STANDING RULES

FOR THE UNITED METHODIST WOMEN OF THE

CALIFORNIA-NEVADA ANNUAL CONFERENCE

Reference: Constitution and Bylaws, published 2013 by the National Office of United Methodist Women

Conference leadership team is directly related to the jurisdiction and national organization of United Methodist Women and subject to their constitution and bylaws. Conference may develop standing rules as deemed necessary to expand structures and establish procedures. Such rules will not be in conflict with or limit the bylaws approved by the United Methodist Women national organization.

Authority: Article II, Section 1c, paragraph 2, page 127, Relationship to the national office.

United Methodist Woman (UMW) of the California-Nevada Conference shall function in accordance with the Constitution and Bylaws of the Conference United Methodist Women as provided by National United Methodist Women. These Standing Rules are supplementary thereto.

Membership

The Conference Leadership Team shall include:

President, Vice President, Secretary, Treasurer, Chairperson of Nominations Committee, Mission Coordinators, Secretary of Program Resources, Communications Coordinator, Dean/Co-Dean of the Conference Mission (if not already an elected leader), Language Coordinators, Bishop of the area, and President of each District, (also) members of the Western Jurisdiction Leadership Team, and Directors of National United Methodist Women residing within the conference, and others as the Leadership Team may determine.

United Methodist Women (UMW) of the California-Nevada Conference shall function in accordance with the Constitution and Bylaws of the Conference United Methodist Women as provided by National United Methodist Women. These Standing Rules are supplementary thereto.

I. Of those present at the Annual Celebration of the Conference UMW, the voting body shall be composed of all who are members of local UMW organizations, district officers, conference officers, conference UMW committee chairpersons, members of the board of directors of the National United Methodist Women, and members of the Western Jurisdiction leadership team and Program Advisory Group who reside within the bounds of the Conference.

II. **Committees**

   Membership

   In the absence of both President and Vice-President, the Secretary shall preside at the Executive Committee meeting.
1. The voting members shall be:
   a. Elected officers of the Conference UMW.
   b. District Presidents
   c. Dean/Co-Dean of Conference Mission and events
   d. Korean, Pacific Island and Hispanic Language Coordinators

2. Ex-Officio Members Without Vote:
   a. The Chairperson of the Conference Commission on Status and Role of Women or her representative.
   b. Members of the Western Jurisdiction Leadership Team and Committee on Nominations residing within the Conference.
   c. The Chairperson of Beulah Older Adult Committee
   d. Vice-Chairperson and members of the Conference UMW Committee on Nominations.
   e. Limitless Team members

3. Appointed Representatives Without Vote:
   The President shall select persons, pending approval of the Executive Committee, to fill appointed representative positions. The attendance of these at Executive Committee meetings will be at Conference expense.
   a. Web Editor
   b. Representatives Serving On:
      Commission on the Status and Role of Women (COSROW)
      Conference Committee on Lay Leadership Development
      Conference Committee on Young People's Ministry
      Conference Committee on the Annual Conference Session
      Gum Moon Board, Mary Elizabeth Inn Board

4. The Administrative Committee shall be composed of:
   a. President
   b. Vice President
   c. Secretary
   d. Treasurer
   e. Chairperson, Committee on Nominations

5. Invited Guests (without vote):
   a. Directors or Administrators of projects
   b. Gum Moon and Mary Elizabeth Inn Executive Directors
      The attendance of these at Executive Committee meetings will be at Conference expense.

III. Other Committees:
   Committees shall submit their procedure and policy rules to the Executive Committee for approval at its summer meeting. They will be an appendix to the Conference UMW Standing Rules.
The membership of appointed task forces and committees shall be inclusive to reflect the diverse composition of the Conference. The Committees include:

1. The Committee on Program shall be composed of all elected Conference officers, with the Vice-President as Chairperson.

2. The Committee on Finance shall be composed of the Conference Treasurer as Chairperson, the Conference elected leadership, Korean, Pacific Island and Hispanic UMW Language Coordinators, and the District Treasurers. The Committee shall meet at least semiannually and on the call of the chairperson. One meeting shall be for budget preparation and one shall be for financial analysis and goal setting. The district presidents shall attend without vote. In the absence of their district treasurer, the district president will vote.

