STANDING RULES OF THE UNITED METHODIST WOMEN
KENTUCKY CONFERENCE

Adopted with revision October 27, 2018 by the Kentucky Conference United Methodist Women.

The United Methodist Women of the Kentucky Conference shall function in accordance with the Constitution and Bylaws 2017-2020 for Conference Organizations (Conference, District and Local Units) of United Methodist Women as adopted by the National Organization of United Methodist Women. These Standing Rules are supplementary thereto.

The following Standing Rules provide specific procedures for the administration of the Kentucky Conference United Methodist Women, hereinafter, referred to as the Conference. Page numbers are listed in parenthesis from the Constitution and Bylaws 2017-2020. Robert’s Rules of Order, newly revised, shall be the parliamentary authority for all meetings unless otherwise stated. Duties of Officers will be found as an addendum to these By-Laws.

ARTICLE I - INTRODUCTION
Section 1. Membership (page 131)
Section 2. Mission Emphases (page 131)

ARTICLE II - RELATIONSHIPS
Section 1. Relationships to Other United Methodist Women Organizations
A. Local Units (pages 104-114)
   1. Local United Methodist Women Organization (Leadership Team or Executive Committee) (page 104)
      a. A unit may determine its structure to best fulfill the PURPOSE so that the work of administration, finance, program planning, record keeping, and nominations can be carried out.
      b. A member of the local church must be named President, and she or someone named by the team must serve as the contact person for the District organization and server on the local church council.
      c. The leadership team may include a President, Vice-President, Treasurer, Secretary and Chair of the Committee on Nominations.
      d. Other persons may also be recruited to plan programs of spiritual growth, mission education and advocacy work according to the needs of their group and community. Others might organize programs for individual study and hands on mission. Each organization should recruit leaders needed to make sure that opportunities for spiritual growth, mission education, leadership development, service and advocacy are available to members throughout the year. (page 28).
   2. Local Elections
      a. The elections of local officers shall take place no later than November 30. Elected Officers assume their duties January 1st, following election.
      b. Immediately upon the election, a complete list of the officers: names, addresses, phone numbers and email addresses shall be sent to the District Secretary and the name and addresses of the President and the Secretary of Program Resources (if available) shall be sent to the Resource Center.
      c. No officer shall hold the same officer for more than four consecutive years. Exception: Treasurer may serve for 6 (six) consecutive years.
   3. Local Meetings
      a. Each organized unit shall hold meetings with the total membership as needed.
      b. Subgroups may be organized to meet the needs or interests of the unit or of the members of the group.
   4. Local Finances
      a. If any Conference or District leadership team member is invited by a Local Unit to attend a meeting, the Local Unit shall pay her expenses.
      b. In the event that the local unit does not reimburse for travel expenses of the District Leadership Team member invited to the local unit, the District can reimburse.
      c. The Local Unit shall be encouraged to give scholarships to the Kentucky Conference Retreats and to Mission u.
   5. Annual Mission Celebration
      Each Local Unit is encouraged to attend the District Annual meeting and the Conference Annual Mission Celebration; one should be the President.
B. District Organization (page 115-128)
   1. Relationship to Conference and District Communications
      a. The District organization of United Methodist Women is directly related to the Local Unit, the Conference and the National Organization.
      b. The District United Methodist Women organization works with the Local Organizations in their District to live out the PURPOSE.
      c. The District Communication person shall send a report of each District event and shall talk to the Conference Communication Coordinator.
   2. District Leadership Team and Elections
      a. The election of the District elected leaders shall take place annually for a term of office of two years, including the chairperson of the Committee on Nominations. One-half shall be elected at each District Annual Mission Celebration and
shall take office the following January 1. Officers elected must be United Methodist Women members. A list of the District officers and the Local Presidents’ names and addresses shall be sent immediately to the Secretary of the Conference and a list of Local Presidents and Vice-Presidents shall be sent to the editor of the Newslink.

b. In EVEN years, the following Leadership Team members shall be elected:
   - President
   - Secretary
   - Mission Coordinator for Social Action
   - Mission Coordinator for Membership Nurture and Outreach
   - Communications Coordinator
   - Chairperson of the Committee on Nominations

c. In ODD years, the following Leadership Team members shall be elected:
   - Vice-President
   - Treasurer
   - Mission Coordinator for Spiritual Growth
   - Mission Coordinator for Education and Interpretation
   - Secretary for Program Resources

d. No elected leader shall hold the same office for more than four years. Exception: Treasurer may serve for 6 (six) consecutive years. Tenure on the Executive Committee for the elected leadership of the district organization shall be limited to a total of eight years; the exception being when a woman has completed her eight-year tenure (serving elected leadership positions other than President) is elected President. Service of six months or more in an office year by an interim or acting officer will be counted as one year of tenure. A two-year term as chairperson of the committee on nominations is in addition to tenure limitations. Membership on the Committee on Nominations is not considered tenure on the Executive Committee.

e. The District President shall appoint a Historian, a Parliamentarian, and a Chairperson of the Standing Rules.

f. The reporting year for the District information, to be included in the Annual Mission Celebration Program Book, is August 1st to July 31st.

3. District Annual Mission Celebration
   There shall be an Annual Meeting of the District Organization that is designed to highlight the Purpose of United Methodist Women and relate to needs and interests of the women in the district.

