperson. Elections shall take place yearly. If after the nomination committee's report there are nominations made from the floor on prior consent of the nominee, election should be made by ballot.
 2. The voting body of the Annual Meeting of the conference organization shall be composed of delegates from the units of local churches as determined by the conference organization, district unit members~~members of District Units~~, all members of the District Executive Committee, all members of the Conference Executive Committee, past Conference Presidents and Secretaries of the Wesleyan Service Guild, directors of the Women's Division, and officers of the jurisdiction organization residing within the Conference.
 3. Thirty days prior to Annual Meeting of the conference organization, notification shall be sent to all voting delegates/representatives. Notification may be sent by email as long as provisions are made to inform delegates / representatives who do not have access to email. A postcard notification shall be considered sufficient if it includes a website(s) where the recipient can find the accompanying reports, as well as instructions on how to get help accessing the website(s) from the recipient's church, local unit, or district officers. Should local delegates not be known, notification shall be sent to local unit president for distribution when delegates are elected. The Report of the Committee on Nominations, Conference Pledge to Mission, Budget, and any proposed Standing Rules changes shall be included in the email and posted online. The slate of nominees shall be submitted to the executive committee at its summer meeting.
 4. The elected officers and chairpersons take office January 1 of the next calendar year.
 5. The current conference officers and chairpersons shall assume the responsibility of training district officers and chairpersons after the conference Annual Meeting. No later than January 1, each retiring officer shall give her files to her successor.
 6. Other officers may be appointed as needed with approval of the Executive Committee. Chairperson of the Committee on Standing Rules and a Historian

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46 shall be appointed for a term of one year. They shall be members of the
47 Executive Committee with a vote.

- 48 7. Prior to the quadrennial meeting of the jurisdiction organization, the
49 conference Executive Committee shall nominate six (6) conference officers
50 and one (1) alternate for membership in the jurisdiction organization. These
51 shall be elected at the Annual Meeting of the conference organization. ~~(2004~~
52 ~~*The Book of Discipline*, 644.6d)~~ (2008 *The Book of Discipline* ¶647.6c)

- 53 8. ~~Prior to the quadrennial meeting of the jurisdiction organization, the~~
54 ~~conference Executive Committee shall nominate three (3) women from the~~
55 ~~conference organization for membership on the Women's Division and the~~
56 ~~General Board of Global Ministries. These nominees shall be presented for~~
57 ~~approval by the delegates/representatives at the Conference Annual Meeting.~~
58 ~~The conference organization shall also nominate one woman to serve as an~~
59 ~~alternate. (2004 *The Book of Discipline*, 644.6d)~~

60 Prior to the quadrennial meeting of the jurisdiction organization, the
61 conference organization shall elect three women as nominees for membership
62 on the Women's Division. Nominees shall be elected from a slate named by
63 the conference Committee on Nominations. Additional names may be
64 nominated from the floor of the annual meeting with the consent of the
65 nominee. The names of those elected shall be sent to the jurisdiction
66 organization. (2008 *The Book of Discipline* ¶647.6d)

67 *[Rationale for change: This brings the standing rule in line with The Book of*
68 *Discipline and the UMW Constitution & Bylaws.]*

- 69 9. The two designated representatives of the NTC UMW to Assembly shall be
70 the president and vice president with expenses paid. If one or both of these
71 officers are unable to attend, then the next officer(s) on the slate of officers
72 will be selected to attend with expenses paid. Receipts must accompany
73 vouchers for: registration, economy round-trip air fare, lodging, meals,
74 parking, tolls, and taxi (reasonable mileage and tips will be reimbursed).

75 B. Committees

- 76 1. Additional matters concerning committees provided for by the Constitution
77 and By-Laws

78 a. Executive Committee

- 79 i. The Executive Committee shall meet at least twice a year, once
80 preceding the Annual Meeting and other called by the
81 president. Other meetings as needed may be called by the
82 president. The expenses of all members of the committee to
83 these meetings shall be paid by the conference organization.