3. The entire Conference Team shall participate in an annual goal setting process.

4. Membership, Nurture & Outreach Committee shall be composed of the Conference Mission Coordinator for Membership, Nurture & Outreach as Chairperson, the Conference elected leadership, and the District Mission Coordinators of Membership, Nurture & Outreach. The Committee shall meet at least semi-annually, and on call of the chairperson.

5. The Committee on Nominations shall be composed of 5-11 persons. The Chairperson and the members of the Committee on Nominations shall attend the District Leadership Training Event held by the Conference. The Committee shall meet at least semi-annually, and on call of the chairperson. See appendix 5.

6. The Mission u events committee shall be composed as defined by the Constitution & Bylaws, Article IV, and Section 5.a. Upon the recommendation of the Committee on Nominations, the Executive Committee will elect the Mission u leadership team at the July Executive meeting. See Appendix 6

7. The Committee on the Charter for Racial Justice Policies shall be composed as defined by Constitution & Bylaws IV, Section 6.a. The committee shall meet as least semi-annually, and on call of the chairperson.

8. There may be a Committee on Social Action composed of the District Mission Coordinators of Social Action, which may meet twice a year at Conference expense. The Conference UMW Mission Coordinator for Social Action will serve as Chairperson.

9. Beulah Older Adult Grant Committee will consist of nine (9) to eleven (11) members in accordance with the Memorandum of Agreement between United Methodist Women and Beulah Home September 26, 1988. The membership shall be limited to four (2) two-year terms. Members will be nominated by the Administrative Committee of the CA-NV Conference UMW and elected by the Executive Committee of the CA-NV Conference UMW. The Conference UMW President and Treasurer are ex-officio members with vote. See Appendix 4

10. The Investment Committee of the California-Nevada Corporation of UMW shall be composed of seven (7) members. The Treasurer of the Executive Committee of the Conference UMW shall be the Chairperson. The President, Mission Coordinators for Social Action and Education and Interpretation, and three additional members outside of the Executive Committee with special expertise shall be voting members. The Chairperson of the Beulah Older Adult Grant Committee shall be an ex-officio member without vote.

11. The Communications Committee shall meet annually. The Chairperson shall be the Conference UMW Communications Coordinator. The Web Editor shall be a member of the committee.

12. The Committee on Standing Rules shall be composed of the Secretary and two other persons appointed by the President. The Secretary shall be the Chairperson. Standing Rules shall be updated annually, if necessary, and changes adopted at the Annual Celebration.
IV. **Nominations and Elections** See Appendix 5

1. Nominations of all leaders to be elected for the ensuing year, including the Chairperson and members of the Nominations and the additional members of the Committee of the Charter for Racial Justice Policies shall be presented by the Committee on Nominations at the July Executive meeting, with formal election of these officers at the Annual Meeting.

2. Conference officers shall be elected for a two-year term and shall assume their duties on January 1 following the election held at the Annual Celebration. It is recommended that Districts do likewise. Outgoing Conference Officers shall be responsible for performing their duties through December 31st including those duties at D'LITE and the Annual Celebration, whichever falls later in the calendar year.

   a. When an elected officer is unable to fulfill the duties of her office, the President, with the Chairperson of Nominations, shall contact her to determine the reasons. If the problem is not resolved it will be brought to the Administrative Committee. If the agreed solution is not met within the timeframe given, the Administrative Committee will review and recommend to the Executive Committee that the officer be removed from her office by mailing a registered letter informing her of her removal.

   b. If an officer finds it necessary to resign, a letter is to be sent to the President with a copy to the Chairperson of the Committee on Nominations.

   c. All Conference officers, all members of the Conference Committee on Nominations, the additional members of the Committee on the Charter for Racial Justice Policies, the Language Coordinators and the Mission u Leadership Team, and other members shall participate in the Annual Installation Service.

   d. The three (3) voting delegates designated to represent the Conference Organization at the Quadrennial Meeting of the Jurisdiction Organization shall be the Conference President, Conference Vice President, and Conference Secretary; with the Conference Treasurer and the Conference Chair of Nominations designated as alternate voting delegates. If additional alternates are needed, they shall be elected by the Executive Committee from Conference elected officers. (Book of Discipline of the United Methodist Church 2012, p647.6c p536. At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdiction organization, three (3) voting delegates, President, Vice President and Secretary will be elected by the conference organization, all of whom will be conference elected leaders (the Book of Discipline of the United Methodist church 2012, ¶647.6c, ¶536), for membership in the jurisdiction organization. Nominating procedures will be established by a conference standing rule.

