

**CONSTITUTION
and
BYLAWS**

for

Local Unit, District and Conference Organizations

**CONSTITUTION
and
STANDING RULES**

for

Jurisdiction Organization

UNITED METHODIST WOMEN



Women's Division/Board of Global Ministries
The United Methodist Church/October 1976

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Women's Division/Board of Global Ministries/The United
Methodist Church

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CONSTITUTION OF UNITED METHODIST WOMEN IN THE LOCAL CHURCH*

4. *United Methodist Women.*—In every local church, there shall be an organized unit of **United Methodist Women** . . .

Article 1. Name.—The name of this organization shall be United Methodist Women.

Article 2. Relationships.—The unit of United Methodist Women in the local church is directly related to the district and conference organizations of United Methodist Women and to the Women's Division of the Board of Global Ministries of The United Methodist Church.

Article 3. Purpose.—The organized unit of United Methodist Women shall be a community of women whose Purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.

Article 4. Membership.—Membership shall be open to any woman who indicates her desire to belong and to participate in the global mission of the church through United Methodist Women. The pastor(s) shall be an ex officio member.

Article 5. Officers and Committees.—The local unit shall elect a president, a vice-president, a secretary, a treasurer, and a Committee on Nominations. Additional officers and committees shall be elected or appointed as needed, in accordance with the plans of the Women's Division as set forth in the bylaws for the local unit of United Methodist Women.

Article 6. Funds.—a) The organized unit of United Methodist Women shall secure funds for the fulfillment of its purpose.

b) All funds, from whatever source secured by the unit of United Methodist Women, belong to the organization and shall be disbursed only in accordance with its constitution and by its order.

c) The total budget secured and administered by the organized unit in the local church shall include (1) pledges and other money for the programs and responsibilities of the Women's Division to be directed through regular channels of finance of United Meth-

dist Women; and (2) funds to be used in mission locally, which shall include amounts for administration and membership development.

d) The organized unit in the local church shall make an annual pledge to the total budget of the district or conference organization of United Methodist Women.

e) All undesignated funds channeled to the Women's Division shall be appropriated by the division.

Article 7. Meetings.—The organized unit in the local church shall hold such meetings for implementing the Purpose and transacting its business as the unit itself shall decide.

Article 8. Relationships in the Local Church.—The organized unit of United Methodist Women shall encourage all women to participate in the total life and work of the church and shall support them in assuming positions of responsibility and leadership.

Article 9. Amendments.—Proposed amendments to this constitution may be sent to the recording secretary of the Women's Division of the Board of Global Ministries before the last annual meeting of the division in the quadrennium.

BYLAWS OF UNITED METHODIST WOMEN IN THE LOCAL CHURCH

ARTICLE I ORGANIZATIONAL FORMS

Section 1. Each organized unit of United Methodist Women shall elect a president, a vice-president, a secretary, a treasurer, and a Committee on Nominations as named in the *Constitution*; and shall determine, on the basis of its study of needs, the organizational form required to effectively implement the **Purpose**, keeping in mind flexibility of structure and times of meetings.

Section 2. MISSION EMPHASES. Whatever organizational form is chosen, each unit shall develop its program around the four mission emphases as reflected in the **Purpose**: Christian personhood, supportive community, Christian social involvement and Christian global concerns.

Section 3. MINIMUM STRUCTURE. A unit which determines that it can best function with minimum structure shall elect a president, a vice-president, a secretary, a treasurer, a secretary of program resources, and the chairperson and members of the Committee on Nominations. The Executive Committee shall be composed of the following elected leaders: president, vice-president, secretary, treasurer, secretary of program resources, the chairperson of the Committee on Nominations and the pastor. The Executive Committee shall assume and/or assign responsibility for all basic functions and areas of mission emphases (Article II, Section 6) and recommend to the unit plans for implementation.

Section 4. EXPANDED STRUCTURES. A unit which determines it needs more than a minimum structure may in addition include one or more coordinators for the four mission emphases; committees on program, finance, membership and/or others as needed; and such subgroupings as may be required to meet the needs of the membership. The mission coordinators, the chairpersons of committees and the representatives of the subgroupings shall be included with other elected leaders and the pastor in the Executive Committee.

Section 5. INCLUSIVENESS. Each organized unit of United Methodist Women should reflect the membership of the local

church, and in its program shall provide opportunities for the participation and leadership of employed and non-employed women, and of women of racial, ethnic and various age groupings.

Section 6. SUBGROUPS. Within the unit subgroups may be organized or may develop to meet other concerns and needs of members as they are recognized for experiencing community, for pursuing special interests, study or research or for designing and carrying forward projects of community service. The goals or tasks of each group shall be defined in relation to the **Purpose.**

The intent of the group will determine the length of its functioning, whether by calendar year or the time required to achieve stated goals.

A. Leadership

Leaders of subgroups may be designated by the Executive Committee or elected by the unit.

B. Representation on committees

1) The leader of each subgroup (or her representative) is a member of the Executive Committee and shall help to develop ways for the group to:

- a) be in contact with and receive information from the unit, its meetings and total program;
- b) participate in the plans and responsibilities of the unit;
- c) share with the unit all experiences and findings which develop mission emphases and expand concepts of mission.

2) A representative of each subgroup is a member of the Committee on Program. Working with the committee, she shall help in the development of the program and activities of the unit and the subgroups.

3) A representative of each subgroup is a member of the Committee on Finance. Working with the committee she shall help in the development of plans for the interpretation of financial needs to the subgroups and arrange for the channeling of funds from the subgroups to the treasurer of the unit.

Section 7. OTHER OFFICES and/or committees may be authorized by the unit for further expansion and implementation of the **Purpose.**

ARTICLE II

DUTIES OF ELECTED LEADERS

Section 1. The PRESIDENT, working with the Executive Committee, shall actively seek to advance all phases of the work of United Methodist Women. To fulfill these responsibilities, she shall become informed through reading, study, discussion and participation in enrichment-training opportunities; and knowledgeable of the scope of the unit's concerns as stated in the *Constitution*.

She shall:

- preside at all meetings of the unit, its Executive Committee (and Administrative Committee if there is one);
- serve as an *ex officio* member of all committees, except the Committee on Nominations;
- work with the secretary in formulating business agendas;
- sign with the secretary all orders of the treasury;
- sign official and legal papers;
- encourage participation of members in the life and work of the local church, in district and conference activities and enrichment opportunities;
- work with other elected leaders in preparing reports;
- represent the unit in all meetings, or name a substitute, except where delegates have been elected by the unit.

According to the *DISCIPLINE*, ¶ 248, the president shall be a member of The United Methodist Church. She shall serve as a member of the Administrative Board and the Council on Ministries, sharing with them the plans and programs of the unit, and encourage the unit to assume responsibility in the total congregational program.

Section 2. The VICE-PRESIDENT shall actively assist the unit in fulfilling the **Purpose.** She shall work in cooperation with the president in understanding and interpreting all phases of the work and in the absence of the president shall perform the duties of the office. For this task she shall become informed through reading, study, discussion and participation in enrichment-training opportunities.

Working with the Executive Committee (minimum structure) or as chairperson of the Committee on Program (expanded

structure) she shall guide the committee in its responsibility for planning and implementing the unit's program, study and activity directed towards the achievement of the **Purpose**.

She shall:

- encourage the Executive Committee or the Committee on Program to cooperate with the plans of the Council on Ministries, enabling the unit to assume its share of responsibility in the total church program;
- carry coordinating responsibilities for ecumenical relations and share with other elected leaders in promoting the cooperation of women of The United Methodist Church in the program of Church Women United and/or other ecumenical groups, and in the interpretation and promotion of the World Federation of Methodist Women;*
- share in reports of the unit through district and conference to the Women's Division.

Section 3. The SECRETARY must understand the organizational form, the program and the total involvement of the local unit in order to perform the responsibilities assigned to her and to assist the president.

She shall:

- keep accurate minutes of all meetings of the unit, its Executive Committee (and the Administrative Committee if there is one);
- serve as custodian of all records and of such official papers as may be placed in her care;
- sign, with the president, all orders on the treasury and all official and legal papers, making certain each is properly dated;
- care for correspondence as directed and share with the unit and/or its Executive Committee letters addressed to the unit;
- keep an accurate up-to-date roll of membership;
- work with the president in preparing agendas for meetings of the unit and Executive Committee;

*See Handbook of World Federation of Methodist Women.

- report all recommendations of the Executive Committee to the unit;
- see that all meetings are publicized;
- send list of elected leaders of the unit; including addresses, zip codes and telephone numbers to the secretary of the district organization immediately upon their election; and send the name of the new president to the Service Center on the special form to be provided by the Center;
- work with the other elected leaders in preparing reports.

Section 4. The TREASURER shall actively assist the unit in fulfilling the **Purpose**. For this task, she shall become informed concerning the financial responsibility of the unit and the program and the responsibilities of the unit and Women's Division.

She shall:

- receive and disburse funds on order of the unit, and account for all funds of the unit;
- send all funds, except those designated for mission locally and for local administration and membership development, to the district treasurer for forwarding through the conference treasurer to the Women's Division. These remittances shall be made monthly or quarterly as the conference organization may direct (see Article IV, Section 2);
- serve as chairperson of the Committee on Finance or, in minimum structure, of the Executive Committee when it deals with matters relating to the Committee on Finance;
- work with Executive Committee or Committee on Finance to arrange for plans to receive funds from individuals or subgroups on a regular basis (see Article VII, Section 4);
- make itemized reports to the unit at regularly scheduled meetings and (make) annual reports to the unit;
- send to the conference treasurer an annual, itemized statement of all funds, including local funds, as approved by the auditing committee of the local church;
- work with the unit to help the membership gain a clearer understanding of the work of the various divisions of the Board of Global Ministries for which the Women's Division has responsibility;
- interpret the need for financial undergirding by the unit of the program of mission outreach of various divisions of

the Board of Global Ministries supported by the Women's Division.

Section 5. The CHAIRPERSON and members of the COMMITTEE ON NOMINATIONS are charged with the nomination of all elected leaders of the unit. This requires a clear understanding both of the duties of each elected leader and a knowledge of the skills, interests and potentials of the members of the unit, including experience and expertise of both employed and non-employed women.

The chairperson shall:

- study to gain an understanding of the program of the unit and the responsibilities of each office;
- develop plans to help members of the committee see their task as an ongoing one;
- provide information for the committee concerning vacancies that need to be filled;
- seek to discover new leadership within and without the unit;
- function as a member of the Executive Committee in assuming general responsibilities as requested.

Section 6. In each local unit there shall be persons designated to assume responsibility for developing programs of study and participation in the areas of mission emphases of Christian personhood, supportive community, Christian social involvement and Christian global concerns.