4. District Finances
   a. The District shall be encouraged to give scholarships to the Kentucky Conference Retreats and Mission u.
   b. Members of the District Executive Committee not honoring their registration for any meeting paid for by the Conference Organization shall reimburse the Conference Organization.
   c. In the event of the death of a child or husband of a member of the Executive Committee of the Conference Organization, the President of the District Organization in which said officer resides shall notify the Conference Coordinator for Membership Nurture and Outreach, the Secretary and the Treasurer.
   d. In the event of the death of a member of the Executive Committee of the Conference organization, a past President, or a Conference Secretary of the Wesleyan Service Guild, the president of the district in which she resided shall notify the Conference Coordinator for Membership Nurture and Outreach, the Secretary and the Treasurer.
   e. The budget of the Administration and Membership Development Fund (A&MD) of each District Organization for the ensuing year shall be submitted to the Committee on Finance of the Conference Organization at or before the meeting at which the budget for the Conference Organization is developed.
   f. All District Treasurer shall submit annual review audits to the Conference Treasurer by September 1st. When their third quarter remittances are due, Districts will not receive their fourth quarter A&MD funds until the audit is received.

5. District Standing Rules
   Each District Organization shall have stated Standing Rules, which shall be approved by the Committee on the Review of Standing Rules of the conference organization. Standing Rules shall be reviewed and updated at a date set by the Executive Committee of the conference organization in the first year of each quadrennium.

Section 2. RELATIONSHIP OF THE MISSION LEADERSHIP TEAM TO THE JURISDICTION ORGANIZATION

Section 3. RELATIONSHIP TO THE NATIONAL ORGANIZATION OF UNITED METHODIST WOMEN

Section 4. MEMBERSHIP LISTS
   The United Methodist Women do not furnish lists of their elected leaders or members to individual or agencies outside the organization unless authorized by the Executive Committee in writing.

ARTICLE III - LEADERSHIP: ELECTED LEADERS OF THE CONFERENCE AND THEIR DUTIES

Section 1. United Methodist Women is a lay Women’s organization. . .

A. A Laywoman serving as a Pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Woman as per the Book of Discipline.

B. Each Kentucky Conference elected officer and leader shall maintain a file of such materials as correspondence and notes on procedures as are pertinent, necessary and helpful for use in the orientation of her successor. When possible, such files shall be given to each newly elected officer and/or leader no later than January 1.
Section 2. The PRESIDENT (elected in even years) is our coordinator, or chair. She will chair all meetings, is a convener and official organizational representative. She shares fiduciary responsibility with the Treasurer. Working with the Mission Leadership Team, the President shall actively seek to advance all phases of the work of United Methodist Women. She shall:

A. Be available to participate in training opportunities offered by National Office
B. Work with the Mission Leadership Team in receiving, evaluating and preparing reports;
C. Sign all official, legal and financial documents, have signature authority on all bank accounts, and have accessibility to accounts and bank statements and perform regular review of the statements. She will receive and review monthly income/expense statements from the Treasurer and ensure that it is shared at each business meeting of the Mission Leadership Team;
D. Provide for orientation and training of the newly elected Conference officers and leaders. This is held as soon as possible following the Annual Mission Celebration when elections are held. Included in the orientation shall be team building, explanation of duties as outline in The National Organization Constitution and Bylaws and review of The Standing Rules of Kentucky Conference with special emphasis on financial policies and program opportunities;
E. Serve as the contact person to other Conference Presidents, as well as Jurisdiction and National United Methodist Women Leadership, sharing information with the Mission Leadership Team and/or leaders impacted;
F. Assist the Conference Mission Leadership Team in assessing and modifying the Kentucky Conference United Methodist Women organizational structure to fulfill the needs of United Methodist Women members and fulfill our PURPOSE;
G. Consult with the Committee on Nominations on the effectiveness of current elected and appointed leaders and when necessary, recommend replacements. Coordinate with the Chair of the Committee on Nominations the Annual Mission Celebration election process considering any Standing Rules related to this;
H. Appoint to two (2) year term:
   1. Chairperson and membership of committees not otherwise provided.
   3. Task groups.
   3. Parliamentarian.
   4. Archivist/Historian.
   5. Chairperson and two additional district presidents to the Committee to review Standing Rules.
   6. One person to serve as a member of:
      * The Commission of Status on The Role of Women of the Kentucky Annual Conference
      * The Connectional Ministries Team (Coordinator for Education and Interpretation and Coordinator of Social Action
      * The Justice Mission Team
      * A representative to Church Women United in Kentucky (Vice President)
      * A representative to Appalachian Ministry Network
      * A representative to Red Bird Mission
      * A representative to Mountain Mission
      * A representative to Henderson Settlement
      * The Committee on Lay Profiles
      * Wesley Community House Serves (2 representative)
      * Josephine Rudy Smith Scholarship Committee (Owensboro District)
      * A representative to the World Federation of Methodist and United Church Women
      * A representative to Kentucky Conference Committee on Archives and History
   7. Language Coordinators (in consolidation with persons of the particular language group and the Committee on Nominations). May not exceed two terms.
I. Serve as a member of the following:
   1. Kentucky Annual Conference
   2. Kentucky Annual Conference Primary Task Force
   3. Committee on Nominations of the Annual Conference
   4. Kentucky Conference Board of Lay Ministry
   5. Committee on Program and Arrangements of the Kentucky Conference
J. Obtain a list of persons to be ordained at the next Kentucky Annual Conference session from the Kentucky Conference Office and provide the list to the Conference United Methodist Women Treasurer so that she may order Special Recognition pins for each ordinate. Present said pins at the Conference Ordination Service.
K. Serve as a Kentucky United Methodist Women member of the following:
   1. Kentucky Conference Mission Planning Team
   2. Chairperson of the Committee on the Charter of Racial Justice Policies
L. Determine and arrange the dates and places of all Conference Mission Leadership Team meetings (in consultation with the Treasurer and the respective District President of the host district) and make recommendations to the Mission Leadership Team for affirmations/approval.
M. Write Articles for the Kentucky Conference United Methodist Women quarterly newsletter, The Newslink.
N. Represent, or designate someone to represent, the Kentucky Conference wherever opportunities are afforded by the Annual Conference, ecumenical relations, or the United Methodist Women National organization.
O. Issue the following communications:
   1. The call to the Annual Mission Celebration
   2. Invitations to the past Presidents of the Conference and it’s predecessor organizations to the Annual Mission Celebration.
   3. Invitations to the District Presidents-elect, the nominees as the Conference Officers and the Conference Nomination Committee Members to attend the Annual Mission Celebration at Conference United Methodist Women expense.
Section 3. The VICE PRESIDENT: (elected in odd years) serves as the program coordinator/planner. She convenes meetings or actions that may be needed in the absence of the President; coordinates the work of the organization with the President and takes on specific tasks and roles such as program planning. She shall:

*Be available to participate in training opportunities offered by National Office.