   The expenses of these the voting delegates shall be covered by the funds set aside for this meeting, and any remaining funds shall be divided among the balance of the Executive Committee members who attend the quadrennial meeting.

   e. Nominees to National United Methodist Women: The nomination procedure shall be prior to the Quadrennial Meeting of the Jurisdiction Organization. The Committee on Nominations shall conduct a conference-wide search for qualified applicants. These nominees shall be presented at the UMW Annual Celebration immediately preceding the jurisdiction quadrennial meeting and the names forwarded to the jurisdiction organization.

   The nominees are expected to attend the Jurisdiction Quadrennial meeting. Their expenses will be covered by the funds set aside by the Conference for the Quadrennial meeting.
f. Nominees to the National United Methodist Women organization shall include:

**Board of Directors**

At the annual meeting of the Conference organization prior to the quadrennial meeting of the jurisdiction organization, the Conference organization will elect two women as nominees for membership in the United Methodist Women national organization. Nominees will be elected from a slate named by the Conference Committee on Nominations. Additional names may be nominated from the floor of the annual meeting with the consent of the nominee. The names of those elected will be sent to the jurisdiction organization (The Book of Discipline of the United Methodist Church 2012, ¶647.6d, ¶536.4)

The Conference organization will also elect one woman to serve as an alternate. The name of this alternate will be retained by the Conference secretary. In the event that one of the names of the two nominees is withdrawn, the name of the alternate will be sent to the jurisdiction organization as the second nominee of the Conference.

**Program Advisory Group**

At the annual meeting of the Conference organization preceding the end of a quadrennial the Conference organization will elect three women to be considered to serve on the program advisory group of the United Methodist Women national organization. Nominees will be elected from a slate named by the Conference Committee on Nominations. Additional names may be nominated from the floor of the annual meeting with the consent of the nominee. The names of those elected will be sent to the United Methodist Women National Office. It is imperative that the membership of the United Methodist Women national organization reflect the diversity of women throughout the church.

V. **Meetings:**

a. Conference UMW shall meet annually. The date shall be set at least six months prior to the meeting by the Executive Committee upon recommendations of the Committee on Program.

b. Districts shall set the dates for their Annual Celebrations so they do not conflict with the Conference Annual Celebration.

c. District Leadership Training Event (D'LTE) shall be held annually by the Conference UMW for the purpose of sharing leadership skills and providing district officer update. The date and attendance shall be set by the Conference Executive Committee upon recommendation of the Committee on Program.

d. Workshops, seminars, and other meetings, for the fulfillment of the PURPOSE may be held as determined by the Executive Committee upon recommendation of the Committee on Program.

e. Mission u shall be held annually. Conference officers, to the extent possible, will attend and assist at Mission u events. The dates of the Mission u events shall be set at least six months prior to the event by the Mission u Committee with the approval of the Executive Committee.

f. Opportunities for sharing and growing as a community shall be offered at all Conference meetings and events

g. There shall be an annual retreat to include Conference elected officers, members of the Committee on Nominations, District Presidents, Language Coordinators, the Mission u team, and members of the Committee on the Charter for Racial Justice Policies.

h. Attendance at Church Women United and World Federation of Methodist Women meetings is encouraged.
i. Minutes of the Executive Committee meetings and the conference Annual Celebration will be distributed to the Executive Committee within 30 days after the meeting or event.