In a unit operating with minimum structure the Executive Committee shall assume and/or assign responsibilities for these areas of mission emphases.

In a unit operating with expanded structures persons may be elected especially to advance one or more of the areas of mission emphases. Such persons are called MISSION COORDINATORS.

Each MISSION COORDINATOR shall:

- serve as an integral part of the mission team (Executive Committee) to enable members of the unit to fulfill the **Purpose;**
- assume responsibility for personal preparation related to her area of mission emphasis through study, reading, group training opportunities;

- utilize varied resources including the publications *response* and *New World Outlook* and audiovisual materials;
- be a member of Committee on Program and Committee on Finance;
- relate to the appropriate work area chairpersons and/or commissions of the Council on Ministries in the local church;
- cooperate with Church Women United and other groups with related concerns;
- maintain contact with the corresponding district mission coordinator;
- discuss with the Executive Committee the need for a committee to work with the coordinator;
- share in the evaluating and reporting responsibilities of the Executive Committee.

A. The MISSION COORDINATOR FOR CHRISTIAN PERSONHOOD shall, with the mission team (Executive Committee), find ways to affirm the worth of each person, and seek to provide opportunities for women to realize personal growth and spiritual renewal.

She shall:

- seek to involve women in theological study;
- promote the observance of special days and occasions which lend themselves to worship, prayer and meditation;
- emphasize the importance of reading for personal development and for group understandings;
- enable women to discover their own potential and provide opportunities for leadership in study and worship endeavors;
- share in promoting the Reading Program;
- encourage women to participate in the total church program of study and personal growth;
- provide opportunities for ecumenical dialogue.

B. The MISSION COORDINATOR FOR SUPPORTIVE COMMUNITY shall seek to enable the Executive Committee to become a supportive community; and with them seek to enable women to be concerned for and supportive of others

in community. She shall plan with the Executive Committee for women to have experiences of study and action which will help each person develop to her fullest potential; achieve a sense of personal identity and selfhood; affirm herself as a person of worth; and participate responsibly in church and society.

She shall:

- seek ways to enable women in the church to support each other in leadership roles;
- plan ways to provide regular, creative fellowship activities for the unit;
- become sensitive to nonmembers and to new people coming into the church and community and help the unit maintain contact with active and nonactive members.
- find, and make available to the unit, resources concerning the role and involvement of women;
- urge ecumenical participation;
- encourage consciousness-raising groups around issues especially related to women;
- provide for training in group process or group dynamics for the whole unit.

C. The MISSION COORDINATOR FOR CHRISTIAN SOCIAL INVOLVEMENT shall coordinate the unit's programs of study and action relating to current national and international social issues.

She shall:

- alert women to current and emerging social and political issues;
- keep before the women the statement of Social Principles of The United Methodist Church;
- help women to become involved in the study-action process through church and community;
- acquaint herself with the work of ecumenical and secular organizations in order to help the unit work cooperatively with groups seeking mutual goals;
- provide opportunities for women to work together

irrespective of age, economic, ethnic and racial differences;

- help interpret to women the social, economic and political implications of the missionary outreach of the Board of Global Ministries.

D. The MISSION COORDINATOR FOR CHRISTIAN GLOBAL CONCERNS shall seek to enable women to understand and participate in the contemporary missionary outreach of the church.

She shall:

- maintain contact with the missionary outreach of the church;
- encourage attendance at district and conference mission events including the School of Christian Mission;
- seek ways to involve the members of the unit in understanding the work of the Board of Global Ministries for which the Women's Division has responsibility;
- seek ways to help women understand changing concepts of mission and changing roles of missionaries and deaconesses;
- plan with the Committee on Program to promote involvement of the local unit in mission studies;
- interpret to members the various resources which cultivate missionary awareness, including *response* and *New World Outlook*;
- work with the Committee on Finance and Committee on Program to interpret the funding and program and responsibilities of the Women's Division.

Section 7. The SECRETARY OF PROGRAM RESOURCES has the responsibility of helping the members and elected leaders of the unit know about and secure resources for their tasks.

She shall:

- acquaint herself with available printed and audiovisual materials;
- maintain familiarity with program resources and organizational tools of special interest to elected leaders and promote use of current materials describing the work of the Board of Global Ministries;
- send any change of secretary of program resources to Service Center;

- share resources with elected leaders and members of the unit;
- interpret and promote the magazines *response* and *New World Outlook*;
- encourage each officer and member to have a personal subscription to *response* magazine.
- keep up magazine subscription lists (securing new subscriptions and renewals);
- assist the Committee on Program with program formulation and implementation;
- carry responsibility, along with the mission coordinator for Christian personhood, for promotion of the Reading Program;
- order materials as authorized by the Executive Committee;
- work with other elected leaders in preparing reports.

Section 8. The CHAIRPERSON OF COMMITTEE ON MEMBERSHIP shall actively assist the unit in fulfilling the **Purpose**.

Working with others of the committee she shall:

- maintain regular contact with all members of the unit;
- help to interpret the role and responsibilities of the women's organization.
- relate to the members of the unit and other women of the church in order to enlist new members;

She shall function as a member of the Executive Committee in assuming general responsibilities as requested; serve as a member of the Committee on Program; and share with other elected leaders in preparing reports.

Section 9. OTHER ELECTED LEADERS. Other elected leaders for the further expansion of specific areas or needed services for implementation of the **Purpose** of the unit may be elected.

ARTICLE III EXECUTIVE COMMITTEE

Section 1. The EXECUTIVE COMMITTEE, as a functioning mission team, shall take leadership responsibility in involving women in mission emphases, and in coordinating all program and other activities towards the fulfillment of the **Purpose**. The president serves as the chairperson.

Section 2. In a minimum structure the Executive Committee shall be composed of the president, vice-president, secretary, treasurer, chairperson of the Committee on Nominations and the pastor.

In an expanded structure the Executive Committee includes the members of the minimum structure Executive Committee, mission coordinators, the secretary of program resources, leaders of subgroups, the chairpersons of the Committee on Membership and other committees.

In *all* structural forms the Executive Committee includes all members of the district and conference Executive Committees, the jurisdictional Core Planning Group and/or members of the Women's Division who hold membership in the unit; and others as determined by the Executive Committee.

Section 3. The Executive Committee shall:

- set goals for the unit and evaluate progress towards planned objectives and goals;
- assume and/or assign responsibilities for all basic functions and areas of mission emphases;
- receive and act upon reports submitted by elected leaders, committees or task groups;
- consider future plans or projects, and submit recommendations to the unit for action;
- recommend the total budget to the unit for adoption;
- transact interim business;
- provide training opportunities for elected leaders;
- maintain contact with the elected leaders of the district Executive Committee;
- fill vacancies which occur *ad interim*, upon nomination of the Committee on Nominations, submitting the action to the unit for confirmation.

Section 4. The Executive Committee determines the schedule for its meetings.

A special meeting of the Executive Committee may be called by the president to consider urgent business.

Section 5. The Executive Committee may constitute from its membership an ADMINISTRATIVE COMMITTEE of 5-7 members, chaired by the president, which shall meet at her call to transact only emergency business. It shall not change declared policy, the budget nor incur indebtedness.

ARTICLE IV COMMITTEES

Section 1. COMMITTEE ON PROGRAM.

A. *Membership*—In a unit operating with minimum structure, the Executive Committee shall function as the COMMITTEE ON PROGRAM, with the vice-president as chairperson.

In a unit operating with expanded structure, the Committee on Program includes the vice-president as chairperson, the president, the treasurer, mission coordinators, the secretary of program resources, the chairperson of the Committee on Membership, representatives from the subgroups, and others as the Executive Committee may determine.

B. *Functions*—The basic functions of the committee shall include:

- planning and recommending to the unit such programs of study and action as will contribute to the fulfillment of the **Purpose** and goals;
- giving guidance in implementing these plans and evaluating the effectiveness of the program;
- working with the representatives of the subgroups in the development of programs and activities which are integral to the **Purpose**.

Section 2. COMMITTEE ON FINANCE.

A. *Membership*—In a unit operating with minimum structure the Executive Committee shall function as the COMMITTEE ON FINANCE, with the treasurer serving as chairperson.

In a unit operating with expanded structure the committee on finance includes the treasurer who serves as chairperson, the president, the vice-president, the secretary, mission coordinators, representatives from the subgroups and others as determined by the Executive Committee.

B. *Functions*—Basic functions of the committee include:

- preparing the total budget of the unit for approval of the Executive Committee and adoption by the unit;
- developing and presenting to the Executive Committee or the unit recommendations and plans for securing

all funds to be spent locally or channeled to the district treasurer;

• working with the Committee on Program to:

- a) recommend to the Executive Committee or the unit plans for financial interpretation and promotion;
- b) work to help the membership gain a clearer understanding of and need for financial support of the work of the various divisions of the Board of Global Ministries for which the Women's Division has responsibility;
- c) make plans for the presentation of pledge opportunities and interpretation of the program and responsibilities of the Women's Division;

• planning for and encouraging individual voluntary pledging by the members of the unit;

• planning for working relationships with subgroups to develop interpretation of needs;

• arranging for channeling of funds by the subgroups to the treasurer of the unit.

Section 3. COMMITTEE ON MEMBERSHIP.

A. *Membership*—In a unit operating with minimum structure the Executive Committee shall function as the COMMITTEE ON MEMBERSHIP, designating a chairperson.

In a unit operating with expanded structure the Committee on Membership includes the chairperson who is elected by the unit, the secretary, the chairperson of the Committee on Nominations, the mission coordinator for supportive community and others as may be determined by the Executive Committee.

B. *Functions*—Basic functions of the committee shall include searching for and enlisting new members, membership cultivation and interpretation of the **Purpose** role and responsibilities of the organizations and units of United Methodist Women.

The committee shall keep the Executive Committee and other committees informed about the needs and concerns of the membership that are not being met; seek contact with all women of the church to become aware of their needs and special interests; and make recommendations

to the Executive Committee and/or unit for fulfilling its responsibilities.

Section 4. COMMITTEE ON NOMINATIONS.

In each unit there shall be a COMMITTEE ON NOMINATIONS. The committee includes 3-5 women elected by the unit, one of whom shall be elected as the chairperson. (See Article V for functions of the committee.)

Section 5. OTHER COMMITTEES for expansion of specific program areas or needed services for implementation of the **Purpose** of the unit may be named by the Executive Committee.

ARTICLE V

NOMINATIONS AND ELECTIONS

Section 1. COMMITTEE ON NOMINATIONS.