- 84 ii. The treasurer shall be responsible for the funds of activities of
85 the conference organization. She shall establish the president's
86 name as the alternate name on the checking account of the
87 conference.

- 88 iii. When a member of the Executive Committee cannot attend an
89 Executive Committee meeting, she shall send copies of her
90 report to the president and the secretary.

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- iv. An officer or chairperson who does not comply with assigned responsibilities may be relieved of her office by a two-thirds vote of the Executive Committee.
 - a) In the event that an officer's attendance and participation adversely affect the work of the organization, the Committee on Nominations shall document the performance and submit written recommendations to the Executive Committee for action on the matter.
 - v. The president shall encourage women to participate in the life and work of the church, conference, district, and local activities. Past conference presidents shall be notified of these events.
 - vi. District officers without vote may be invited to Mission Team meetings when deemed necessary.
 - vii. Members of the Committee on Nominations are encouraged to attend Executive Committee meetings a minimum of once a year. The chairperson is the only member of the committee with vote and should attend all meetings. If the chairperson is unable to attend, one of the other members should attend, with vote.
 - viii. There are traditions which do not occur often, but that need to be passed on to incoming officers. These are listed under the section called "Policies." Policy statement changes shall be presented to the Conference Executive Committee and adopted by a majority vote.
 - viii-ix. Clerical corrections that make no substantive changes to the Standing Rules may be adopted by the Standing Rules Committee without vote.
 - ix-x. A procedural file, including a profile in the form of a working calendar and office responsibility, shall be kept by each Elected Officer and Committee Chairperson. These shall be given to her successor at the goal setting meeting or no later than December first. A copy of the working calendar shall be given to the Conference President and Committee on Nominations Chairperson.
- b. Administrative Committee
- i. The Executive Committee shall constitute from its membership an Administrative Committee, composed of the president, vice president, secretary, treasurer, and one other officer appointed by the president who shall meet upon the call of the president to transact any emergency business in the interim between meetings of the Executive Committee. The president may organize a conference telephone call in order to conduct emergency business. It shall not change declared policy, the

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- 136 budget, or incur indebtedness. A majority shall constitute a
137 quorum.
- 138 ii. The Executive Committee shall be advised immediately of all
139 business transacted by the Administrative Committee.
- 140 c. Committee on Finance
- 141 i. United Methodist Women shall give priority to the projects of
142 the organization. "Cultivation for the Advance shall be through
143 channels of the church other than United Methodist Women,
144 who have other means of mission giving." (P131-0-3.b.2004
145 The Book of Discipline)(2008 The Book of Discipline ¶821.1)
- 146 ii. The committee of finance shall be composed of the treasurer as
147 chairperson, the president, the vice president, the secretary, the
148 mission coordinators, the secretary of program resources, the
149 communications coordinator, the treasurers of the district
150 organizations, and others as the Executive committee may
151 determine. The dean of the School of Christian Mission shall
152 also be a voting member of the committee. When the treasurer
153 of any district is absent, the president of that district shall
154 attend the committee meeting, without vote.
- 155 iii. The Conference Budget shall be printed in the Annual Report.
156 The Administration and Membership Development fund shall
157 be obtained by setting aside an annual amount not to exceed
158 25% of the Pledge to Mission. The actual amount shall be
159 revised annually.
- 160 d. Committee on Nominations
- 161 i. The Committee shall maintain a current talent bank.
- 162 ii. Contact with potential nominees shall be in writing by the
163 chairperson or another member of the committee as delegated.
- 164 iii. The committee shall follow established nominating procedure
165 as outlined in Section IV;A;Article V: Section 1 of the
166 handbook.
- 167 e. School of Christian Mission
- 168 i. A conference School of Christian Mission shall be held each
169 year according to the plans sent from the Women's Division.
170 United Methodist Women shall have first priority. Others may
171 attend as facilities will permit. It shall be financed by the
172 conference United Methodist Women.
- 173 ii. The Advisory Committee of the Conference School of
174 Christian Mission shall be composed of the dean, assistant
175 dean, associate dean, and the president. The Advisory
176 Committee shall approve any members added to the
177 Conference School Committee or any helpers in the Program
178 Resource Room.
- 179 iii. The Committee for the School of Christian Mission shall be the
180 conference president, the vice president, the treasurer, the
181 mission coordinators, the secretary of program resources, the