VI. **Funds:**

   a. The Conference Treasurer shall receive from District Treasurers funds of the UMW’s to be remitted to National United Methodist Women quarterly.

   b. Any appeal for money by an agency or board, or any request for a local UMW or District to sponsor any appeal for funds, shall be submitted for approval to the Conference UMW Committee on Finance before any local UMW or District may be contacted. See Appendix 2

   c. Conference Administration and Membership Development Funds may be used only for Conference UMW administration and development. See Appendix 1

   d. Youth and Young Adult Funds See Appendix 4

VII. **Inter-Agency Representation:**

   a. The President is a member of the Annual Conference.

   b. The President, or her appointee, shall represent the Conference UMW on:

      1. Commission on Status and Role of Women (COSROW)
      2. Conference Committee on Lay Leadership Development
      3. Conference Committee on Young People's Ministry
      4. Conference Committee on the Annual Conference Session
      5. Gum Moon Board
      6. Mary Elizabeth Inn Board

   c. The Mission Coordinator for Social Action is a member, with vote, of the Conference Justice and Advocacy Committee.

   d. The Mission Coordinator for Education and Interpretation is a member, with vote, of the Conference Committee on Mission Service.

VIII. **Chartering new local UMW’s:**

   New local UMW’s shall be recognized at the first Annual Celebration after their Chartering. Identifying and recognizing these local UMW’s will be the responsibility of Membership, Nurture, and Outreach. It is suggested that the Districts do likewise.

IX. **Incorporation:**

   The UMW of California-Nevada Conference of the United Methodist Church is a duly incorporated body in the State of California. The members of the corporation shall be voting members of the Executive Committee of the UMW of the California-Nevada Annual Conference.
The Annual Meeting of the corporation members shall be held following the Annual Celebration of the UMW of the California-Nevada Annual Conference of the United Methodist Church, at which time, five (5) directors shall be elected. Each Director shall hold office until the next Annual Meeting of the members and until her successor shall have been elected and qualified.

Directors and members shall carry out responsibilities indicated in the Constitution and Bylaws of the Corporation.

X. Miscellaneous:

a. The use of inclusive language and accurate UMW's terminology shall be promoted and encouraged.

b. Upon invitation, and as energy and time permit, Conference officers respond as leaders and resource persons to District events and local organization meetings. When Conference officers resource District meetings or events within the area of expertise of the office, this will be at Conference expense: such service is without honorarium. When resourcing is in areas of personal expertise beyond the office, this will be at District or local organization expense.

c. The only items which can be sold at any UMW Conference events are those that are authorized by the Conference Executive Committee or are under Program Resources, authorized by National United Methodist Women. Materials from other Boards and Agencies of the United Methodist Church may be sold with prior approval of the Conference Executive Committee. The sale of promotional items developed by individuals or groups within the organizations is not permitted.

d. The Conference Administrative Committee may use conference calls and email between meetings to make decisions that cannot wait until the next scheduled meeting. At that meeting, those decisions shall be presented to and ratified by the Executive Committee.

XI. Amendments:

These STANDING RULES may be amended by a two-thirds (2/3) vote of those attending the Annual Celebration of the Conference UMW, provided that the proposed amendments have been presented in writing by the Standing Rules Committee to the Executive Committee, then recommended by the Executive Committee to the Annual Celebration of the Conference UMW.

The complete Standing Rules were revised 7/10/16 and adopted at the UMW Annual Celebration 10/17/2015.
Appendix 1

Policy for Use of Administration and Membership Development Funds
United Methodist Women  California-Nevada Conference

Administration and Membership Development Funds (A&MD) are part of our total mission involvement. We are in mission not only to persons throughout the world, but to ourselves through UMW.

Expenses of leaders are provided for in the A&MD Budget. Individuals are not expected to assume these costs personally, and it must not be assumed that the ability to cover such costs can be considered a qualification for holding office. (Peggy Halsey, former Staff, section on Finance, Women's Division)

A&MD Funds are disbursed by the Conference Treasurer. Items of expense should be submitted on voucher forms with the signatures of the Conference President and Conference Secretary. All expenses must be accompanied with written documentation of the expenditure such as receipts or invoices. An exception will be made for mileage reimbursement, tolls, and other expenditures under $25.00.

All vouchers, for reimbursement, must be submitted to the Conference Treasurer within 30 days of expense. Reimbursement checks must be cashed within 30 days of issue and not to exceed 15 days after the end of the fiscal year (December 31st). All receipts/vouchers not turned in within six months of expense will not be reimbursed.