- A. *Membership*—in each unit there shall be a COMMITTEE ON NOMINATIONS, composed of 3-5 members.
- B. *Functions*—Basic functions of the committee include:
 - working throughout the year to become informed of the program and organizational form of the unit in order to find qualified women for the elected leadership positions;
 - insuring that the elected leaders of the unit and members of the Committee on Nominations are representative of the membership in such matters as: age, race, ethnic and cultural backgrounds, employment and non-employment;
 - reporting to the unit, at the time established for elections, nominations for all elected leaders and members of the Committee on Nominations;
 - securing leaders for subgroups as requested by the Executive Committee;
 - making nominations to fill vacancies which occur *ad interim*.

Section 2. ELECTIONS.

- A. 1) at the time officers are elected, the unit shall elect a Committee on Nominations composed of 3-5 members, one of whom shall be elected as the chairperson;

- 2) Membership on the committee shall be divided into classes with no member serving more than three consecutive years.
- 3) The chairperson shall serve in this capacity for no more than one year and while serving shall be a member of the Executive Committee.
- B. At the time of elections the Committee on Nominations shall present, for the ensuing year, nominations of all leaders to be elected, including the chairperson and members of the Committee on Nominations.
- C. There shall be opportunity for nominations from the floor. Election may be by acclamation or by ballot. A majority vote is sufficient for election.
- D. Those elected shall assume their duties on January 1st following their election.
- E. The term of office shall be determined by the local unit.
- F. No officer shall hold the same office for more than four consecutive years.
- G. Vacancies occurring *ad interim* shall be filled by the Executive Committee upon nomination of the Committee on Nominations, and submitted to the unit for confirmation.

ARTICLE VI

MEETINGS

Section 1. Each organized unit of United Methodist Women shall hold meetings of the total membership of the unit as needed, with quarterly meetings a minimum. The time of meetings shall be flexible to permit attendance and participation of both employed and non-employed women.

Section 2. Meetings of the organized unit of United Methodist Women shall include opportunities for corporate and/or individual worship, programs to implement the **Purpose** using resources recommended by the Women's Division and reports of the elected leaders, committees, subgroups and such other business as is needed.

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

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

ARTICLE VII FUNDS

Section 1. On the basis of her understanding of and commitment to the **Purpose**, each member determines the amounts and forms of her giving; pledge, gifts and special donations.

Section 2. The local unit shall make an annual Pledge to Missions to the Women's Division. Funds shall be channeled to the division through the treasurer of the district organization of United Methodist Women (*DISCIPLINE* ¶ 256.4, Article 6c[1] & d).

Section 3. Funds for mission locally and for administration and membership development shall be a part of the unit's budget (*DISCIPLINE* ¶ 256.4, Article 6c[2]).

Section 4. All funds of the unit or subgroups are part of the monies of the unit. Requests made to the unit or subgroups for funds not included in the adopted budget shall be referred to the Committee on Finance and the unit for recommendations.

Section 5. The monies, which must be sent to the district treasurer for forwarding to the Women's Division, include bequests and devises to the local unit (or a former women's organization of the church) from decedent estates which are designated in whole or in part by the donor for national and/or world missions.

ARTICLE VIII AMENDMENTS AND STANDING RULES

Section 1. Proposed amendments to these bylaws may be sent by the secretary of the local unit to the recording secretary of the Women's Division for presentation to the division.

Section 2. Standing rules may be made and amended by the unit provided they are in harmony with the Women's Division *Constitution and Bylaws* for the unit in the local church.

CONSTITUTION OF UNITED METHODIST WOMEN IN THE DISTRICT*

Article 1. Name.—In each district there shall be a district organization named United Methodist Women, auxiliary to the conference organization of United Methodist Women and the Women's Division of the Board of Global Ministries.

Article 2. Function.—The function of the district organization of United Methodist Women shall be to work with local units in developing programs to meet the needs and interests of women and the concerns and responsibilities of the global Church; to encourage and support spiritual growth, missionary outreach, and Christian social action; and to promote the plans and responsibilities of the Women's Division and the conference organization of United Methodist Women.

Article 3. Authority.—Each district organization of United Methodist Women shall have authority to promote its work in accordance with the plans, responsibilities, and policies of the conference organization and the Women's Division of the Board of Global Ministries.

Article 4. Membership.—All members of organized units of United Methodist Women in the local churches of the district shall be considered members of the district organization. The district superintendent shall be a member of the district organization of United Methodist Women and of its executive committee.

Article 5. Officers and Committees.—The district organization shall elect a president, a vice-president, a secretary, a treasurer and a Committee on Nominations. Additional officers and committees shall be elected or appointed in accordance with the plans of the Women's Division as set forth in the bylaws for the district organization of United Methodist Women.

Article 6. Meetings and Elections.—There shall be an annual meeting of the district organization of United Methodist Women, at which time there shall be presented a program designed to meet the needs of the women of the district in harmony with the Purpose and the plans and responsibilities of the conference organization and the Women's Division of the Board of Global Ministries. Officers and the Committee on Nominations shall be

**DISCIPLINE* ¶ 759.

elected, the necessary business transacted, and pledges made for the ensuing year.

Article 7. Relationships.—a) Designated officers shall represent the district organization of United Methodist Women on the various boards, councils, commissions, and committees of the district as the constitution and bylaws of such agencies provide.

b) The district president shall be the only district representative with vote on the conference executive committee.

c) The district organization shall encourage women to participate in the total life and work of the Church, and shall support them in assuming positions of responsibility and leadership.

Article 8. Amendments.—Proposed amendments to this constitution may be sent to the recording secretary of the Women's Division of the Board of Global Ministries prior to the last annual meeting of the division in the quadrennium.

BYLAWS OF UNITED METHODIST WOMEN IN THE DISTRICT

ARTICLE I RELATIONSHIPS

Section 1. MISSION TEAM. The role of the Executive Committee is seen as a mission team in the fulfillment of the **Purpose**. Because the tasks are interrelated, no member works alone; however, each member must also assume her individual responsibilities.

Section 2. RELATIONSHIP TO LOCAL UNITS. Each member of the team shall relate herself to the local units through the corresponding elected leaders for the interpretation and promotion of their responsibilities.

Section 3. RELATIONSHIP TO THE CONFERENCE ORGANIZATION. Each member of the team shall relate herself to the conference organization through the corresponding elected leader for the joint sharing of information and planning for the implementation of their responsibilities.

ARTICLE II DUTIES OF ELECTED LEADERS

Section 1. The **PRESIDENT** working with the Executive Committee shall actively seek to advance all phases of the work of United Methodist Women.

To fulfill these responsibilities she shall become informed through reading, study, discussion and participation in enrichment training opportunities and knowledgeable of the scope of the concerns of the organization as stated in the *Constitution*.

She shall:

- preside at all meetings of the district organization, Executive Committee and Administrative Committee;
- serve as an *ex officio* member of all committees except the Committee on Nominations;
- work with the secretary in formulating business agendas;

- sign with the secretary all official papers and orders on the treasury;
- work with the Executive Committee in receiving, evaluating and preparing reports;
- encourage participation of women in the life and work of the Church, and in district, local and conference activities and enrichment opportunities.

She, or a person so designated, shall represent United Methodist Women wherever opportunities are afforded by the district, sharing the plans and program of the organization when appropriate.

Section 2. The VICE-PRESIDENT shall actively work with the Executive Committee to fulfill the **Purpose**. She shall:

- work with the president in understanding and interpreting all phases of the work and, in the absence of the president, shall perform the duties of the office. For the task she shall become informed through reading, study, discussion and participation in enrichment training opportunities.
- work with the Executive Committee to provide opportunities for training and experience in program planning so that local vice-presidents can give leadership in program planning in units;
- work with the Executive Committee in receiving, evaluating and preparing reports;
- serve as chairperson of the Committee on Program and guide the committee in its responsibility;
- carry responsibility for ecumenical relations and share with the Executive Committee in promoting the cooperation of women of The United Methodist Church in the program of Church Women United and/or other ecumenical groups, and in the interpretation and promotion of World Federation of Methodist Women.*

Section 3. The SECRETARY must understand the organizational form, the **Purpose**, the program and the total involvement of the district organization in order to perform the responsibilities assigned to her and to assist the president.

*See Handbook of the World Federation of Methodist Women.

She shall:

- keep accurate minutes of all meetings of the district organization, of its Executive Committee and of the Administrative Committee;
- serve as custodian of all records and such official papers as may be placed in her care;
- sign, with the president, all orders on the treasury and all official and legal papers, making certain they are properly dated;
- care for such correspondence as directed and share with the organization and/or its elected leaders letters addressed to the organization;
- keep an accurate roll of local units and elected leaders;
- work with the president in preparing agendas for meetings of the organization and Executive Committee;
- report to the district organization recommendations of the Executive Committee requiring action;
- see that all meetings are publicized;
- send list of elected leaders of the organization (including addresses, zip codes and telephone numbers) to the local presidents and the secretary of the conference organization immediately upon their election;
- work with the other elected leaders in receiving, evaluating and preparing reports.

Section 4. The TREASURER shall actively work to fulfill the **Purpose**. For this task, she shall become informed concerning the financial responsibility of the organization and the program and responsibilities of the Women's Division.

She shall:

- receive from treasurers of local units monthly or quarterly, as the conference may determine, the funds of the units to be remitted to the Women's Division. She shall remit all funds from local treasurers to the conference treasurer;
- receive from the conference treasurer funds for administration and membership development for use in the district organization.
- disburse district administration and membership development funds in accord with approved recommendations

from the Committee on Finance and upon the written order of the president and the secretary, and submit itemized statements of all finances to the elected leaders;

- be bonded through the Women's Division as it may determine;
- see that the books are audited annually by a certified public accountant or a public accountant, as recommended by the conference Executive Committee;
- present the auditor's report to the district organization and the conference treasurer;
- make a written report of district funds and funds forwarded to the conference treasurer to each meeting of the Executive Committee and annually to the organization;
- serve as chairperson of the Committee on Finance;
- work with the local treasurers and the district committee on finance and Committee on Program to help the membership gain a clearer understanding of the work of the various divisions of the Board of Global Ministries for which the Women's Division has responsibility;
- interpret in cooperation with the district mission coordinator for Christian global concerns the need for financial undergirding of the program of mission outreach of the various divisions of the Board of Global Ministries supported by the Women's Division.

(Note: The monies received from local units for forwarding to the Women's Division includes bequests and devises to the local unit or a former women's organization of the church from decedent estates which are designated in whole or in part by the donor for national and/or world missions.)

Section 5. MISSION COORDINATORS. In each district there shall be four MISSION COORDINATORS designated to develop the program of study and participation in the areas of mission emphases of Christian personhood, supportive community, Christian social involvement and Christian global concerns.