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- 182 communications coordinator, and others as may be named by
183 the Executive Committee.
- 184 iv. A registration fee shall be charged for all participants to attend
185 any study group in the conference school. No refunds shall be
186 made after five (5) days prior to the first day of school.
187 Registration will close the second day of school. Study groups
188 will be closed to registration when enrollment reaches thirty
189 (30).
- 190 v. A study group change may be made only per permission of the
191 registrar.
- 192 vi. Only registered participants shall be admitted to study groups.
- 193 vii. A conference office (elected or appointed) shall have expenses
194 paid to the study of her choice. She shall be reimbursed for one
195 study book, one guide, and the Program Book. The secretary of
196 program resources and vice president shall receive one set of
197 books for each study. Carpools are recommended. Lunch will
198 be provided, and up to \$15.00 per day shall be reimbursed
199 when receipts are presented for other meals.
- 200 viii. Study leaders at the School of Christian Mission shall be given,
201 in addition to an honorarium, mileage at the rate of fifteen (15)
202 cents per mile established rate or air transportation by coach to
203 and from the school, expenses while at the school, and teaching
204 aids in an amount determined by the school committee.
- 205 ix. The secretary of program resources shall be responsible for the
206 Program Resource Room and the sale of materials.
- 207 x. Participants from the local units and district and conference
208 organizations should be equally divided among the study
209 groups. This is the responsibility of the Registrar.
- 210 xi. Standing Rule B.e.II—The Nominating Committee for the
211 School of Christian Mission shall consist of the three past
212 deans and two members of United Methodist Women, who are
213 not serving on the Conference Mission Team, to serve a term
214 of three years, except when classes are established for the first
215 time. Members of a new class shall be elected-appointed
216 annually by the conference Executive Committee to replace the
217 class that is rotating off and to fill any vacancies in any of the
218 other classes. Duties of the Nominating Committee will be
219 carried out as outlined in the “Tasks” set for in the guidelines
220 for the School of Christian Mission provided by the Executive
221 Secretary for Schools and Mission Studies of the Women’s
222 Division. Recommendations for the initial Nominating
223 Committee: Tricia Loe (class 2004), Beverly Sharpe (class
224 2005), Trining Wilson (class 2005), Linda Mooter (class 2006),
225 and Wendy Campbell (class 2006).
- 226 xii. POLICY E.3—Those persons teaching in the School of
227 Christian Mission (SOCM) are to be given an honorarium of

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~~\$200 for the two classes, \$150 for one class, plus a Book Allowance of \$100 and \$25 for printing/copying. Youth Study Leaders are to receive the same for book allowance and printing/copying as stated above. Assistants (not certified) to the Youth leaders are to receive an honorarium as determined by the Committee on the School of Christian Mission. Those persons teaching the same study in both the SOCM and the WCME within the same conference are to be given an honorarium and a printing/copying allowance each, the SOCM and WCME. Each study leader is entitled to one Book Allowance of \$125 with the cost being divided thusly: SOCM—\$65; WCME—\$60. (Recommendation by Wendy Campbell, Dean SOCM and Sue O’Neal, Dean WCME)~~
[Rationale: The Standing Rules Committee suggests that this rule should be moved to the Policy section where it can be updated by the Conference Executive Committee on a timely basis.]