I. **Office Expenses by virtue of office:**
   a. Postage
   b. Supplies/printing expenses
   c. Essential telephone calls
   d. Cost of literature required to carry out requirements of office. The UMW Sampler Subscription and Upper Room Discipline is provided to the Conference Leadership Team by the Secretary of Program Resources.

II. **Travel Expense:**
   a. The rate allowable is 40 cents ($0.40) per mile round trip. Officers should ride together whenever possible. When auto travel is not possible, bus or train fare for short trips will be permitted. Air travel is permitted to a Conference meeting only when necessary. The maximum airfare allowed will be the cost of a round trip flight, not to exceed coach fare.

   b. Conference officers, including the president, who attend district meetings or events at the request of the Conference President to serve as Conference representatives will be reimbursed for their expenses. Costs resulting from such services are to be submitted on an expense voucher.

   c. Expenses to attend the D’LTE and the Annual Celebration shall be allowed for both incoming and outgoing going officers and members of the Committee on Nominations.

   d. If the Legislative Social Action Event is on Friday immediately preceding the weekend meeting or Monday immediately following the weekend meeting of the Conference Executive team, the lodging expense for the additional night (Friday or Sunday) will be paid by the Conference UMW for those who are part of the Social Action Event planning and implemental team. choose to attend the Legislative Event. This policy applies to not only conference UMW team members but also to district officers and others who are leading the event. upon the invitation of the conference UMW.
e. Round trip mileage for the following is allowed:
   1. To Conference Executive Committee meetings
   2. To meetings required by virtue of office.
   3. If the Discipline and California-Nevada Standing Rules requires membership on committee(s), the agency pays: if not in full, the difference will be paid by the Conference UMW. If none is paid by the agency, the Conference UMW will pay the round trip mileage.
   4. Representatives assigned by the Executive Committee to other Boards and Agencies, including Gum Moon and Mary Elizabeth Inn Board meetings.

III. **Meals and Lodging:**
The meal allowance at any Conference United Methodist Women event shall be determined for the entire event; i.e., the total number meals purchased. Meal reimbursement to be allowed for actual expense, including tips, using the following guidelines: breakfast $5.00 - lunch $10.00 - dinner $10.00. Furnished meals will not be included in the meal allowance.

Breakfast/dinner expense will be allowed, according to the above guidelines, if it is necessary to leave home before 7:00 a.m. or arrive home after 6:30 p.m.

Lodging expense shall be reimbursed at a rate of two (2) individuals per room per night, except for the Conference President who will be reimbursed for a private room, when necessary due to distance getting to meetings. If an individual prefers a single room, the additional expense is to be borne by that individual. This will be a guideline when arranging group-meeting facilities. The rate allowed for lodging is $45.00 per night per person.

IV. **Expense for Jurisdiction Representatives and Directors of United Methodist Women:**
   a. Expenses for these persons, while attending Conference events, including but not limited to Annual Celebration, Mission u events, retreats, and Executive Committee, shall be the Conference responsibility.
   b. Travel for National United Methodist Women events shall be at UMW expense

V. **Honoraria:**
   a. A person, with the exception of National UMW staff, etc., invited by the Executive Committee or Mission u Committee to participate as a guest speaker, panel member, workshop leader, retreat leader, etc. shall be reimbursed for expenses in accordance with Conference policies and also given an honorarium.
   b. The honorarium shall be between $50 and $300, depending upon the extent of the service performed and shall be approved by the Administrative Committee.

VI. **Assembly/Western Jurisdiction/Leadership Development Days/Mission u:**
If a Conference officer attending Assembly, Western Jurisdiction/LLD meeting and/or Mission u training meeting chooses to go by car, travel in the amount of no more than the lowest price
scheduled round trip will be allowed. The prospective attendee may request an advance for travel by submitting a voucher to the Conference President.

VII. **Financial Support:**
The Finance Committee shall consider support of a member of UMW of the California-Nevada Conference who has the opportunity to attend such outstanding programs as seem to be important to the Conference organization.