Each MISSION COORDINATOR shall:

- work with the Executive Committee to fulfill the **Purpose.**
- assume responsibility for personal preparation related to her area of mission emphasis through reading, study and

participation in training opportunities;

- be responsible to the organization for raising concerns related to her mission area;
 - give leadership in district training opportunities;
 - relate to programs and plans of the district whenever opportunities are afforded;
 - share in reports of the district organization.
- A. The MISSION COORDINATOR FOR CHRISTIAN PERSONHOOD shall be concerned that personal growth and spiritual renewal are integral parts of the life of the Executive Committee, of the district organization and of each local unit.

To meet this concern she shall:

- search out resources and suggest opportunities for experiences in:
 - 1) theological study;
 - 2) the use of special days and occasions for prayer and meditation,
 - 3) reading for personal development and group understanding (including the Reading Program),
 - 4) creative and new ways of worship,
 - 5) ecumenical dialogue;
 - encourage women to participate in the total church program of study and personal growth.
- B. The MISSION COORDINATOR FOR SUPPORTIVE COMMUNITY shall seek to enable the district mission team to become a supportive community. She shall plan with the local mission coordinators for supportive community opportunities for women to have experiences of study and action which will help each woman develop to her fullest potential; achieve a sense of personal identity and selfhood; be concerned and supportive of others; affirm herself as a person of worth; participate responsibly in church and society.
- She shall:
- seek ways to enable women in the church to support each other in leadership roles;

- plan for ways to provide regular, creative fellowship activities for the organization;
- find and make available to the district and local coordinators resources concerning the role and involvement of women;
- urge ecumenical participation;
- encourage consciousness-raising groups around issues related to women;
- provide for training in group process or group dynamics.

C. The MISSION COORDINATOR FOR CHRISTIAN SOCIAL INVOLVEMENT shall promote programs of study and action relating to current national and international issues.

She shall:

- alert local units to emerging social and political issues;
- urge local units to study the statement of Social Principles of The United Methodist Church;
- promote involvement in the study-action process;
- share responsibility for promoting participation with programs of ecumenical and secular organizations to achieve mutual goals;
- provide opportunities for women to work together irrespective of age, economic, ethnic and racial differences;
- interpret to local units the social, economic and political implications of the missionary outreach of the Board of Global Ministries.

D. The MISSION COORDINATOR FOR CHRISTIAN GLOBAL CONCERNS shall seek to enable women to understand and participate in the contemporary missionary outreach of the church.

She shall:

- maintain contact with the missionary outreach of the church;
- encourage attendance at district and conference mission events including the School of Christian Mission;
- seek ways to involve the members of the organization in understanding the work of the Board of Global Minis-

tries for which the Women's Division has responsibility;

- plan for missionary itineration;
- seek ways to help women understand changing concepts of mission and changing roles of missionaries and deaconesses;
- promote involvement of local units in mission study;
- share information with and from missionaries and deaconesses related to the conference;
- interpret to the organization the various resources which cultivate missionary awareness, including *response* and *New World Outlook*;
- work with the Committee on Finance and the Committee on Program to interpret the funding responsibilities of the Women's Division;
- interpret missionary support;
- promote cooperation with Church Women United and other ecumenical ventures.

Section 6. The SECRETARY OF PROGRAM RESOURCES has the responsibility of helping elected leaders of the district organization and secretaries of program resources in the local units know about and secure resources for their task.

She shall:

- acquaint herself with printed and audiovisual resources;
- maintain familiarity with program resources and organizational tools of special interest to elected leaders and promote use of current materials describing the work of the Board of Global Ministries;
- share resources with elected leaders of the district organization and local secretaries of program resources;
- interpret and promote the magazines *response* and *New World Outlook*;
- assist the Committee on Program with program formulation and implementation;
- participate in district and conference training opportunities;
- assist local secretaries of program resources in promotion of the Reading Program;

- order on consignment, display, and arrange for the sale of program materials at meetings of the district organization;
- work with the Executive Committee in receiving, evaluating and preparing reports.

Section 7. The CHAIRPERSON and the members of the COMMITTEE ON NOMINATIONS are charged with the nomination of all elected leaders of the district organization. The chairperson is elected by the district organization for a one-year term and serves as a member of the Executive Committee during her term of office. *(This may be in addition to her tenure on the district Executive Committee.)*

She shall:

- study to gain an understanding of the program of the district organization and the responsibilities of each office;
- be on the alert for individual women who show interest and possess skills needed for leadership;
- develop plans to help members of the committee see their task as an ongoing one;
- provide information for the committee concerning vacancies that need to be filled;
- work with chairpersons of local committees on nomination to discover new leadership;
- participate in district and conference training opportunities;
- assume other responsibilities as assigned by the Executive Committee.

Section 8. The CHAIRPERSON OF COMMITTEE ON MEMBERSHIP shall actively work toward the fulfillment of the **Purpose**. She shall seek ways to become informed and knowledgeable about the scope and concerns of the organization.

She shall:

- work with local committees in their plans for enlisting new members, in membership cultivation and in interpretation of the **Purpose**, the role and responsibilities of the units and of the district organization of United Methodist Women;
- keep the Executive Committee informed about the needs and concerns of membership and the plans of the committee;

- work with the committee on membership and with local churches to plan for the organization of new units.

Section 9. OTHER ELECTED LEADERS.

- A. The district Executive Committee, upon evaluation of district needs and the responsibilities of the treasurer, may create an office of associate treasurer. The functions of this optional office shall be determined by the Executive Committee.
- B. Other elected leaders for the further expansion of specific areas or needed services for implementation of the **Purpose** may be elected.

ARTICLE III

EXECUTIVE COMMITTEE

Section 1. There shall be an EXECUTIVE COMMITTEE (mission team) of the district organization composed of the president, who serves as chairperson, vice-president, secretary, treasurer, chairperson of the Committee on Nominations, the four mission coordinators, the secretary of program resources, the chairpersons of the Committee on Membership and of other committees and the district superintendent. The Executive Committee shall also include members of the conference Executive Committee, the jurisdiction Core Planning Group and members of the Women's Division residing within the district and such others specifically related to the work as the district Executive Committee may determine.

This committee shall meet as needed and take responsibility for continuous in-service training to assure effective functioning as elected leaders and as a mission team. A majority present shall constitute a quorum.

Section 2. In order to give leadership to the district organization's charge to be auxiliary to the conference organization and the Women's Division, the Executive Committee shall:

- maintain contact with the Executive Committee of the conference organization to:
 - 1) consider plans and programs projected through the conference,
 - 2) make reports, recommendations and requests to the conference committee concerning the needs, potentials and plans within the district;

- maintain contact with the Executive Committee of each local unit, receiving reports, recommendations and requests from them which may augment the work of the units and the district;
- study and evaluate reports and recommendations from the conference organization and local units in conjunction with reports from the elected leaders of the district organization, the Women's Division, and any results of surveys, studies and experimental programs afforded through the jurisdictional Core Planning Group and/or other sources;
- set goals and plans for the advancement of the work in the district and in the units;
- make suggestions, recommendations and interpretations to the district organization and/or its units through the Executive Committee of the units as is deemed appropriate;
- approve the total budget and recommend it to the district organization for adoption;
- hold each committee and task group accountable to fulfill its responsibilities according to the *Constitution and Bylaws*, and *Handbook*, and the conference and/or district standing rules;
- cooperate with the district Council on Ministries;
- encourage all women to participate responsibly in the total church program.

Section 3. To fulfill these basic functions the Executive Committee may:

- initiate and/or develop program elements, models, experiments and training events on the basis of continuing study of mission emphases and needs;
- create committees and task forces needed to carry forward the plans and/or projects;
- add persons of special resources to existing committees;
- transact business on behalf of the district organization under policies voted by that organization;
- determine procedures for publicity and designate the person to be responsible.

The Executive Committee shall fill vacancies occurring *ad interim* in positions of elected leadership of the district organization upon nomination of the Committee on Nominations.

Section 4. The Executive Committee shall constitute from its membership an ADMINISTRATIVE COMMITTEE of from 5-7 members who shall meet upon call of the president to transact only emergency business in the interim between meetings of the Executive Committee. It shall not change declared policy, the budget or incur indebtedness.

ARTICLE IV

OTHER COMMITTEES

Section 1. There shall be a COMMITTEE ON PROGRAM.

- A. *Membership*—The committee shall include the vice-president as chairperson, the president, the treasurer, secretary, the four mission coordinators, the secretary of program resources and others as the Executive Committee may determine.
- B. *Function*—The functions of the committee shall include:
 - Planning and recommending to the organization such programs as will contribute to the fulfillment of the **Purpose** including the program of the annual meeting.
 - Implementing these plans and evaluating the effectiveness of the program.

Section 2. There shall be a COMMITTEE ON FINANCE.

- A. *Membership*—The committee shall be composed of the treasurer as the chairperson, the president, the vice-president, the secretary, the mission coordinators of Christian social involvement and Christian global concerns, and others as determined by the Executive Committee.
- B. *Functions*—The functions of the committee shall be to study the pledges made by local units; become informed as to district income and disbursements, local financial possibilities and problems; recommend the amount to be pledged by the district; and prepare the budget for funds for administration and membership development. The committee shall request annually from the conference Committee on Finance an amount for administration and membership development.

In harmony with plans of the conference organization and in cooperation with the Committee on Program, the Committee on Finance shall develop and recommend plans

for financial interpretation and promotion of the program and responsibilities of the Women's Division.

Requests made to the district organization for funds shall be referred to the Committee on Finance for study in relation to the total responsibilities of the district organization and for recommendation.

- C. *Meetings*—The committee shall meet at least semi-annually, on the call of the chairperson.

Section 3. There shall be a COMMITTEE ON MEMBERSHIP.

- A. *Membership*—The committee shall be composed of members as determined by the organization.
- B. *Functions*—The functions of the committee shall include assisting the local committees in searching for and enlisting new members, membership cultivation and interpreting the **Purpose**, role and responsibilities of the organization of United Methodist Women and organizing new units.

The committee shall keep the Executive Committee and other committees informed about the needs and concerns of the membership in the district which are not being met, and make recommendations to the Executive Committee that will help the local committees meet these needs and concerns.

- C. *Meetings*—The committee shall meet at least semi-annually, and on call of the chairperson.

Section 4. There shall be a COMMITTEE ON NOMINATIONS composed of 5-11 persons, including the chairperson, the number to be determined by the district organization on the basis of membership distribution and size and representative of the membership of the district in matters of employment, age, and racial and ethnic backgrounds. (Representation from racial and ethnic groups in proportion to their membership should be seen as a *minimum* requirement.) No member of this committee shall hold an office in the organization beyond the local unit. The chairperson and members of the committee shall be elected in the annual meeting. (See Article V for functions of the committee.)

Section 5. OTHER COMMITTEES for expansion of specific program areas or needed services for implementing the **Purpose** of the organization may be named by the Executive Committee.