A. Guide the Mission Leadership Team in its responsibility for planning and implementing the program of the Conference, including the Annual Meeting;
B. Plan the calendar for the upcoming year’s events, including all Mission Leadership Team meetings and special events. Encouraging those in charge of the Spiritual Growth Retreat to get dates planned as early as possible;
C. Serve as the contact person for the District Vice Presidents, provide resources and conduct training at least annually as determined by the Executive Committee (generally at Mission u).
D. Carry coordinating responsibilities for ecumenical relations in the Conference, interpret and promote Church Women United and encourage attendance at their events;
E. Perform the duties of the President in her absence;
F. By virtue of this office she will Chair the Committee on Program, and the Mission Leadership Team when dealing with matters relating to program and serve on the Committee of Finance, Administration and the Archive Committee and Mission u Planning team.

Section 4. The SECRETARY: (elected in even years) is our record maker and record keeper. She keeps member lists, records of meetings and communicates information to groups. She must understand the organizational form, the PURPOSE, the program and the total involvement of the Conference to perform her responsibilities assigned to her and to assist the President. She shall:

*Be available to participate in training opportunities offered by National Office.

A. Keep accurate minutes of all meetings of the Conference Mission Leadership Team.
B. Sign with the President all official and legal papers, making certain they are properly dated.
C. Keep an accurate roll of all elected leaders including their positions, addresses, phone numbers and email addresses. See Section 4, Part B.
D. She will compile the Conference Directory to be distributed at the Spring Mission Leadership Team meeting.
E. Serve as a contact person for all District and Local Unit Secretaries, provide resources and conduct training at least annually, as determined by the Mission Leadership Team, generally at Mission u.
F. By virtue of the office, she will serve on the Mission Leadership Team, and the Committees on Program, Finance, and Membership Nurture and Outreach.
G. She is custodian of all records and official papers. With the Mission Leadership Team, she plans for long-term record storage so that the history of United Methodist Women will not be lost.
H. Minutes should contain the date and place of the meetings, names of those in attendance and a record of motions and decisions. She records when a motion is approved or defeated and includes enough background information about the reasons for each decision. She types, copies and distributes the minutes within 2 weeks after each meeting.

Section 5. The TREASURER: (elected in odd years) is an active member of the Conference Mission Leadership Team and will work actively to fulfill the PURPOSE. She must be informed concerning the financial responsibility of the organization and the program and responsibilities of United Methodist Women. She will be bonded through the United Methodist Women National Organization. She is responsible for handling all the funds and keeping the book of the Conference, and she interprets with the finance committee where the money of the organization goes. She shall:

A. Receive and distribute funds for all Conference meetings and events of the Conference from the District Treasurers and channel all funds received to the National Office.
B. Submit the books of the Conference for a review of the Agreed Upon Procedures outlined by the National Office to a certified public accountant or a person who has a minimum of a four-year accounting degree at the end of the year.
C. Present Financial reports to Conference Mission Leadership Team at each meeting of the team and when otherwise requested.
D. Work in cooperation with the mission Coordinator for Education and Interpretation to promote giving to mission with emphasis on the importance of undesignated giving, including promotion of the World Thank Offering.
E. Serve as the contact person for District Treasurers, provide resources and conduct training at least annually as determined by the Mission Leadership Team.
F. Chair the Committee of Finance; and serve on the Program Committee, the Mission Leadership Team, the Administrative Committee, the Directory Committee, the Spiritual Growth Committee and the Membership Grant Committee.
G. Be available to participate in training opportunities offered by National Office.
H. Provide expense voucher forms.
I. Subscribe to the Resource mailing yearly, from the Mission Resource Center for each KY Conference Elected Officer.

Section 6. The MISSION COORDINATORS

A. The MISSION COORDINATOR FOR SPIRITUAL GROWTH: (elected in odd years) is the spiritual life leader for the Mission Leadership Team. She works to offer opportunities for the group to connect Biblical and Theological study to mission issues and actions; regularly include spiritual growth resources and practices to the group’s experience. She shall:
*Be available to participate in training opportunities offered by National Office.
1. Understand and communicate the connection between personal spiritual development and mission as expressed through social and global involvement.
2. Coordinate and promote special times and events for worship, prayer and meditation such as A Call to Prayer and Self-Denial, ecumenical worship, retreats and devotions at meetings;
3. Incorporate language and images into worship that are inclusive of and affirming to women, people of color and people with disabilities.
4. Involve women in Biblical and Theological study, utilizing the Spiritual Growth Study, Response Magazine, New World Outlook Magazine, the Program Book and the Reading Program.
5. Serve as the contact person for District Coordinators for Spiritual Growth, provide resources and conduct training at least annually, usually at Mission u.
6. Coordinate the Spiritual Growth Retreat –
   a. Obtain speaker and music
   b. Coordinate overnight, commuter and one-day registration
   c. Work with the location site to plan meals, rooms needed, and other items pertinent to the retreat.
7. Submit articles for The Newslink.
8. By virtue of the office, she will serve as Chair of the Committee on Spiritual Growth, serve on the Finance and Program Committee and any other committee as appointed.