VIII. **Training:**
Mileage for six (6) cars for each district will be paid by the Conference for such training events. In the event more than six (6) cars are required, mileage will be paid with the approval of the Conference President, Conference Treasurer, and Conference Secretary.

IX. **Memorials:**
It shall be the policy of the California-Nevada Conference UMW, upon the death of a current Conference Team member, to send a $50 Gift in Memory to National Office of UMW. Upon the death of a past president or spouse of a current Conference Team member, a $30 Gift in Memory will be sent to National Office of UMW.

X. **Dependent Care:**
Up to $50 per day shall be allowed for dependent care for UMW Conference officer and those on UMW Conference business.

**Dependent Care Policy**

The financial policy for Conference leadership attending to Conference business intends to remove financial burden from the giving of leadership without removing stewardship responsibility. Recognizing that some persons have other adults, as well as children who are dependent on them, the policy shall be that when in fulfilling an obligation as a leader of Conference UMW (attending, either by virtue of her/his office or appointment by the Conference President) she/he incurs expenses for such care, she/he shall be reimbursed up to an amount of $50 per day.

Dependents shall be defined as those person(s) who require her/his care on a regular basis and for whose care she/he does not receive financial remuneration. Because funds are limited for dependent care, any leader having children or adults who need constant care is urged to attempt to arrange volunteer, free care from friends and relatives whenever possible for all or part of the time. We urge this as a support service from the local unit.

XI. **District Treasurers:**

For the sake of uniformity, it is recommended that:

a. District treasurers shall mail submit their quarterly remittances to the Conference Treasurer per her instructions and timeline.

b. Each District Treasurer shall file with the Conference Treasurer a copy of each financial report presented to and accepted by the District Executive Committee.

c. The balance on hand in a District’s A&MD Fund at the year-end shall be deducted from the amount budgeted to be received by that District for the ensuing year. This deduction shall
be made from the third (3rd) quarter and, if necessary, the second (2nd) quarter allotment.

d. Expense vouchers shall be submitted to the District Treasurer when incurred. Vouchers for any calendar year shall be submitted no later than December 15. Current telephone bills are the exception. Expenses billed after December 15 shall be paid the following year.

e. Districts may receive an advance from the Conference Treasurer during the second (2nd) quarter in order to pay registration fees for the Mission events. This advance will be deducted from the District’s fourth (4th) quarter allowance.

XII. **Registration Fees:**
If registration fees are charged for any district or Conference UMW event, this must be made clear in all publicity, and excess collected over and above actual expense becomes a part of the A&MD Fund.

XIII. **Offerings:**
Offerings taken at any district or Conference UMW event shall be directed to programs related to National United Methodist Women with approval of the appropriate Executive Committee, subject to recommendation of the Program Committee. Registrants shall be informed of the purpose for which the offering is being received.

XIV. **Banking:**
Bank statements for all California-Nevada Conference UMW accounts will be sent by the agency to the Conference President.

XV. **Savings Accounts:**
Assembly Three thousand dollars ($3,000.00) per year may be budgeted and put into a savings account from the A&MD Fund as an accumulative fund for Conference officers to attend Assembly. The Conference President’s expenses to attend Assembly shall be paid in full. Any remaining funds may be distributed evenly among the other Conference officers, including members of the Committee on Nominations who attend Assembly to cover their expenses.

Seven hundred dollars ($700.00) per year for each District may be budgeted and put into a savings account from the A&MD Fund as an accumulative fund for District officers to attend Assembly. Each District President’s expenses to attend Assembly shall be paid in full. Any remaining funds may be distributed evenly among the other District officers, including members of the Committee on Nominations, who attend Assembly to cover their expenses.

Western Jurisdiction Quadrennial Meeting Two thousand dollars ($2,000.00) per year may be budgeted and put into a savings account from A&MD Fund each year as an accumulative fund for Conference officers to attend this meeting. The expenses to attend this meeting shall be paid in full for the Conference President three (3) Conference voting delegates and two (2) nominees for membership in the United Methodist Women National organization. Any remaining funds may be distributed evenly among the other Conference officers, including members of the Committee on Nominations who attend the Western Jurisdiction Quadrennial meeting to cover their expenses.
Three hundred dollars ($300.00) per year for each District may be budgeted and put into a savings account from the A&MD Fund as an accumulative fund for District officers to attend this meeting. Each District President’s expenses to attend Western Jurisdiction Quadrennial Meeting shall be paid in full. Any remaining funds may be distributed evenly among the other District officers, including members of the Committee on Nominations, who attend the Western Jurisdiction Quadrennial Meeting to cover their expenses.