ARTICLE V

NOMINATIONS AND ELECTIONS

Section 1. FUNCTIONS. There shall be a COMMITTEE ON NOMINATIONS whose basic functions include:

- working with the local chairpersons of committees on nominations;
- finding qualified women for leadership roles in the district organization;
- insuring that the leadership of the district organization is representative of the membership in relation to age, race, ethnic and cultural backgrounds, employment and non-employment;
- making the slate of nominees available to the Executive Committee and the membership prior to the annual meeting in which the election will be held;
- reporting to district organization at the annual meeting nominations for elected leaders and members of the Committee on Nominations;
- making nominations to fill vacancies which occur *ad interim*.

Section 2. ELECTIONS.

- A. The Committee on Nominations, elected by the district organization, shall have a rotating membership divided into three classes. Each member shall be elected for a three-year term, except when classes are established for the first time.
- 1) The chairperson shall be elected annually by the district organization for a term of one year only. During this time she serves on the Executive Committee.
 - 2) Members of a new class shall be elected annually to replace the class which is rotating off.
 - 3) Members shall be elected to fill vacancies (if any) in the other two classes.
- B. At the time of the election the Committee on Nominations shall present, for the ensuing term, nominations of all elected leaders, and the chairperson and members of the

Committee on Nominations.* Only women who are resident members of churches within the bounds of the district shall be elected.

- C. Elections shall take place in the annual meeting annually, biennially or quadrennially as the district organization may determine. There shall be opportunity for nominations from the floor. Election may be by acclamation or by ballot. A majority vote is sufficient for election.
- D. Those elected shall assume their duties upon election or as determined by the organization.
- E. Vacancies occurring in the elected leadership of the district organization shall be filled by the Executive Committee upon the nomination of the Committee on Nominations.

Section 3. TENURE. No elected leader shall hold the same office for more than four consecutive years. Tenure on the Executive Committee for the elected leadership of the district organization shall be limited to a total of eight years unless a woman is elected to serve as district president after having completed the eight-year tenure.

All years of service as an elected leader of any district of United Methodist Women, Woman's Society of Christian Service (Methodist), Women's Society of Christian Service (United Methodist)—including secretary/chairman of the Wesleyan Service Guild shall be counted when determining tenure.

A one-year term as chairperson of the Committee on Nominations may be in addition to tenure limitations described above.

Section 4. REPRESENTATION. At an annual or Executive Committee meeting of the district organization, at least six months preceding the Assembly, representation to the Assembly as determined by the Women's Division shall be elected.

*Continuing consideration should be given to several streams of recent common history when seeking leadership: 1) union of The Methodist Church and The Evangelical United Brethren Church, 2) mergers of black and white conferences, and 3) uniting of the Women's Society of Christian Service and the Wesleyan Service Guild.

ARTICLE VI

MEETINGS

Section 1. There shall be an annual meeting of the district organization at which time there shall be presented a program designed to meet the needs of the women in the district in harmony with the **Purpose** and with the plans and responsibilities of the conference organization and of the Women's Division. Officers, other elected leaders including the chairperson and members of the Committee on Nominations shall be elected according to the pattern of the district. Necessary business shall be transacted and pledges made for the ensuing year (see *DISCIPLINE* ¶759.6).

Section 2. Workshops, seminars, retreats and other such meetings for the fulfillment of the **Purpose** may be held as determined by the Executive Committee.

ARTICLE VII

FUNDS

Section 1. The district organization shall make an annual pledge to the Women's Division, channeled through the conference organization.

Section 2. The district organization shall submit a budget for administration and membership development to the conference organization for study and recommendation by the conference Committee on Finance.

Section 3. Funds for district administration and membership development shall be received by the treasurer from the conference treasurer.

Section 4. All undesignated funds received by the district treasurer from any source shall be remitted to the treasurer of the conference organization as undesignated gifts. Such funds shall be divided according to the vote of the Women's Division.

Section 5. Funds contributed for Special Memberships, In Remembrance and Memorial Gifts, and from World Thank Offering become part of the Pledge to Missions for appropriations and may not be otherwise designated by the district.

Section 6. Supplementary Gifts received from local treasurers shall be remitted to the conference treasurer according to the designations received from the local units.

ARTICLE VIII

AMENDMENTS AND STANDING RULES

Section 1. Amendments to these bylaws may be made by a majority vote at the annual meeting of the Women's Division, provided a thirty-day notice is given in writing to all members of the division by the Executive Committee or by the Committee on Bylaws of the division.

Proposed amendments to these bylaws may be sent by any member or by the district organization to the recording secretary of the Women's Division for presentation to the division.

Section 2. Standing rules may be made and amended by the district organization provided they are in harmony with the Women's Division *Constitution and Bylaws* for the district organization.

CONSTITUTION OF UNITED METHODIST WOMEN IN THE CONFERENCE*

Article 1. Name.—In each Annual Conference, there shall be a conference organization named United Methodist Women, auxiliary to the jurisdictional organization of United Methodist Women and to the Women's Division of the Board of Global Ministries.

Article 2. Function.—The function of the conference organization of United Methodist Women shall be to work with the district organizations and the local units of United Methodist Women in developing programs to meet the needs and interests of women and the concerns and responsibilities of the global Church; to encourage and support spiritual growth, missionary outreach, and Christian social action; and to promote the plans and responsibilities of the Women's Division.

Article 3. Authority.—Each conference organization of United Methodist Women shall have authority to promote its work in accordance with the plans, responsibilities, and policies of the Women's Division of the Board of Global Ministries.

Article 4. Membership.—The conference organization of United Methodist Women shall be composed of all members of local units within the bounds of the conference. The resident bishop shall be a member of the conference organization of United Methodist Women and its executive committee.

Article 5. Officers and Committees.—The conference organization shall elect a president, a vice-president, a secretary, a treasurer, and a Committee on Nominations. Additional officers and committees shall be elected or appointed in accordance with the plans of the Women's Division as set forth in the bylaws of the conference organizations of United Methodist Women.

Article 6. Meetings and Elections.—a) There shall be an annual meeting of the conference organization of United Methodist Women, at which time there shall be presented a program designed to meet the needs of the women of the conference in harmony with the Purpose and the plans and responsibilities of the Women's Division of the Board of Global Ministries. Officers and the Com-

mittee on Nominations shall be elected, the necessary business transacted, and pledges made for the ensuing year.

b) The voting body of the annual meeting of the conference organization shall be composed of representatives from the units of local churches as determined by the conference organization; such district officers as the conference organization may determine; the conference officers and chairpersons of committees; members of the Women's Division and officers of the jurisdictional organization residing within the bounds of the conference.

c) At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdictional organization, six conference officers shall be elected according to provisions in ¶ 646.3 for membership in the jurisdictional organization.

d) At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdictional organization, the conference organization shall nominate three women for membership on the Board of Global Ministries, the names to be sent to the jurisdictional organization according to ¶ 646.4.

Article 7. Relationships.—a) The president of the conference organization of United Methodist Women is a member of the Annual Conference, as set forth in ¶ 36.

b) Designated officers shall represent the conference organizations on the various boards, councils, commissions, and committees of the conference as the constitution and bylaws of such agencies provide.

c) The conference organization shall encourage women to participate in the total life and work of the Church, and shall support them in assuming positions of responsibility and leadership.

Article 8. Amendments.—Proposed amendments to this constitution may be sent to the recording secretary of the Women's Division prior to the last annual meeting of the division in the quadrennium.

BYLAWS OF UNITED METHODIST WOMEN IN THE CONFERENCE

ARTICLE I RELATIONSHIPS

Section 1. MISSION TEAM. The role of the Executive Committee is seen as a mission team in the fulfillment of the **Purpose**. Because the tasks are interrelated no member works alone; however, each member must also assume certain individual responsibilities.

Section 2. RELATIONSHIP TO THE DISTRICT ORGANIZATION. Each member of the Executive Committee shall relate herself to the district organization through the corresponding elected leader for the joint sharing of information and for planning for the implementation of their responsibilities.

Section 3. RELATIONSHIP TO THE JURISDICTIONAL ORGANIZATION. The conference organization, through the Executive Committee, is related to the jurisdictional organization and/or the Core Planning Group in the following manner:

- A. For purposes of evaluating leadership growth and program effectiveness and relating to appropriate task groups, pilot groups and/or experimental services;
- B. Through membership on task groups created by the jurisdictional Core Planning Group;
- C. Through the membership of six conference elected leaders in the jurisdictional organization who are voting delegates in business meetings and elections.

Section 4. RELATIONSHIP TO THE WOMEN'S DIVISION. Each member of the mission team has a direct relationship to one or more sections and committees of the Women's Division to secure training for the fulfillment of her responsibilities; and for the giving and receiving of information pertinent to program and responsibilities of the Women's Division and the **Purpose** of United Methodist Women.

Each mission team is auxiliary to the Women's Division and as such is subject to the *Constitution and Bylaws* as recommended by it. Conferences may develop standing rules as deemed

necessary to expand structures and establish procedures. Such rules shall not be in conflict with bylaws approved by the Women's Division nor limit them in any manner.

ARTICLE II

DUTIES OF ELECTED LEADERS

Section 1. The PRESIDENT, working with the Executive Committee, shall actively seek to advance all phases of the work of United Methodist Women.

To fulfill the responsibility, she shall continually find ways of becoming informed through reading, study, discussion and participation in enrichment/training opportunities, and knowledgeable of the scope of the concerns of the organization as stated in the Constitution.

She shall:

- preside at all meetings of the conference organization, the Executive Committee and Administrative Committee;
- serve as an *ex officio* member of all committees except the Committee on Nominations;
- work with the secretary in formulating business agendas;
- sign with the secretary all official papers and orders on the treasury;
- work with the Executive Committee in receiving, evaluating and preparing reports;
- encourage participation of women in the life and work of the church and in conference, district and local activities and enrichment opportunities.

She shall be a member of the Annual Conference Council on Ministries (¶ 726.2) and other boards and committees as the *DISCIPLINE* may provide, participating as a full member and sharing the plans and programs of the organization. *Because she is a member of the Annual Conference by virtue of position she must be a member of The United Methodist Church* (¶ 36).

She, or a person so designated, shall represent United Methodist Women wherever opportunities are afforded by the Annual Conference.

Section 2. The VICE-PRESIDENT shall actively work with the Executive Committee to fulfill the **Purpose**.

She shall work with the president in understanding and interpreting all phases of the work and in the absence of the president shall perform the duties of that office. For the task she shall become informed through reading, study, discussion and participation in enrichment/training opportunities.