B  The MISSION COORDINATOR FOR SOCIAL ACTION: (elected in even years) works with the Mission Leadership Team to engage members in service and advocacy for justice as rooted in our Biblical tradition. She encourages work on the quadrennial priorities of the United Methodist Women National Office.
She shall:
*Be available to participate in training opportunities offered by National Office.
1. Serve on the membership team and work to create a four-year plan of action on one or more of the National Issue Priorities.
2. Plan and promote Legislative Day, submitting a written report following the event. This is currently in conjunction with the United Methodist Homes for Children and Youth and Kentucky Youth Advocates. They set the date We piggy back. We generally meet at St. Paul United Methodist Church in Frankfort.
3. By virtue of the office, she will serve on the following committees: The Conference United Methodist Women Finance Committee, Charter for Racial Justice, Program and others as assigned; (check the Conference Directory to see which committees, you have been appointed to as these are subject to change).
4. Coordinate the disbursement of the baby quilts collected at the Fall Annual Celebration.
5. Represent United Methodist Women on the Conference committee working on justice issues (e.g. Church and Society, Status and Role of Women), or others as appointed.
6. Attend Mission Leadership Team meetings, the Spiritual Growth Retreat and Mission u.
7. Provide training for district counterparts, generally at Mission u.

C. The MISSION COORDINATOR FOR EDUCATION AND INTERPRETATION (elected in odd years) The Coordinator for Education and Interpretation’s focus is to inform and promote mission giving and mission and Education opportunities within United Methodist Women. She serves on the Mission Leadership Team, and empowers Women to understand, interpret and participate in Mission Giving and Outreach of the church
She shall:
*Be available to participate in training opportunities offered by National Office.
1. Promote and interpret the work of the General Board of Global Ministries that the United Methodist Women National Organization supports, including interpretation of the changing concepts of mission and changing roles of mission personnel.
2. Promote mission education opportunities, Mission u, United Methodist Women seminars on National and International Affairs, mission encounters and supply material resources for mission programs and projects.
3. Promote and utilize printed resources of the General Board of Global Ministries to tell the mission story.
4. Promote and interpret the need for mission giving to undergird the program of mission outreach of United Methodist Women and General Board of Global Ministries, with special emphasis on women, children and youth.
5. Serve as the contact person for District E&I Coordinators; provide resources and conduct training annually.
6. Work with the Mission Leadership Team to encourage district and local units to aim for Mission Today Units; reporting the criteria received on the annual President’s report to be shared at the Annual Celebration.
7. By virtue of the office, she will serve on the Mission Leadership Team and the Program, Finance and Membership, Nurture and Outreach committees.

D. The MISSION COORDINATOR FOR MEMBERSHIP, NURTURE AND OUTREACH (elected in even years). In addition to responsibilities of being a member of the Mission Leadership Team, will help develop the creative supportive fellowship of all United Methodist Women,
She shall:
*Be available to participate in training opportunities offered by National Office.
1. Keep the Conference Mission Leadership Team informed about the needs and concerns of the membership.
2. Chair the Committee on Membership, Nurture and Outreach and recommend to the Mission Leadership Team Plans for membership cultivation. This committee is made up of the President, Secretary, Nominations Chairperson,
Communications Coordinator, Education and Interpretation Coordinator and the District MN&O Coordinators.

3. Be the contact with National United Methodist Women, Inc. including the responsibility of a membership Census whenever they require it (this is now done online). Occasionally there may be other requests from them.

4. Work with the District MN&O Coordinators to organize new local and district units.

5. Serve as Contact person for the District MN&O Coordinators and provide resources.

6. Work with the Conference Mission Leadership Team to become a supportive community and to provide

Regular creative fellowship for the team.

7. Send a monthly prayer list to the Conference Leadership Team with the names of the team members listed
daily for prayer.

8. Attend Conference Leadership Team meetings.

9. Write a minimum of three letters to District counterparts.

10. Provide training for District counterparts when appropriate (often done at Mission u.

11. Submit articles for each issue of the Kentucky Conference Newslink.

12. Submit a typed annual report (not to exceed one page) to the President and Secretary at the Fall Team meeting.

13. Serve on the following committees: Administrative, Finance and Spiritual Growth.

Section 7. The SECRETARY OF PROGRAM RESOURCES shall: In addition to the responsibilities of being a
member of the Mission Leadership Team, the Secretary of Program Resources had the responsibility of helping
elected leaders of the District and Local unit of United Methodist Women know about and secures resources
that enable them to fulfill the PURPOSE.

*Be available to participate in training opportunities offered by National Office.

A. Be informed about and promote use of materials of the United Methodist Women’s National Office and General Board
of Global Ministries, which are available through the Mission Resource Center.

B. Promote the Reading Program by procuring books on consignment from the Resource Center, display and arrange for
the sale of program materials at Conference meetings and gatherings. .

C. Receive reports from districts regarding, participation in the Reading Program.

D. Promote reading from Response and New World Magazines (printed and online).

E. Be informed about online video and other resources and how to access them and serve as the contact person for District
Secretaries of Program Resources and proved resources for them.

F. Serve on the following committees: Mission Leadership Team, Program, finance and Mission u and others as listed in the
Conference Directory.

G. Be available, if asked to attend and manage the resource room at LDD and Mission u training events when they occur in your
Conference or recommend the name of local volunteers for this purpose.

H. Promote the Reading Program through Newsl ink articles.

I. Compile the list of Reading Program readers and sent it to the Vice President for the Conference Annual meeting.

Section 8. The CHAIRPERSON of and the COMMITTEE ON NOMINATIONS:
(The Chair of Nominations is elected in even years – see note below)

The Committee on Nominations has the task to nominate a committed and inclusive slate of officers:

A. Meet at least twice each year.

B. Study the duties of the various offices as stated in the Bylaws and talking with Conference Mission Leadership Team
members, to help prospective officers to make decisions on serving.

C. Members should try to attend the functions of the committee and details of the nomination and election procedures
spelled out in the Bylaws.