**Unexpended Funds** Funds not expended in one quadrennial for the Quadrennial Assembly or Western Jurisdiction Quadrennial meeting may be made available as scholarships for the next respective event.

**National Seminar** Two hundred fifty dollars ($250.00) may be budgeted and put into a savings account from the A&MD Fund each year as an accumulative fund for Conference selected women to attend National Seminar held every four years.

The complete Policy for Use of Administrative and Membership Development Funds are revised 7/10/16 and adopted at the UMW Annual Celebration 10/15/16

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**Appendix 2**

**Policy for Appeals of United Methodist Women**

**Local UMW’s and Districts**

United Methodist Women California-Nevada Conference

I. **Financial Appeals:**

Financial appeals (e.g., outright cash asking, requests to sell tickets, requests to sponsor fund raising campaign, etc.) by an agency, board, cause, institution, group or individual to any Conference local UMW’S or District UMW’s shall be approved by both the Conference UMW Committee on Finance and Conference Executive Committee before any local UMW or District may be contacted. (In an emergency, the Conference Administrative Committee and Executive Committee may grant such approval). Financial appeal requests shall be submitted in writing to the Conference President and Conference Treasurer ten (10) days prior to meeting to which such request will be considered.

**Criteria for Judging Whether Request is Appropriate - Does It and How Does It Fulfill/Enhance the PURPOSE of United Methodist Women?**

If request is granted, the requesting agency is responsible for sending the request to local UMW and District UMW’s. Any expense thus incurred is the responsibility of the requesting agency. The request shall be sent to presidents of local UMW’s and District UMW’s. The request shall be signed by the chairperson/president/administrative officer of the requesting agency and by the Conference UMW's President and Treasurer (or in lieu of this, a cover letter on Conference UMW's stationery). The content of all requests shall be approved by the Conference UMW Committee on Finance and the Conference Executive Committee.
II. **Informational Appeals:**
Any request by an agency, board, cause, institution, organization, group or individual to send informational/educational material, or to solicit membership for auxiliaries (including requests for help for auxiliaries once they are established) local UMW’s and Districts UMW’s shall be approved by the Conference Administrative Committee and Executive Committee. Requests shall be submitted in writing to the Conference President and Conference Secretary ten (10) days prior to meeting, at which, such request will be considered.

If request is granted, the requesting agency is responsible for sending the request to local UMW’s and Districts. Any expense thus incurred is the responsibility of the requesting agency. The request shall be sent to the presidents of local UMW’s and District UMW’s. The request shall be signed by the chairperson/president/administrative officer of the requesting agency and by the Conference UMW President and Secretary (or in lieu of this, a cover letter on Conference UMW stationery). The content of all requests shall be approved by the Conference UMW Executive Committee.

**Appendix 4**

**Policy for Use of the Youth/Young Adult Fund**
United Methodist Women California-Nevada Conference

I. **Purpose:**
The UMW of the California-Nevada Conference are concerned that young people shall have opportunities to grow as Christians and be responsible participants in the life of the Church. A Youth/Young Adult (Y/YA) Fund is established for this purpose.

II. **Guidelines for Recipients:**
The Y/YA Fund shall be disbursed for youth ages 12 to 17 and young adults ages 18 to 35 as follows:

a. There are 16 Mission u scholarships (four to each District) available. If all the 16 available scholarships are not awarded as of the set deadline, the remaining scholarships may be made available to other Districts.

b. Grants to special events

c. Assist on-going programs with review annually

d. Seed money for new programs

e. Scholarship grants to seminary students preparing for service in the United Methodist Church as pastors or missionaries. These grants may not exceed one-fourth (1/4) Y/YA Funds received in the previous year.

f. Special scholarships for those who have attended Mission u events before but need some assistance in fees. Scholarship grants (four per District) to pay up to 60% of Mission u event’s fees (does not include pay for travel, books, or other needs.)