f. Committee on Institutions

- i. There may be a Committee on Institutions, composed of a chairperson and the Coordinators for Social Action and Education and Interpretation.
- ii. It shall be the duty of the committee to attend scheduled meetings of the Dallas Bethlehem Center and Wesley-Rankin Community Center boards. The chairperson shall report at regular meetings of the Executive Committee and the Annual Meeting.

g. Standing Rules Committee and Historian

- i. There shall be a Standing Rules Committee, composed of a chairperson, and at least four from the Executive Committee. The function of the committee shall be to study and be familiar with the constitution, bylaws, and standing rules, and make recommendations for revision of them when asked to by the Executive Committee.
- ii. There shall be a conference historian who shall compile a history of the life and growth of the conference organization and may present a brief report at the Annual Meeting.

C. Meetings

1. Annual Meeting

- a. The Annual Meeting shall be held early fall upon invitation from local units.
- b. ~~The conference president shall send N~~otification and invitation ~~by mail~~ to the Annual Meeting of the Conference organization ~~shall be sent~~ to past Conference Presidents and Secretaries of Wesleyan Service Guild, current and former directors and staff of Women’s Division and officers of the jurisdiction organization residing in the

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274 conference, active and retired missionaries and deaconesses, the
275 Executive Directors of the Dallas Bethlehem Center and the Wesley-
276 Rankin Community Center, and incoming conference officers.
277 Notification and invitation shall be sent by mail to the following and
278 the spouse of each: Bishop and retired bishops (residing in the
279 conference and spouses of deceased bishops), ~~Conference Council~~
280 ~~Director~~Directors of the North Texas Conference Centers, Conference
281 Lay Leader, and District Superintendents. The lunches for these
282 persons will be paid for by the Conference.

283 *[Rationale: These changes clarify who and how this rule shall be*
284 *accomplished. Also, the new rule adds the Directors of the North*
285 *Texas Conference Centers, which were established with the*
286 *implementation of the North Texas Conference Strategic Plan. It*
287 *deletes the reference to the Conference Council Director, which no*
288 *longer exists.]*

- 289 c. The Love Gift shall be presented at the Annual Meeting by the local
290 units and be directed as the conference organization may determine.

291 2. Other Meetings

- 292 a. Conference officers shall send electronic copies of their officer reports
293 to the other conference officers at least one week prior to a meeting of
294 the Executive Committee. ~~Three typewritten copies~~ A typewritten
295 copy of all reports and recommendations accepted by the conference
296 organization shall be furnished ~~one for the president and two~~ for the
297 secretary.

298 *[Rationale: This change is proposed in order to conserve paper and to*
299 *take advantage of changing technology. Conference officers now*
300 *prefer to use email to send/receive routine reports to/from other*
301 *conference officers.]*

- 302 b. School of Christian Mission and Cooperative Mission Event shall be
303 held as determined by their respective committees.
- 304 c. Members of the Mission Team are expected and encouraged to attend
305 the Annual Spiritual Retreat. A nonrefundable fee of \$20.00 will be
306 paid by each member attending to reserve her space and as an
307 indication of attendance. A scholarship(s) will be available for any
308 Mission Team member who is unable to pay the \$20.00 (must notify
309 and request from the president). Mileage (at the established rate) will
310 be reimbursed to Mission Team members attending the Retreat.
311 Registration and room and board, in excess of the prepaid \$20, for
312 Mission Team members attending will be paid from the budget of the
313 Mission Team. Two officers will share a room with the exception of
314 the president and any invited consultant/leader. Officers requesting a
315 single room will reimburse the conference for one-half of the room
316 rate. UMW leaders serving beyond the conference level (i.e.,
317 Jurisdiction, Women's Division) are included in this policy.