She shall:

- serve as chairperson of the Committee on Program;
- plan opportunities for training and experiences in program planning to strengthen the district organizations and the local units, in cooperative relationship with the Executive Committee and the district vice-president.
- alert the district vice-presidents to program resources and training events that are available from a variety of sources;
- carry responsibility for ecumenical relations and share with the Executive Committee in promoting the cooperation of women of The United Methodist Church in the program of Church Women United and/or other ecumenical groups;
- be responsible for the interpretation and promotion of World Federation of Methodist Women;*
- work with the Executive Committee in receiving; evaluating and preparing reports.

Section 3. The SECRETARY must understand the organizational form, the **Purpose**, the program and the total involvements of the district and conference organizations in order to perform the responsibilities assigned to her and to assist the president.

She shall:

- keep accurate minutes of all meetings of the conference organization, Executive Committee and of the Administrative Committee;
- serve as custodian of all records and such official papers as may be placed in her care;
- sign, with the president, all orders on the treasury and all official and legal papers, making certain they are properly dated;
- care for such correspondence as directed and share with the organization communications addressed to it;
- keep an accurate list of the elected leaders of the districts;
- work with the president in preparing agendas for meetings

*See *Handbook of the World Federation of Methodist Women*.

of the organization and the Executive Committee;

- report recommendations and actions of the Executive Committee and Administrative Committee to the conference organization;
- see that all meetings are publicized;
- send names of conference elected leaders (including addresses and zip codes) to the Women's Division immediately following elections and to the Core Planning Group, as requested, and report *ad interim* changes;
- work with the other elected leaders in receiving, evaluating and preparing reports.

Section 4. The TREASURER shall actively work to fulfill the **Purpose**. For this task, she shall become informed concerning the financial responsibility of the organization and the program and responsibilities of the Women's Division.

She shall:

- receive from district treasurers the funds of local units to be remitted to the Women's Division, quarterly or monthly, as the organization determines;
- remit funds for the Women's Division to the treasurer of the division;
- disburse administration and membership development funds in accord with approved recommendations from the Committee on Finance and upon written order of the president and the secretary;
- send itemized statements of all finances to the Executive Committee members;
- return district funds for administration and membership development to the district treasurers monthly or quarterly as the conference may determine;
- be bonded through the Women's Division as it may determine (*books shall be audited annually by a certified public accountant and the auditor's report presented to the conference organization, with a copy to the treasurer of the Women's Division*);
- make a written report to each meeting of the Executive Committee and annually to the organization;
- serve as chairperson of the Committee on Finance;

- work with the district treasurers and conference Committee on Finance and Committee on Program to help the membership gain a clearer understanding of the work of the various divisions of the Board of Global Ministries for which the Women's Division has responsibility.
- interpret in cooperation with the conference mission coordinator for Christian global concerns, the need for financial undergirding of the program of mission outreach of the various divisions of the Board of Global Ministries supported by the Women's Division.

(Note: the monies received from local units for forwarding to the Women's Division include bequests and devises to the local unit and/or a former women's organization of the church from decedent estates which are designated in whole or in part by the donor for national and for world missions.)

Section 5. In each conference there shall be four MISSION COORDINATORS designated to develop the programs of study and participation in the areas of mission emphasis of Christian personhood, supportive community, Christian social involvement and Christian global concerns.

Each MISSION COORDINATOR shall:

- actively work with the Executive Committee to fulfill the **Purpose**;
 - assume responsibility for personal preparation related to her area of mission emphasis through reading, study and participation in training opportunities;
 - be responsible to the organization for raising concerns related to her mission area;
 - give leadership in conference training opportunities;
 - relate to programs and plans of the conference whenever opportunities are afforded;
 - share in reports of the conference organization.
- A. The MISSION COORDINATOR FOR CHRISTIAN PERSONHOOD shall be concerned that personal growth and spiritual renewal are integral parts of the life of the Executive Committee, the district organizations and of each local unit.

To meet this concern she shall:

- search out resources and suggest opportunities for experiences in:
 - 1) theological study,
 - 2) the use of special days and occasions for prayer and meditation,
 - 3) reading for personal development and group understanding (including the Reading Program),
 - 4) creative and new ways of worship;
 - 5) ecumenical dialogue,
- encourage women to participate in the total church program of study and personal growth.

B. The MISSION COORDINATOR FOR SUPPORTIVE COMMUNITY shall seek to enable the conference mission team to become a supportive community.

She shall plan with the district mission coordinators for supportive community opportunities for women in the conference to have experiences of study and action which help each one develop her fullest potential; achieve a sense of personal identity and selfhood; be concerned and supportive of others; affirm herself as a person of worth; participate responsibly in church and society.

She shall:

- seek ways to enable women in the church to support each other in leadership roles;
- plan for ways to provide regular, creative fellowship activities for the organization;
- find and make available to the conference resources concerning the role and involvement of women;
- urge ecumenical participation;
- encourage consciousness-raising in groups around issues related to women;
- provide for training in group process and group dynamics.

C. The MISSION COORDINATOR FOR CHRISTIAN SOCIAL INVOLVEMENT shall promote a program of study and action relating to current national and international issues.

She shall:

- alert women to emerging social and political issues;
- urge women to study the statement of Social Principles of The United Methodist Church;
- promote involvement in the study-action process;
- share responsibility in the Executive Committee for promoting participation with program of ecumenical and secular organizations to achieve mutual goals;
- provide opportunities for women to work together irrespective of age, economic, ethnic and racial differences;
- interpret the social, economic and political implications of the missionary outreach of the Board of Global Ministries.

D. The MISSION COORDINATOR FOR CHRISTIAN GLOBAL CONCERNS shall seek to enable women to understand and participate in the contemporary missionary outreach of the church working with the district coordinators.

She shall:

- maintain contact with the missionary outreach of the church;
- encourage attendance at district and conference mission events including the School of Christian Mission;
- seek ways to involve the members of the organization in understanding the work of the Board of Global Ministries for which the Women's Division has responsibility;
- plan for missionary itineration;
- seek ways to help women understand changing concepts of mission and changing roles of missionaries and deaconesses;
- promote involvement of local units in mission study;
- share information with and from missionaries and deaconesses related to the conference;
- interpret to the organization the various resources which cultivate missionary awareness, including *response* and *New World Outlook*;

- work with the Committee on Finance and the Committee on Program to interpret the funding responsibilities of the Women's Division;
- interpret missionary support;
- promote cooperation with Church Women United and other ecumenical ventures.

Section 6. The SECRETARY OF PROGRAM RESOURCES has the responsibility of helping the elected leaders of the conference organization and secretaries of program resources in the districts know about and secure resources for their task.

She shall:

- acquaint herself with printed and audiovisual resources;
- maintain familiarity with program resources and organizational tools of special interest to elected leaders and promote use of current materials describing the work of the Board of Global Ministries;
- share resources with elected leaders of the conference organization and district secretaries of program resources;
- interpret and promote the magazines *response* and *New World Outlook*;
- assist the Committee on Program with program formulation and implementation;
- participate in training opportunities;
- assist district secretaries in the promotion of the Reading Program;
- be responsible for the ordering on consignment, the display and the sale of program materials at meetings of the conference organization;
- channel information and suggestions for additional resources to the Women's Division;
- work with the Executive Committee in receiving, evaluating and preparing reports.

Section 7. The CHAIRPERSON and the members of the COMMITTEE ON NOMINATIONS are charged with the nomination of all elected leaders of the conference organization. The chairperson is elected by the conference organization for a one-year term and serves on the Executive Committee during her term of office. (*This may be in addition to her tenure on the conference Executive Committee.*)

She shall:

- study to gain an understanding of the program of the conference organization and the responsibilities of each office;
- be on the alert for individual women who show interest and possess skills needed for leadership;
- develop plans to help members of the committee see their task as an ongoing one;
- provide information for the committee concerning vacancies that need to be filled;
- work with chairpersons of district committees on nominations to discover new leadership;
- participate in district and conference training opportunities;
- assume other responsibilities as assigned by the Executive Committee.

Section 8. The CHAIRPERSON OF COMMITTEE ON MEMBERSHIP shall actively work towards the fulfillment of the **Purpose**. She shall seek ways to become informed and knowledgeable about the organization's program and concerns.

She shall:

- work with the district chairpersons and committees on membership to assist local units with their planning for membership enlistment and cultivation;
- interpret the **Purpose**, role and responsibilities of the conference and district organizations and local units of United Methodist Women;
- keep the Executive Committee informed about needs and concerns of membership and the plans of the committee;
- work with district chairpersons and committees and with local churches in the organization of new units.

Section 9. OTHER LEADERS.

- A. The conference Executive Committee, upon evaluation of conference needs and the responsibilities of the treasurer, may create an office of associate treasurer. The functions of this optional office shall be determined by the Executive Committee.
- B. Other elected leaders for the further expansion of specific areas or needed services for implementation of the **Purpose** may be elected.

ARTICLE III EXECUTIVE COMMITTEE

Section 1. There shall be an EXECUTIVE COMMITTEE (mission team) of the conference organization composed of the president, who serves as chairperson, vice-president, secretary, treasurer, chairperson of Committee on Nominations, the four mission coordinators, the secretary of program resources, the chairpersons of the Committee on Membership and of other committees, the representative to the Regional Consultative Committee, if her term of office expires before her term on the Consultative Committee, and the dean of the conference School of Christian Mission if not already an elected leader, the bishop of the area and the president of each district organization of United Methodist Women. The Executive Committee shall also include members of the jurisdiction Core Planning Group and of the Women's Division of the Board of Global Ministries residing within the conference, and such other persons specifically related to the work as the committee may determine.

The committee shall meet as needed and shall seek opportunities for continuing group training experiences. A majority present shall constitute a quorum.

Section 2. The committee shall be the coordinating group for the total educational and promotional program in the conference organization, working with district organizations and units in local churches in fulfilling the **Purpose** and giving support to programs undertaken by them.

The committee shall:

- work in accordance with the plans, responsibilities and policies of the Women's Division of the Board of Global Ministries and share in interpretation of these;
- work in cooperation with the jurisdiction Core Planning Group;
- work in cooperation with the programs of ecumenical groups;
- approve the total budget and recommend it to the conference organization for adoption;
- recommend to each district organization whether auditing the treasurer's books shall be done by a certified public accountant or a public accountant;

- hold each committee and task group accountable to fulfill its responsibilities according to the *Constitution and Bylaws*; the *Handbook*, and the conference standing rules;
- cooperate with the Council on Ministries and other agencies of the Annual Conference.

Section 3. In undertaking its responsibilities and functions the committee may:

- initiate and/or develop program elements, models, experiments or training events on the basis of mission emphasis and continuing study of needs;
- create committees and task forces required to carry forward plans and/or projects;
- add persons of special resources to existing committees;
- transact business on behalf of the conference organization in accordance with the action of the organization and the policies of the Women's Division.
- determine procedures for publicity and designate the person to be responsible.