D. Ensure confidentiality.

E. Utilize the timeline for the necessary work and determine ways to share responsibility of acquiring a slate of officers.

F. Get to know the women who are asked to take office. Make this contact prayerfully. Contact only one person at a time
Regarding each office thus avoiding unnecessary tension and hurt

In addition, the Chair of Nominations shall:

*Be available to participate in training opportunities offered by National Office.

A. Coordinate the committee’s work in identifying potential leaders.

B. Receive and maintain a talent bank.

C. Keep records – record each woman’s years of service. Note prospective leaders for future reference. (Fill out the term
and tenure report).

D. Work with the Chairpersons of local and District Committees of Nominations.

E. Send letters to confirm nomination of prospective leaders with job descriptions and a calendar of events, noting when she
Is expected to participate.

F. When the slate is complete, send another letter to each nominee confirming her nomination and give the date and place for
Election and Service of Installation. Also send letters to ladies who gave permission to be nominated, but not nominated
on the final slate, OR, send a letter promptly expressing gratitude for her willingness to serve and for her past service, and
state that she has not been nominated at this time. A personal contact should precede such a letter if a woman with tenure
remaining is not re-nominated for another term.

G. Provide biographical information of nominees to the Communication Coordinator for the August newsletter and the team
Planning the Annual Conference Celebration for the program book.

H. She can appoint another member to serve as committee secretary who can help with correspondence with candidates an
Take minutes of committee meetings.
The Chair of Nominations is selected in even years and serves for only two of her years on the Nominating Committee. The time spent as Chair of Nominations does not count toward tenure. Every year the Committee on Nominations adds two members (Class of ) and they may serve a total of four years. This is in addition to any other tenure they have on the Conference Mission Leadership Team. All members must be Active United Methodist Women.

Section 9. The COMMUNICATIONS COORDINATOR (elected in even years) The Communication Coordinator’s main job is to coordinate publicity and promotion in the group, church, and community; prepare new releases. She shall:

*Be available to participate in training opportunities offered by National Office.
A. Serve as editor of the Kentucky Conference Newsletter, the Newslink.
B. Maintain the names and mailing and email addresses of the Conference and District officers, the officers of Local Units, Conference churches and other persons who receive the Newslink. This includes current officers, retired officers, deaconesses and clergy.
C. In consultation with the President, be responsible for all official news releases of the Kentucky Conference United Methodist Women beyond United Methodist Women publications such as through the Kentucky Conference and to other religious and public news media.
D. Send out the The Newslink by email, but also to those who do not have email. Use bulk mail, if needed. It will be sent by the 15th of February, May, August, and November.
E. Attend Conference Mission Leadership Team meetings that occur in March, July (during Mission u) and October.
F. Write a minimum of three letters to District counterparts. Newsletters may suffice.
G. By virtue of office, she is a member of her District United Methodist Women Mission Team, the Conference United Methodist Women Finance Committee, Program Committee and Membership Nurture & Outreach Committee and any other appointed Committee.
H. Assist the Spiritual Growth Coordinator in design and distribution of the Spiritual Growth Retreat Registration. This is usually coordinated with the February issue of the Newslink.
I. Assist Dean of Mission u with design and distribution of Mission u registration. This is coordinated with Spring Retreat and the May issue of the Newslink.
J. Assist the Vice President with design and distribution of Annual Mission Celebration registration form. This is coordinated with the August issue of the Newslink.
K. Update the KYUMC UMW website.

Section 10. OTHER ELECTED/APPOINTED LEADERS
A. The ARCHIVIST/HISTORIAN shall:
   1. Collect, identify, arrange and preserve historical materials relating to administration, projects, programming and activities of the conference organization and its predecessors.
   2. Study the existing files and become familiar with the material already deposited.
   3. Lead the Archive Committee in sorting materials to be archived.
   4. Work closely with the Conference President and the Mission Leadership Team to secure current materials.
   5. Attend the Mission Leadership Team meetings, the Annual Mission Celebration and submit a written report annually.
   6. Communicate with the historians of the District organization.
   7. The Archive and History contact will be the Treasurer’s office for storage of Archives.
   8. Materials should be transferred to the historian at the conclusion of a quadrennium.
The Archive Committee that meets at least yearly, consist of:
The Chairperson
The President
The Vice President
The Secretary and
The Communications Coordinator

B. The PARLIAMENTARIAN shall:
   2. Serve on the Mission Leadership Team.
   3. Attend all Mission Leadership Team meetings and Conference meetings and activities.
   4. Help the Mission Leadership Team stay within the guidelines of Parliamentary Procedure.

C. The CHAIRPERSON of the COMMITTEE TO REVIEW the STANDING RULES shall:
   1. Serve on the Mission Leadership Team.
   2. Work with the Standing Rules Committee to review the Standing Rules of the Conference and the Districts during the first year of the quadrennium to be sure they follow the National Organization By-Laws.
   3. Present recommended amendments to be adopted by the Executive Committee and recommend to the voting body by a 2/3 vote without previous notice or be a majority vote with previous notice.
The Standing Rules Committee shall consist of:
The Chairperson
The President
The Secretary
The Parliamentarian
Two thirds (2/3) District Presidents
Three (3) members at large
One (1) ex-officio member

D. The LANGUAGE COORDINATORS must be:
   1. An active member of the United Methodist Women
   2. Able to travel within the Conference and to events organized by United Methodist Women National Office
   3. Competent in English, as well as the language of the group she will be working with
   4. Able to work and relate to members of the Mission Leadership Team.