318 D. Minutes, Directory, Designated Mailings, Records, Files

319 1. Minutes

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- 320 a. The secretary shall maintain the current official file of minutes.
321 Minutes shall be distributed by mail as soon as possible after meetings
322 upon direction of the Conference President.
- 323 b. A committee of three persons to audit the Annual Meeting minutes
324 shall be appointed prior to the Annual Meeting by the president. The
325 secretary shall have a draft of the minutes sent to the persons
326 appointed on the auditing committee as soon as possible. Audited
327 minutes are to be distributed as soon as possible.
- 328 2. Annual Report/Directory
- 329 a. The directory published within the Annual Report shall consist of the
330 names and addresses of officers and leadership of the conference and
331 district organizations of United Methodist Women, officers of
332 Women's Division, Core Planning Group, Staff in Region, Women's
333 Division members, and retired missionaries or deaconesses residing
334 within conference boundaries.
- 335 b. It is against the policy of the Women's Division and the North Texas
336 conference United Methodist Women to release lists of officers or
337 members to any organization, commercial firm, or individual. These
338 lists are published for the use of local, district, and conference officers
339 of the North Texas Conference United Methodist Women and are to be
340 used only for the promotion of the work of the Women's organization.
- 341 c. Annual Reports shall be distributed as indicated in the current Policies
342 section.
- 343 d. All Standing Rules for the conference organization shall be printed in
344 the Annual Report.
- 345 e. Other material may be included as deemed necessary by the president
346 and secretary when space allows.
- 347 ~~f. The Directory of Conference and District Officers which is printed in~~
348 ~~the alternate year from the Annual Report shall be sent out in the~~
349 ~~newsletter, unbound.~~
- 350 *[Rationale: The Annual Report/Directory is now published annually,*
351 *so this rule is obsolete.]*
- 352 ~~g.f.~~ The secretary shall be responsible for compiling, printing, and mailing
353 the Annual Report/Directory as soon as possible after January 1.
- 354 3. Designated Mailings
- 355 a. Conference elected leaders shall send mailings as follows: at least
356 three mailings a year to District counterparts and copies of all mailings
357 to conference president and district president.
- 358 4. Resources
- 359 a. No publications except official Service Center publications, and no
360 products such as jewelry or manufactured articles other than those in
361 the Service Center catalog shall be offered for sale at conference
362 events, including Annual Meeting and School of Christian Mission,
363 unless without prior approval of the Executive Committee.
- 364 b. There shall be no distribution of materials at conference-related events
365 unless approved by the Executive Committee.

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- 366 c. The emblem for United Methodist Women is for use by the
367 organization in official business transaction and program.
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- 369 E. Equipment Owned
370 1. An inventory of equipment owned by the Conference shall be turned in by
371 each office annually, compared with the previous list to determine gain or loss
372 and the reason for same, and maintained by the president and secretary.
- 373 F. Relationships to Institutions
374 1. Both Dallas Bethlehem Center and Wesley-Rankin Community Center are
375 funded in part by supplementary giving by United Methodist Women.
376 a. Dallas Bethlehem Center is owned by Women’s Division, Board of
377 Global Ministries, and the United Methodist Church.
378 b. Wesley-Rankin Community Center is an authorized project of the
379 National Division of the General Board of Global Ministries of the
380 United Methodist Church, affiliated with the United Methodist
381 Women of the North Texas Annual Conference of the United
382 Methodist Church.
383 2. The president of the conference or her designated appointee is an ex-officio
384 member of the Board of Directors of both organizations.
- 385 G. Miscellaneous
386 1. Amendments to the North Texas Conference Standing Rules may be proposed
387 by any member in writing to the Committee on Standing Rules at least ninety
388 days prior to the Annual Meeting.
389 2. Upon recommendation of the Conference Executive Committee, Standing
390 Rules may be added or amended by a majority vote of the Annual Meeting.
- 391 H. Recommendations to the Local Unit
392 1. At the Annual Meeting of the conference, each local unit shall be entitled to
393 two voting delegates (elected by the unit) and in addition, one voting delegate
394 for each fifty members over one hundred.
395 2. It is the responsibility of the local president to see that information and
396 experiences of the delegates to the Annual Meeting and of the participants in
397 the School of Christian Mission be shared with the local unit.
398 3. The local president shall serve as alternate signer of the checks of the local
399 unit.
400 4. The cultivation of Special Mission Recognitions shall be the responsibility of
401 the Committee on Finance.
402 5. Each local unit shall be entitled to one conference officer’s or district officer’s
403 visit per year at conference or district expense.
- 404 I. Recommendations to the District
405 1. District officers shall receive and compile reports from the local units and
406 shall send same to their respective conference officers in accordance with the
407 pattern of the Women’s division.
408 2. Each district officer and chairperson shall send an itemized quarterly
409 statement of all expenses incurred by and for her conference and district work,
410 to her district president. On order of district president and district secretary, all
such accounts shall be paid by the district treasurer.