Vacancies occurring *ad interim* in positions of elected leaders shall be filled by the Executive Committee upon nomination of the Committee on Nominations.

Section 4. The Executive Committee shall constitute from its membership an Administrative Committee of 5-7 persons who shall meet upon call of the president to transact only emergency business in the interim between meetings of the Executive Committee. It shall not change declared policy, the budget or incur indebtedness.

ARTICLE IV COMMITTEES

Section 1. There shall be a COMMITTEE ON PROGRAM.

- A. *Membership*—The committee shall include the vice-president as chairperson, the president, the treasurer, the secretary, the four mission coordinators, the secretary of program resources and others as the Executive Committee may determine.
- B. *Functions*—The functions of the committee shall include:
 - Planning and recommending to the organization such programs as will contribute to the fulfillment of the **Purpose**, including the program of the annual meeting.

- Implementing the plans and evaluating the effectiveness of the program.

Section 2. There shall be a COMMITTEE ON FINANCE.

- A. *Membership*—The committee shall be composed of the treasurer as chairperson, the president, the vice-president, the secretary, the mission coordinators of Christian social involvement and Christian global concerns, the treasurers of the district organizations, and others as determined by the Executive Committee.
- B. *Functions*—The functions of the committee shall be to study the pledges made by the districts; become informed as to conference income and district and local financial possibilities and problems; recommend the amount to be pledged for missions by the conference; receive from each district a budget request for administration and membership development funds; and prepare and recommend the total budget for jurisdiction, conference and district administration and membership development. It shall recommend to the conference organization constructive plans and procedures for securing funds for conference and district budget requests.

In cooperation with the Committee on Program it shall develop and recommend to the organization plans for financial interpretation and promotion of the program and responsibilities of the Women's Division.

Requests made to the conference organization for funds shall be referred to the Committee on Finance for study in relation to the total responsibilities of the conference organization and for recommendation.

- C. *Meetings*—The committee shall meet at least semi-annually and on call of the chairperson.

Section 3. There shall be a COMMITTEE ON MEMBERSHIP.

- A. *Membership*—The committee shall be composed of members as determined by the organization. The committee shall meet at least semi-annually and on call of the chairperson.
- B. *Functions*—The functions of the committee shall include assisting the district chairpersons and members of the committees in developing plans for enlisting new members, membership cultivation and in interpreting the **Purpose**, role and responsibilities of the organization of

United Methodist Women, and helping to organize new units.

The committee shall keep the Executive Committee informed about needs and concerns of the women in the conference which are not being met; and make recommendations to the Executive Committee of plans for meeting these needs.

Section 4. There shall be a COMMITTEE ON NOMINATIONS composed of 5-11 persons, including the chairperson, the number to be determined by the conference organization on the basis of membership distribution and size, and shall be representative of the membership of the conference in matters of employment, age, racial and ethnic backgrounds. (Representation for racial and ethnic groups in proportion to their membership should be seen as a *minimum* requirement.) No member of the committee shall hold any other office in the organization beyond the local unit. The chairperson and members of the committee shall be elected in the annual meeting (see Article V for functions of the committee).

Section 5. There shall be a COMMITTEE ON THE SCHOOL OF CHRISTIAN MISSION.

- A. *Membership*—The members of the committee shall be the president, the vice-president, the treasurer, the mission coordinators of Christian social involvement, Christian global concerns and Christian personhood, the secretary of program resources and others as may be named by the Executive Committee.

The dean, elected annually by the committee, shall serve as chairperson of the committee. The office of dean shall be rotated among the members of the committee with no person serving more than two years in succession.

- B. *Functions*—The functions of the committee shall be to plan and promote a conference School of Christian Mission which shall serve as one means of fulfilling the **Purpose**. The school shall give emphasis to the world mission of the church, an integrated program of missionary outreach, Christian social action, spiritual growth, program planning and promoting the total program of United Methodist Women.

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

Section 6. OTHER COMMITTEES for expansion of specific program areas or needed services for implementing the **Purpose** of the organization may be named by the Executive Committee.

ARTICLE V

NOMINATIONS AND ELECTIONS

Section 1. COMMITTEE ON NOMINATIONS. There shall be a COMMITTEE ON NOMINATIONS whose basic functions include:

- working with the district chairpersons of committees on nominations;
- finding qualified women for leadership roles in the conference organization;
- insuring that the leadership of the conference organization is representative of the membership in relation to age, race, ethnic and cultural backgrounds, employment and non-employment;
- making the slate of nominees available to the Executive Committee and the membership prior to the annual meeting in which the election will be held;
- reporting to conference organization at the annual meeting nominations for elected leaders and members of the Committee on Nominations;
- making nominations to fill vacancies which occur *ad interim*.

Section 2. ELECTIONS.

- A. The Committee on Nominations, elected by the conference organization, shall have a rotating membership divided into three classes. Each member shall be elected for a three-year term, except when classes are established for the first time.
 - 1) The chairperson shall be elected annually by the conference organization for a term of one year only. During this time she serves on the Executive Committee.
 - 2) Members of the new class shall be elected to replace the class which is rotating off.
 - 3) Members shall be elected to fill vacancies (if any) in the other two classes.
- B. At the time of the elections, the Committee on Nominations shall present, for the ensuing term, nominations of all

elected leaders and the chairperson and members of the Committee on Nominations.*

Only women who are resident members of churches within the bounds of the conference shall be elected.

- C. Elections shall take place in the annual meeting annually, biennially or quadrennially as the conference organization may determine. There shall be opportunity for nominations from the floor. Election may be by acclamation or by ballot. A majority vote is sufficient for election.
- D. Those elected shall assume their duties upon election or as determined by the organization.
- E. Vacancies occurring in the elected leadership of the conference organization shall be filled by the Executive Committee upon the nomination of the Committee on Nominations.

Section 3. No elected leader shall hold the same office for more than four consecutive years. Tenure on the Executive Committee for the elected leadership of the conference organization shall be limited to a total of eight years unless a woman is elected to serve as conference president after having served the eight-year tenure.

A one-year term as chairperson of the Committee on Nominations may be in addition to tenure limitation described above.

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/chairman of the Wesleyan Service Guild, shall be counted when determining tenure.

No elected leader of the conference organization shall hold any other office beyond the local unit of United Methodist Women.

Section 4. At an annual or Executive Committee meeting of the conference organization, at least six months preceding the Assembly, representation to the Assembly, as determined by the Women's Division shall be elected.

Section 5. At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdictional organization, six delegates shall be elected by the conference organization.

*Continuing consideration should be given to several streams of recent common history when seeking leadership: 1) union of The Methodist Church and The Evangelical United Brethren Church, 2) mergers of black and white conferences, and 3) uniting of the Women's Society of Christian Service and the Wesleyan Service Guild.

zation, all of whom shall be conference officers (*DISCIPLINE* ¶¶ 738.6c, 646.3), for membership in the jurisdiction organization. Nominating procedures shall be established by a conference standing rule.

Section 6. At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdiction organization, the conference organization shall nominate three women for membership on the Women's Division and the Board of Global Ministries. These names shall be sent to the jurisdiction organization (*DISCIPLINE* ¶¶ 738.6d, 646.4).

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

Nominating procedures shall be established by a conference standing rule.

ARTICLE VI MEETINGS

Section 1. There shall be an annual meeting of the conference organization at which time there shall be presented a program designed to meet the needs of the women of the conference in harmony with the **Purpose** and with the plans and responsibilities of the Women's Division. Officers and other elected leaders including the chairperson and members of the Committee on Nominations shall be elected according to the plan of the conference. Necessary business shall be transacted and pledges made for the ensuing year (*DISCIPLINE* ¶ 738.6a).

Section 2. There shall be a School of Christian Mission whose function shall be to provide a primary setting for mission education, confrontation with current issues, spiritual growth, general leadership development, and specific helps for members and elected leaders of the organization; to introduce any new program emphases; and to build personal relationships among division members/staff and the elected leadership of the organization.

Section 3. Workshops, seminars, retreats and other such meetings for the fulfillment of the **Purpose** may be held as determined by the Executive Committee.

ARTICLE VII FUNDS

Section 1. The conference organization shall make an annual pledge to the Women's Division.

Section 2. All undesignated funds received by the conference treasurer from any source shall be remitted to the treasurer of the Women's Division, except those used to set up funds for administration and membership development. Funds remitted shall be divided according to the vote of the Women's Division.

Section 3. Funds contributed for Special Memberships, In Remembrance and Memorial Gifts, and World Thank Offering become part of the regular Pledge to Missions for appropriations and may not be otherwise designated by the conference organization.

Section 4. Supplementary Gifts received from district treasurers shall be remitted to the treasurer of the Women's Division according to the designations received from district treasurers.

Section 5. The offering received from the observance of Call to Prayer and Self-Denial shall be sent to the treasurer of the Women's Division to be applied to the projects designated each year by the Women's Division.

Section 6. Each conference organization shall set up a fund for administration and membership development. This fund shall provide for the administration and membership development expenses of the conference, a contribution to the jurisdictional fund for administration and membership development, and for remittances to the districts for administration and membership development.

ARTICLE VIII AMENDMENTS AND STANDING RULES

Section 1. Amendments to these bylaws may be made by a majority vote at the annual meeting of the Women's Division, provided a thirty-day notice is given in writing to all members of the division by the Executive Committee or by the Committee on Bylaws of the Women's Division.

Proposed amendments to these bylaws may be sent by any member or by the conference organization to the recording secretary of the Women's Division for presentation to the division.

Section 2. Standing rules may be made and amended by the conference organization provided they are in harmony with the Women's Division *Constitution and Bylaws* for the conference organization.

CONSTITUTION OF UNITED METHODIST WOMEN IN THE JURISDICTION*

Article 1. Name.—In each jurisdiction there shall be a jurisdictional organization named United Methodist Women, auxiliary to the Women's Division of the Board of Global Ministries.

Article 2. Authority.—Each jurisdictional organization of United Methodist Women shall have authority to promote its work in accordance with the program and policies of the Women's Division of the Board of Global Ministries.

Article 3. Membership.—The jurisdictional organization of United Methodist Women shall be composed of the members of the Core Planning Group; six delegates from each conference organization, all of whom shall be conference officers; members of the Women's Division living within the jurisdiction; a representative of the jurisdictional Association of Deaconesses/Home Missionaries; and all the bishops of the jurisdiction.

Article 4. Meetings and Elections.—a) There shall be a meeting of the jurisdictional organization of United Methodist Women during the last year of the quadrennium. At that time the women nominees to the Board of Global Ministries shall be elected according to the *DISCIPLINE* ¶¶ 738.6d, 1554), and the president and any other officers shall also be elected.

b) There may be other meetings as needed.