The LANGUAGE COORDINATOR, with the Mission Leadership Team shall:
   1. Establish and nurture relationship with women within the Conference whose language is other than English.
   2. Develop programs and budget to reach out and nurture women whose language is other than English.
   3. Attend Mission Leadership Team meetings.
   4. Attend any training session offered through United Methodist Women National office for Language Coordinators
   5. Make recommendations to the Mission Leadership Team regarding education and leadership development needs of women in assigned language groups
   6. Relate to United Methodist Women National through the Office of the Executive Secretary of Language Ministries

It is recommended, that the Language Coordinator be appointed for a two-year term and eligible to re-appointment for no more than four years. See the Constitution and By-laws.

ARTICLE IV COMMITTEES

Section 1. MISSION LEADERSHIP TEAM

A. Membership
   1. The Mission Leadership Team shall be composed of those elected officers and leaders specified in the National Organization Constitution and Bylaws, the Bishop or his/her representative, and the chairperson of the Committee to Review the Standing Rules, the parliamentarian, and the historian. There shall be no substitute for any Mission Leadership Team member who is absent, except for a District President, who may send another District Officer in her place.
   2. No person shall be elected to a Conference office unless an active member in a local unit.
   3. No elected leader shall hold the same office for more than four years except Treasurer who can serve six years. Tenure on the Mission Leadership Team for the elected leadership of the Conference organization shall be limited to a total of eight years; the exception being when a woman has completed her eight-year tenure (serving in elected leadership position other than President) is elected President. Service of six months or more in an office year by an interim or acting officer will be counted as one year of the tenure. A two-year term as chairperson of the Committee on Nominations may be in addition to the tenure limitations. Membership on the Committee on Nominations is not considered tenure on the Mission Leadership Team. No elected or appointed leader of the Conference organization shall hold any other office beyond the local unit of United Methodist Women. Tenure carries from one conference to another. All years of service as an elected leader of any Conference United Methodist Women, Woman’s Society of Christian Service, Women’s Society of World Service, and Women’s Society of Christian Service, including Secretary/Chairperson of the Wesleyan Service Guild, shall be counted when determining tenure.

B. Functions
   1. Each member of the Mission Leadership Team shall:
      a. Attend all meetings, events and respective committee meetings of the Conference organization.
      b. Attend the Mission Leadership Team meetings.
      c. Communicate with District counterpart at least three times a year.
      d. Submit an article for each issue of the Newslink.
      e. Submit a typed or digital report, (not to exceed one page,) to the President and the Secretary by noon Thursday before each team meeting.
   2. The Mission Leadership Team shall provide for a directory. Extra copies of the directory shall be made available for sale, the price approved by the Executive Committee.
   3. The Mission Leadership Team shall provide for the publication and distribution of the Kentucky Conference Newslink newsletter. (Subscriptions shall be available at a cost determined by the Executive Committee.)

C. Relationships (page 136)

D. Meetings
   1. Three Mission Leadership Team meetings shall be held per year: in the spring, at the Kentucky Conference Mission and prior to the Annual Mission Celebration. Other meetings may be called in conjunction with other events to help defray the cost of separate meetings.
   2. A majority present shall constitute a quorum.

Section 2. ADMINISTRATIVE COMMITTEE

The purpose of an Administrative Committee is to conduct “emergency decision” business of an organization between “Board” meetings.

A. The committee shall not change declared policy, the budget nor incur indebtedness.
B. The committee shall consist of:
   1. President
   2. Vice President
   3. Secretary
   4. Treasurer
   5. Membership Nurture and Outreach
Section 3. COMMITTEE ON PROGRAM (page 139)
Section 4. COMMITTEE ON FINANCE (page 137)
Section 5. COMMITTEE ON MEMBERSHIP NURTURE AND OUTREACH (page 139)
Section 6. COMMITTEE ON NOMINATIONS (pages 137-138)
   A. Membership
   B. Functions
      1. The committee will keep up to date and accurate records of term and tenure of elected and appointed officers and provide a
         written report of this record to the Mission Leadership Team regularly.
      2. The committee will devise a plan to visit district and local meetings and events to identify potential officers.
   C. Meetings
Section 7. COMMITTEE ON MISSION u
   A. Membership (page 140)
      Mission u shall be sponsored by the United Methodist Women of the Kentucky Conference and the United Methodist Women of
      the Red Bird Missionary Conference.
   B. Functions
      The emphasis of Mission u for members of the United Methodist Church is two-fold.
      1. The world mission of the church and the responsibilities of the Christians within it.
      2. The training of United Methodist Women and others who serve in places of leadership with responsibilities for global
         ministries.
Section 8. COMMITTEE ON THE CHARTER FOR RACIAL JUSTICE POLICIES (page 139)
Section 9. OTHER COMMITTEES
   A. STANDING RULES COMMITTEE
      1. Membership shall include:
         a. The chairperson, as appointed by the President.
         b. The President.
         c. The Secretary.
         d. The Parliamentarian.
         e. Two District Presidents.
         f. Three other members from the conference membership at large, appointed by the President and approved by the Mission
            Leadership Team.
      2. Functions
         a. The committee shall every four years, review and revise the Standing Rules of the conference and the District organizations
            to be sure they are in compliance with National Organization By-Laws.
         b. The Standing Rules, when amended, will be presented for approval at the Annual Mission Celebration.
      3. Meetings
         The committee shall meet as needed and may include conference calls.
   B. COMMITTEE OF SPIRITUAL GROWTH
      1. Membership shall include:
         a. The Mission Coordinator for Spiritual Growth, Chairperson.
         b. The Mission Coordinator for Social Action.
         c. The Mission Coordinator for Education and Interpretation.
         d. The Mission Coordinator for Membership Nurture and Outreach.
         e. The Secretary of Program Resources.
         f. The President.
      2. Functions: This committee is to plan and implement the Spiritual Growth Retreat.
      3. Meetings: The committee shall meet as needed and may include conference calls.
   C. ARCHIVE COMMITTEE
      1. Membership shall include:
         a. The Historian, Chairperson
         b. The President
         c. The Vice-President
         d. The Secretary
         e. The Communication Coordinator
      2. Functions: The committee is to sort material to be archived.
      3. Meetings: The committee shall meet at least yearly or more as needed and may include conference calls.