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- 411 3. All district officers and chairpersons shall cooperate with pastors in endeavors
412 to organize a local unit in every church of the district, and should meet with
413 new units as often as possible.
- 414 4. Minutes of the district organization shall be kept in book form and remain in
415 the custody of the district secretary.
- 416 5. When requested, the district secretary shall send a complete list of all local
417 officers and chairpersons to the conference organization. Conference officers
418 and chairpersons should be sent a list of local and district officers and
419 chairpersons who hold their corresponding office.
- 420 6. No conference officer or chairperson shall hold district office at the same
421 time.
- 422 7. Conference Executive Committee members are members of the Executive
423 Committee of the district in which they reside. Their expenses to the district
424 Executive Committee meetings will be paid out of the Administration and
425 Membership Development fund of the district.
- 426 8. In the case of the death of a local president or district officer, the district may
427 give a "Gift in Memory" to the Women's Division from its Administration
428 and Membership Development Fund.
- 429 9. Officer Training for officers of the local unit shall be held in each district as
430 soon as possible after election or by January 31. The retiring officers and
431 chairpersons shall assume the responsibility of Officer Training to acquaint
432 the new officers with their work. At the close of Officer Training or no later
433 than January 31, each retiring officer shall give her files to her successor.
- 434 10. The district president's name shall be on the checking account, and she shall
435 write checks when the district treasurer cannot.
- 436 11. The district president shall serve a two-fold liaison function:
437 a. To communicate the needs of the local units and district to the
438 conference Executive Committee.
439 b. To transmit and promote conference plans and programs to the local
440 units and district.
- 441 12. At least one member of the Committee on Nominations shall be present at
442 each meeting of the Mission Team. If the chairperson cannot be there, there
443 shall be another member of the Committee with vote. Only the chairperson or
444 her representative from the Committee is a voting member of the Executive
445 Committee.
- 446 13. A district officer (elected or appointed) shall have expenses paid to the School
447 of Christian Mission study of her choice. She shall be reimbursed for one
448 study, one guide, and the Program Book. The secretary of program resources
449 and the vice president shall receive one set of books for each study. Carpools
450 are recommended.

451 V. Policies

452 A. Guidelines for Administration and Membership Development

- 453 1. NTC UMW travel expenses will be paid at \$.22 per mile for one (1) person
454 and \$.24 per mile for more than one person in a vehicle. Carpooling is
455 encouraged and is to be practiced whenever possible for travel related to