Article 5. Amendments.—Proposed amendments to the constitution shall be sent to the recording secretary of the Women's Division prior to the last annual meeting of the division in the quadrennium.

**DISCIPLINE* ¶ 646.

STANDING RULES OF UNITED METHODIST WOMEN IN THE JURISDICTION

1. The function of the jurisdiction organization shall be to work with conferences to evaluate leadership growth and program effectiveness within the jurisdiction; in response to such evaluation, to initiate or terminate jurisdiction task groups, pilot projects and other experimental services as may strengthen the total program of United Methodist Women; to recommend program emphases to the Women's Division and/or respond to specific division requests.
2. The jurisdiction organization shall be composed of the members of the Core Planning Group; six delegates from each conference organization, all of whom shall be conference officers; members of the Women's Division living within the jurisdiction; a representative of the jurisdiction Association of Deaconesses/Home Missionaries and all the bishops of the jurisdiction (*DISCIPLINE* ¶ 646, Article 3).
3. The planning body for the jurisdiction organization shall be known as the Core Planning Group and shall be elected by the jurisdiction organization at the quadrennial meeting to be held during the last year of the quadrennium. Members of the Core Planning Group shall take office immediately following their election.
4. The Core Planning Group shall be composed of the following persons who are members of the organization:
 - a. President
 - b. Vice-president
 - c. Secretary
 - d. Treasurer
 - e. Two members-at-large
 - f. The chairperson of the jurisdiction Committee on Nominations.
 - g. Chairpersons of task groups during their period of service, to be selected by the Core Planning Group
 - h. The dean of the Regional School (*ex officio*) elected by the Regional Planning Team.

- i. One or more members of the Women's Division (*ex officio*) residing within the bounds of the jurisdiction, in addition to the jurisdiction president, the number and persons to be determined by the Core Planning Group.

5. Term of Office and Tenure

- a. The term of office for members of the Core Planning Group of the jurisdiction organization shall be (4) four years.
- b. Tenure on the Core Planning Group for leadership of the jurisdiction organization shall be limited to a total of (4) four years unless one is elected to serve as president of the jurisdiction organization (*after having served four years in another elected capacity on the Core Planning Group*).
- c. Any previous service as jurisdiction elected leaders shall be counted as tenure.
- d. The persons elected as president, vice-president, secretary, treasurer, and chairperson on nominations and members-at-large of the jurisdiction organization shall not carry elected officer responsibility in the conference or district organization except for the interim between her election to the Core Planning Group and her next annual meeting. This does not restrict other members of the Committee on Nominations.

6. Duties of the Core Planning Group members

- a. The PRESIDENT shall preside at all meetings of the jurisdictional organization and of the Core Planning Group. She shall be a member of the Board of Global Ministries and of the Women's Division as provided in ¶ 1554 of the *DISCIPLINE*. She shall be a member of such jurisdiction boards and committees as the *DISCIPLINE* may provide. She shall sign with the secretary orders for the distribution of jurisdiction funds. She shall be a member of the Regional School Planning Team.

She shall be extended an open invitation to attend, as an observer and at jurisdiction expense, all Women's Division Executive Committee meetings.

- b. The VICE-PRESIDENT shall, in the absence of the president, assume the duties of that office.

- c. The SECRETARY shall record minutes of all meetings of the Core Planning Group, and jurisdiction United Methodist Women, keeping a permanent record and supplying copies of minutes to the staff in the regions within the jurisdiction, Women's Division members residing within the bounds of the jurisdiction, presidents of conferences within the jurisdiction, the Committee on Nominations, and others whom the Core Planning Group shall designate.

She shall keep a record of all task groups, consultations, seminars or workshops.

She shall care for such correspondence as directed, including the mailing of the budget and financial report.

She shall serve as custodian of all records and official papers placed in her care.

She shall, with the president, sign orders for the disbursement of jurisdiction funds.

She shall, at the request of the Core Planning Group, prepare a directory of jurisdiction United Methodist Women leadership, prepare publicity, program, leadership, or other printed materials.

In the absence of both president and vice-president, she shall assume duties of the president.

She shall assume such other responsibilities as the Core Planning Group may assign.

- d. The TREASURER shall receive funds which the conferences have designated for jurisdiction administration and membership development, and such other funds given for that purpose, and the offerings received at meetings of the jurisdiction.

She shall disburse funds in accordance with the approved recommendation of the Core Planning Group and upon written order of the president and secretary.

She shall serve as chairperson of the Core Planning Group functioning as a Committee on Finance, to prepare a budget. A copy of the annual budget should be shared with the presidents of the conferences and with the treasurer of the Women's Division.

She shall see that the books are audited annually and send a copy of the report to the treasurer of the Women's Division.

- e. The two MEMBERS-AT-LARGE are women chosen because of their knowledge and experience in the general work of the United Methodist Women, as well as in the work of The United Methodist Church and its outreach into the world. They shall be persons keenly aware of the present-day challenge to the church and deeply committed to dynamic response to God's redemptive purpose in the world.
- f. CHAIRPERSONS OF TASK GROUPS should be chosen because of special interest and skill in meeting particular needs today. Qualities described in (e) apply here also.
7. a. The Core Planning Group, in consultation with the Women's Division and with leadership in the conferences, shall determine what task groups are needed at specific times for more effective implementation of the purpose of the jurisdiction organization; with the assistance of the Committee on Nominations, the Core Planning Group shall name the chairpersons and members of the task groups.
- b. Each conference should be represented on at least one task group, but every effort should be made to secure persons who have a particular interest and skill in the task to be undertaken, with due recognition of significant minorities in the church of that jurisdiction.
- c. The Core Planning Group shall give guidance and counsel in the initial stages of the work of the task group and, in order to provide coordination and avoid overlapping, may assign one of its number to each task group to serve in an advisory capacity only.
8. The Women's Division shall provide such training experiences for task group chairpersons and other members of the Core Planning Group as seems appropriate, upon the request of the Core Planning Group.
9. The Core Planning Group may call such meetings, consultations, seminars or workshops as may be needed for implementing the purpose of the jurisdiction organization, and shall determine participants in each specific event in order to accomplish best its purpose and objectives. The Core Planning Group shall keep in mind the purposes of the Regional School of Christian Mission in planning other opportunities for growth on the part of the women of the jurisdiction.
10. The Core Planning Group shall meet as soon as possible after the election of persons to the Board of Global Ministries by the jurisdiction conferences to:
 - a. Nominate six women, one half of whom are employed, residing within the jurisdiction to the Women's Division for possible election as members of the Board of Global Ministries and the Women's Division.
 - b. Nominate three women who have already been elected to the Women's Division for possible membership on the Women's Division Special Committee on Nominations. (*Only one will actually be selected.*)
 - c. Name a member of the Core Planning Group to serve as their representative on the regional Consultative Committee(s) for division staff members assigned to regions which are within the bounds of the jurisdiction. Representatives are to be named from among the conferences related to each staff member.
11. The Core Planning Group shall meet at such other times as it may determine and as needed at the call of the president and the written consent of the majority of members of the group.
12. The Core Planning Group shall determine the manner in which funds for administration and membership development will be secured from the conference organizations.
13. The Core Planning Group, serving as a Committee on Finance, shall prepare a budget for the use of funds for administration and membership development, a copy of which shall be shared with the presidents of the conference and with the treasurer of the Women's Division for information.
14. The Core Planning Group will serve as a program planning committee for jurisdiction seminars, consultations or work shops, although a majority of these opportunities may necessarily be carried out in fulfilling the functions of the specific task groups. Such planning will need to be done by the appropriate task groups with the undergirding and assistance of other members of the Core Planning Group.
15. The Core Planning Group shall hold the Committee on Nominations and all task groups accountable to fulfill their responsibilities according to the Constitution and the jurisdiction standing rules.

16. A Committee on Nominations of 5-7 members including its chairperson, shall be elected at the quadrennial meeting when members of the Core Planning Group are elected. The committee shall:

- a. keep an up-to-date file of names of women with special interests and skills that will be needed in the work of the jurisdictional organization. Every avenue should be explored in the effort to secure names of women most able to serve in this kind of flexible structure and in concentrated work to meet specific needs, and who are representative of the membership of the jurisdiction in relation to ethnic and cultural backgrounds, age, employment and non-employment.
- b. prepare nominations for the president, vice-president, secretary, treasurer, two members-at-large and the chairperson and members of the Committee on Nominations and submit them to the quadrennial meeting of the jurisdiction organization for election.*
- c. make the slate available to the Core Planning Group and membership prior to the quadrennial meeting in which the election shall be held.

*Continuing consideration should be given to several streams of recent common history when seeking leadership: 1) union of the Methodist Church and the Evangelical United Brethren Church, 2) mergers of black and white conferences, and 3) uniting of the Women's Society of Christian Service and the Wesleyan Service Guild.

WOMEN'S DIVISION PURPOSE AND FUNCTIONS*

(Excerpted from the Constitution)

¶ 1547. *Purpose.*—The **Women's Division** shall be actively engaged in fulfilling the mission of Christ and the Church and shall interpret the Purpose of United Methodist Women. With continuing awareness of the concerns and responsibilities of the Church in today's world, the Women's Division shall be an advocate for the oppressed and dispossessed with special attention to the needs of women and children; shall work to build a supportive community among women; and shall engage in activities which foster growth in the Christian faith, mission education, and Christian social involvement throughout the organization.

¶ 1548. *Functions.*—The functions of the Women's Division shall be:

1. To recommend programs and policies to United Methodist Women.
2. To interpret the role and responsibility of the division in fulfilling the mission of Christ and the Church.
3. To provide resources and opportunities for women that enrich their spiritual life and increase their knowledge and understanding of the needs of the world and their responsibility in meeting those needs.
4. To secure funds through the channels of United Methodist Women for the support of the program of the Church through the General Board of Global Ministries, with special concern for the needs and responsibilities of women.
5. To project plans specially directed toward leadership development of women through appropriate planning with the other divisions and agencies of the board.
6. To strengthen the Church's challenge to women to enlist in the diaconate as missionaries and deaconesses.
7. To enlist women in activities that have a moral and religious significance for the public welfare and that contribute to the establishment of a just global society.

*DISCIPLINE ¶¶ 1547, 1548.

8. To work with the other agencies of the Church and community in areas of common concern and responsibility. A United Nations Office shall be conducted in cooperation with the General Board of Church and Society.
9. To give visible evidence of oneness in Christ by uniting in fellowship and service with other Christians, including the World Federation of Methodist Women, Church Women United, and other similar groups, thereby strengthening the ecumenical witness and program of the Church.
10. To formulate concepts of contemporary mission.

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