ARTICLE V NOMINATIONS AND ELECTIONS
Section 1. ELECTIONS
The election of the conference officers shall take place annually for a term of office of two years except for the Committee on
Nominations. Election may be by acclamation or by ballot. A majority vote is sufficient for election.
1. In EVEN years, the following Mission Team members shall be elected:
   President
   Secretary
ARTICLE VI

Section 4. JURISDICTION QUADRENNIAL MEETING

Section 3. WORKSHOPS, SEMINARS, RETREATS

Section 2. MISSION u

Section 1. CONFERENCE ANNUAL MISSION CELEBRATION

Section 6. NOMINEES TO THE PROGRAM ADVISORY GROUP

Section 5. NOMINEES TO THE UNITED METHODIST NATIONAL ORGANIZATION BOARD OF DIRECTORS

Section 2. TENURE (page 142)

Section 3. ASSEMBLY

The Mission Leadership Team shall be represented at the NATIONAL ASSEMBLY.
1. The President's or designee's expenses will be paid from the Assembly account.
2. The elected and appointed conference officers, including the Committee on Nominations, who attend shall share the remaining funds in the Assembly account.

Section 4. JURISDICTION QUADRENNIAL MEETING (page 142)

The Mission Leadership Team shall be represented at the SOUTHEASTERN JURISDICTION QUADRENNIAL MEETING.
1. The three voting delegates and two alternates shall include the President. The remaining delegates and alternates shall be nominated by office from the elected officers by the Mission Leadership Team. The delegates shall be affirmed by the voting body of the Annual Mission Celebration.
2. The delegates' expenses shall be paid by the conference organization.
3. The elected and appointed conference officers, including the Committee on Nominations, who attend shall share the remaining funds in the Jurisdiction account.

Section 5. NOMINEES TO THE UNITED METHODIST NATIONAL ORGANIZATION BOARD OF DIRECTORS (page 142)

The Mission Leadership Team shall elect nominees for National Organization.
1. Two nominees and one alternate shall be nominated by the Committee on Nominations and elected at the Annual Mission Celebration of the Conference.
2. The nominee's expenses shall be paid by the Conference; if the alternate becomes a nominee then her expenses will be paid.

Section 6. NOMINEES TO THE PROGRAM ADVISORY GROUP (page 143)

If one of our three nominees are not elected as a director of the United Methodist Women at Jurisdiction Conference, the Conference Nominating Committee will bring a slate of three nominees to the Conference Mission Team for approval to send to New York.

ARTICLE VI - MEETINGS (page 153)

Section 1. CONFERENCE ANNUAL MISSION CELEBRATION

A. The voting body of the annual meeting of the conference organization shall be composed of members of United Methodist Women organizations existing within the bounds of the conference.
B. The Conference assumes no financial responsibility for the delegates from Local Units or for the District leaders.
C. The Annual Mission Celebration will be held on the fourth Saturday in October each year.
D. The Annual Mission Celebration rotation will be in alphabetical order by District name.
E. The District organizations will pay for the expenses of the District Superintendent and spouse of their respective District.
F. The Conference Treasurer will send a designated amount to the hosting district for the refreshments and other costs incurred in hosting the Conference Annual Mission Celebration.
G. The resident Bishop and spouse shall be invited to attend the Annual Mission Celebration at Conference expense.
H. The past Presidents, Deaconesses, National Organization and retired Missionaries residing within the bounds of the Conference and members of the Committee on Nominations shall be invited to attend the Annual Mission Celebration.
Registration fees to be paid by the Conference.
I. An honorarium of one hundred (100) dollars shall be given to the speaker at Annual Mission Celebration unless the speaker is a member of the United Methodist Women National Organization or Staff. In that case all other expenses incurred in travel, lodging and food will be covered by the Kentucky United Methodist Women and the one hundred (100) dollars will be given as a Gift to Missions.
J. The total program of the Annual Mission Celebration is a conference responsibility with specific duties delegated to the host District.
K. The conference shall be responsible for the printed program, packets, speakers, program participants, public relations, nursery expense, custodial expense, music and other expenses incurred for the meeting.
L. The host District shall be responsible for local arrangements, such as the luncheon. The local unit President and the district President shall work together to make the arrangements for the meeting.
M. The Conference President, Vice-President and Treasurer and other members of the Program Committee as needed, shall meet with the host District President and the Local Unit President to discuss plans for the meeting.

Section 2. MISSION u

A. There shall be a Conference Mission u.
B. The dates and locations of the Conference Mission u shall be determined by the Mission u Committee.

Section 3. WORKSHOPS, SEMINARS, RETREATS

There shall be an Annual Spiritual Growth Retreat in March/April unless otherwise determined by the Mission Leadership Team.
ARTICLE VII - FUNDS

Section 1. ANNUAL PLEDGE

Section 2. MISSION GIVING

Section 3. SPECIAL MISSION RECOGNITION, GIFT TO MISSION, GIFT IN MEMORY AND WORLD THANK

A. RECOGNITION OF OFFICERS

1. CONFERENCE

   a. Recognition of Conference officers and Mission Leadership Team members retiring from their office.
      i. President $500 Special Mission Recognition pin and card (4 yr. term).
      ii. President $200 Special Mission Recognition pin and card (2 yr. term).
      iii. Other elected officers $100 Special Mission Recognition pin and card (2 yr. term or more).

   b. Special Categories
      i. An individual, regardless of gender, of the Kentucky Conference who is ordained an elder in full connection in the Conference shall receive a Special Mission Recognition ($40) with pin representing a Gift to Missions in his/her honor. This will be presented at the Annual Conference of his or her ordination. Gift to Mission cards will be presented to those being commissioned.
      ii. District Presidents shall receive a $5.00 Gift to Mission (2 yr. term or more). The card will be presented to her at the Conference Annual Mission Celebration nearest the completion of the term as District President.
      iii. Missionaries and Deaconesses will be honored at the Conference Annual Mission Celebration.