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- 456 conference meetings/events. No more than round trip airfare will be paid for
457 extended trips.
- 458 a. Reimbursement for persons invited in a leadership capacity (study
459 leaders, speakers, etc.) in our conference will be paid the same for
460 reimbursement as listed above.
- 461 2. Vouchers for up to \$15.00 per day for three meals will be reimbursed.
- 462 3. Any function attended as a district or conference officer, at which a meal is
463 served, the district or conference will pay for the meal.
- 464 4. For any meeting or event that an officer is expected to attend, dependent care
465 up to \$30.00 per day may be paid from District or Conference Administration
466 and Membership Development funds.
- 467 5. Other than Annual Meeting, if a district invites a conference officer, the
468 district will pay the expense of the officer.
- 469 6. In the case of the death of a conference officer, the conference may give a
470 \$25.00 Gift in Memory to the Women's Division; for a spouse or child of a
471 conference officer, a \$10.00 Gift in Memory; for a past conference president,
472 a \$25.00 Gift in Memory.
- 473 7. Districts may buy their own stationery if they so desire.
- 474 8. In setting up a new unit, additional travel expense may be paid for district
475 officers.
- 476 9. Members of conference committees and task forces will have travel expenses
477 paid by the conference.
- 478 10. Districts or conference will provide each officer with the District Handbook,
479 Local Unit Handbook, and Constitution and Bylaws. The Financial Handbook
480 will be provided the Committee on Finance. These manuals are to be passed to
481 the successor in each office and committee.
- 482 11. Conference and District will pay for \$35.00 mailing for president and/or vice
483 president and program resource secretary.
- 484 12. Texas IMPACT will be subscribed to for the conference Mission Coordinator
485 for Social Action at conference expense.
- 486 13. In the event a conference president is finishing her term, the conference
487 treasurer shall notify the district treasurers prior to the spring finance
488 committee meeting that they may send a letter to the local presidents and
489 treasurers inviting the local units to honor the outgoing president by
490 contributing to a fund to give a Special Mission Recognition pin to her. It is
491 hoped that these gifts would be send in to the treasurer no later than the June
492 report so that the order may be placed in time to receive the pin to present at
493 the conference Annual Meeting.
- 494 14. Other outgoing conference officers may be honored with a Gift to Mission or
495 Special Mission Recognition Pin from Administration and Membership
496 Development funds.
- 497 15. In the event a district president is finishing her term, the district treasurer may
498 send a letter to the local presidents and treasurers inviting the local units to
499 honor the outgoing president by contributing to a fund to give a Special
500 Mission Recognition pin to her. It is hoped that these gifts would be send in to

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- 501 the treasurer no later than the June report so that the order may be placed in
502 time to receive the pin to present at the conference Annual Meeting.
503 16. Other outgoing district officers may be honored with a Gift to Mission from
504 Administration and Membership Development.
505 17. In receiving payment by check at UMW meetings/events, the name of the
506 signer, current address, and telephone number must be presented on the check.
507 The signer must also write the name of the local UMW unit on the document.
508 Temporary checks will not be accepted. Bank fees will be charged to persons
509 who write NSF checks to the conference.

510 B. Reserve Funds

- 511 1. Conference shall set aside money annually in a reserve fund to send
512 representatives to the following United Methodist Women events as each
513 occurs:
- 514 a. Assembly
 - 515 b. Quadrennial meeting of South Central Jurisdiction
 - 516 c. National Seminar
 - 517 d. National Impact Briefing
 - 518 e. Board of Church and Society Convocation
 - 519 f. World Federation of Methodist Women - State or Regional Meetings
 - 520 g. UMW Texas Legislative Event
- 521 2. The amount to be set aside shall be determined by the budget. The treasurer
522 shall compile a list of other special events which have been funded by the
523 budget as possible meetings to need funding in coming years.
- 524 3. Conference may keep in reserve money for the printing of the Annual
525 Report/Directory.
- 526 4. Conference may keep in reserve money for binding or preserving of Annual
527 Report/Directories for historical files to be held by succeeding conference
528 presidents and Bridwell Library at Southern Methodist University. (Comment:
529 Is this still done?)

530 C. Women's Division Funding

- 531 1. Within the quadrennium, a conference representative of United Methodist
532 Women (usually the Conference president) selected by the Conference
533 Executive Committee will be granted an opportunity to attend one Women's
534 Division meeting at Division expense. Details are included with each
535 invitation.
- 536 2. Once each fiscal year at conference request a director or staff person of the
537 Women's Division is made available to the conference at Division expense for
538 travel to and from the place of meeting. This is in addition to Division Staff
539 assigned to (our) Region and Division Director residing in our conference.

540 D. Executive Committee Guidelines

- 541 1. Executive Committee members shall be expected to remain for the entire time
542 of the meeting to which they have been called if their expenses are paid by
543 conference or district. Unusual circumstances (death or serious illness) will be
544 taken into account. In the event an officer whose expenses have been pre-paid
545 fails to attend or leaves an event early, and the Conference cannot obtain a
546 refund, the individual shall be expected to reimburse the Conference.

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- 547 2. It is suggested that the conference president send a welcome letter to each
548 newly formed unit. The first year, one person from the new unit could be
549 invited to be a lunch guest at the next conference Annual Meeting. District
550 presidents should invite conference officers living in their district to the
551 organization meeting for the new unit.
552 3. The historian shall keep records, newspaper items, and all articles of historical
553 value to the conference.

554 E. School of Christian Mission

- 555 1. During the conference school, committee members will assist as hostess for a
556 study leader.
557 2. Those exempted from this duty are Dean, Assistant Dean, President,
558 Treasurer, Secretary of Program Resources, Registrar and Audio Visuals
559 Director.
560 3. Those persons teaching in the School of Christian Mission (SOCM) are to be
561 given an honorarium of \$200 for the two classes, \$150 for one class, plus a
562 Book Allowance of \$100 and \$25 for printing/copying. Youth Study Leaders
563 are to receive the same for book allowance and printing/copying as stated
564 above. Assistants (not certified) to the Youth leaders are to receive an
565 honorarium as determined by the Committee on the School of Christian
566 Mission. Those persons teaching the same study in both the SOCM and the
567 Weekend Cooperative Mission School (WCME) within the same conference
568 are to be given an honorarium and a printing/copying allowance each, the
569 SOCM and WCME. Each study leader is entitled to one Book Allowance of
570 \$125 with the cost being divided thusly: SOCM - \$65; WCME - \$60.

571 F. Distribution of Annual Report/Directory

- 572 1. History of the North Texas Conference Women's Organization, Women's
573 Foreign Missionary Society, founded in 1880, to the present organization,
574 United Methodist Women, *MISSION MILESTONES* newsletters, and a
575 complete file on the Annual Reports, including the Wesleyan Service Guild,
576 are in the Bridwell Library at Southern Methodist University, Dallas, Texas.
577 For easy access, Annual Reports are bound periodically and kept by the
578 conference president or historian of United Methodist Women. A printed copy
579 of any conference newsletters shall be passed to each succeeding conference
580 president and to each succeeding vice president. A list of the contents of this
581 file shall be published in the Annual Report/Directory for reference by
582 conference officers.
583 2. Allowance shall be made for printing and mailing Annual
584 Reports/Directoriestoreports to:
585 a. One copy for each local president
586 b. One copy for each member of the conference Executive Committee
587 c. One copy for each retiring conference officer (one year only)
588 d. One copy to each member of the conference Committee on
589 Nominations
590 e. Two copies to the Historian
591 f. One copy for each member of the district Executive Committee (other
592 than the president)

North Texas Conference UMW Standing Rules

- 593 g. One copy for each past Conference President and Wesleyan Service
- 594 Guild Secretary
- 595 h. Two copies to the president of the Women's Division
- 596 i. One copy to the Jurisdiction President and one copy to the Jurisdiction
- 597 Secretary
- 598 j. One copy to the Bishop
- 599 k. One copy to each of the Directors of North Texas Conference Centers
- 600 l. One copy to each District Superintendent of the North Texas
- 601 Conference
- 602 m. One copy to Perkins School of Theology
- 603 n. One copy to Bridwell Library
- 604 o. One copy to Dallas Bethlehem Center
- 605 p. One copy to Wesley-Rankin Community Center
- 606 q. One copy to each retired missionary and deaconess residing in the
- 607 North Texas Conference
- 608 r. One copy to each Dean, Assistant Dean, and Associate Dean of the
- 609 School of Christian Mission and Weekend Cooperative Mission Event