2. DISTRICT

   The Recognition of District Officers and Mission Leadership Team members retiring from their office.
   a. President $100 Special Mission Recognition pin and card (4 yr. term).
   b. President $60 Special Mission Recognition pin and card (2 yr. term).
   c. Other elected officers $60 Special Mission Recognition pin and card (4 yr. term) and $40 Special Mission Recognition pin and card (2 yr. term).
   d. Members of the Committee on Nominations, and appointed officers $40 Special Mission Recognition pin and card (4 yr. term) and $15 Gift to Mission (2 yr. term).

B. SYMPATHIES AND MEMORIALS

1. At the death of a parent, sibling, husband, child or in-law, of a member of the Kentucky Conference Mission Leadership Team, elected or appointed, the President of the District in which that member resides, shall notify the Conference Treasurer and Secretary. The treasurer shall send a Gift in Memory of $10 to the National Organization and shall send the Gift in Memory card to the bereaved member. The Secretary shall notify other members of the Kentucky Conference Mission Team.

2. In the event of the death of a Kentucky Conference Mission Team member, elected or appointed, or a past President of the conference, the President of the District in which she resided shall notify the Conference Treasurer and Secretary. The Treasurer shall send a $25 Gift in Memory to the National Organization; she shall send the Gift in Memory card to the deceased member’s family. The Secretary shall notify the members of the Kentucky Conference Mission Team.

3. The Secretary shall send a Gift to Mission card to members of the Kentucky Conference Mission Team, elected or appointed, who are in the hospital or who are confined to their homes by serious illness and shall notify other members of their illness. The members of the Kentucky Conference Mission Team, elected or appointed, living closest to the person who is ill shall be responsible for notifying the Secretary.

Section 4. SUPPLEMENTARY GIFTS, A CALL TO PRAYER AND SELF-DENIAL

Section 5. ADMINISTRATION and MEMBERSHIP DEVELOPMENT

The ADMINISTRATION AND MEMBERSHIP DEVELOPMENT BUDGET shall be determined yearly by the Mission Leadership Team at a percentage recommended by the Finance Committee based on the estimated amount of Pledge to Mission funds anticipated by the conference organization.

1. The expenses of the members of the Mission Leadership Team shall be paid from the Administration and Membership Development Fund (A&MD).

2. Any Conference Officer, elected or appointed, attending a meeting or event required by virtue of their office, may be reimbursed for the expenses upon request.

Section 6. MONIES TO NATIONAL ORGANIZATION

Section 7. CONFERENCE OFFERINGS

Section 8. OTHER FINANCIAL CONCERNS

A. A liability insurance policy is carried on all attendees of United Methodist Women Kentucky Conference events by the Kentucky Annual Conference of the United Methodist Church.

B. The President and the treasurer shall be authorized to sign checks.
C. All contracts, statements on conference policy or action, and legal papers shall carry the signatures of the Conference President, Treasurer and Secretary.

D. Expense Vouchers with attached receipts for allowable expenses should be submitted to the Treasurer for reimbursement. Please see Budget line items for allowable expenses.

E. Expense vouchers must be signed by the President and Treasurer.

F. Mission Leadership Team members may submit an estimate and draw money in advance for authorized travel and other expenses to fulfill the duties of their office.

G. Mileage shall be paid at a rate of $0.40 per mile. Carpooling is highly recommended whenever possible.

H. Dependent care shall be provided at up to $30.00 per day for persons living in the home to enable members of the Mission Leadership Team to participate in roles of leadership while involved in business meetings or events of the Conference.

I. After the Conference and District officers and nominees, including the Committee on Nominations and appointed officers, pay the registration deposit to the Mission u, then the conference will pay the balance. No mileage will be paid.
   1. Officers or nominees who pay the registration after the deadline will be responsible for any late fee.
   2. Districts without nominees in place for registration by the deadline will be responsible for the late fee.

J. A Conference or District officer elected or appointed, or a nominee who attends only the training session at Mission u, but does not register for the entire school, will be reimbursed a maximum of $25 for travel expenses. If this officer or nominee is a Conference Officer, the $25 will be paid by the Conference. If this Officer or nominee is a District Officer, the $25 will be paid by the District. No registration fees will be paid.

K. Mission Leadership Team members must reimburse the Conference organization for registrations not honored.

L. There shall be an accumulative account provided for elected and appointed conference officers to attend the Assembly, Jurisdiction Quadrennial Meeting, National Seminar or other division or jurisdiction events.

M. There shall be a contingency fund for unanticipated emerging opportunities.

N. A gift to Church Women United will be given annually.

O. HONORARIA
   1. Honoraria or Gifts to Mission for speakers shall be $100.00 plus expenses for the Annual Mission Celebration.
   2. An honorarium up to $300.00 per retreat plus expenses will be given to each presenter for the Conference Spiritual Growth Retreat(s).
      a. The Conference will pay the registration fee for persons who will be doing specific tasks at the retreat (i.e. pianist, song leaders, discussion leaders).
      b. An honorarium of $50 per retreat for the song leader and an accompanist will be given.

ARTICLE VIII - AMENDMENTS AND STANDING RULES

Section 1. AMENDMENTS

Section 2. STANDING RULES

Standing Rules shall be reviewed and revised every four years. Recommended amendments ad interim to the Standing Rules shall be considered by the Standing Rules Committee, adopted by the Mission Leadership Team and recommended to the voting body of the Annual Mission Celebration for adoption. Standing Rules may be adopted by a majority vote and may be amended by a 2/3 vote without previous notice or by a majority vote with previous notice. (Robert's Rules of Order Newly Revised).