III. **Procedure for Receiving Funds:**
a. These funds shall be received from the local UMW’s.
b. The pledge card, which is sent annually to local UMW Treasurers, shall include a space for Y/YA Fund.

c. Funds shall be sent through regular channels of local Treasurer to District Treasurer to Conference Treasurer.

IV. Procedure for Disbursing Funds:
   a. Requests for these funds shall be by application to the Finance/Budget Committee c/o Conference UMW Treasurer with a copy to the respective District UMW Treasurer.

   b. Applications for requests must be received by April 1 or August September 1st. Application(s) for additional request(s) from the same organization, group, or person for the same program/project may not exceed one (1) per fiscal/calendar year.

   c. Allocations of the funds will be made by the Conference UMW Executive Committee on Recommendation of the Committee on Finance.

   d. Scholarship grants to seminary students in any one year are not to exceed one-fourth (1/4) of the Y/YA Fund received in the previous year.

   e. Application(s) for request(s) may be obtained from the Conference UMW Treasurer and/or District UMW treasurer.

Appendix 3
Beulah Investment Committee Procedures

The Investment Committee will be nominated by the Administrative Committee and be elected annually by the Corporation. Policies are included in these Standing Rules.

Duties: The Committee will review the Beulah Investment Portfolio and recommend to the Executive Committee the level of grants for the ensuing year.

Tenure: Conference Officers, who are members by virtue of office, will serve for the term of their office. The other three (3) additional members, with special expertise, will serve for two years with a maximum of two terms. An outgoing and/or former Conference officer who had served by virtue of her office may be asked to serve again as other additional member with special expertise, subject to tenure limitation.

Appendix 4
Committee on Nominations Procedure and/or Policy Rules
United Methodist Women - California-Nevada Conference

I. Composition of Committee on Nominations:
The Committee on Nominations shall be composed of seven five to eleven (7) (5-11) persons, including the Chairperson, representing the ethnic and regional diversity within the Conference. The Committee endeavors to work together as a team.

***ALL WORK OF THE COMMITTEE SHALL BE CONFIDENTIAL***
a. Chairperson is elected by the Conference organization to serve a two-year term as Chairperson, during her four-year term on the Committee. As Chairperson, she shall serve as a member of the Executive Committee with voting privileges.

b. Vice-Chairperson may be selected by the Committee. She observes and works closely with the Chairperson. She is an ex-officio member of the Conference Executive Committee without vote.

II. Retreat for Committee on Nominations

Early in the year (if possible) an overnight retreat shall be held for all members of the Committee on Nominations to establish a supportive community and delegate responsibility related to the work of the Committee.

III. Functions of the Committee on Nominations:

a. The work of the committee shall be confidential.

b. The Committee shall be aware of the need to be inclusive in selecting the nominees.

c. The Committee shall keep a Central Talent Resource File and a Record of Tenure file. Each reference shall be dated, so as to keep the information current.

d. There shall be no pattern of succession of officers and repetition of the officers is not automatic.

e. The Committee shall ensure that nominees receive pertinent information relating to their prospective office, so as to give them an accurate description of the responsibilities required (job description, extra meetings required, Committee assignment, officer training events, etc.)

f. A written acceptance is required from each nominee, including a personal profile. A letter is sent to each nominee confirming her nomination.

g. The names of persons who have accepted the invitation to be nominees may be known only after official presentation to the Conference Executive Committee session at the July meeting.

h. The Committee shall prepare a ballot slate of nominees, including a profile of each nominee, and ballot if necessary. The Chairperson of the Committee shall confer with the Conference President regarding procedures of the election.

IV. Other Policies

a. Each member of the Committee on Nominations shall attend one Mission u event each year at the expense of the Conference. The Chairperson, as an elected member of the Mission u Team, shall attend all Mission u events and shall carry out any duties as assigned by the Mission u Committee.
b. Each member of the Committee on Nominations shall accept responsibility of being a resource person to a District Committee on Nominations. Members shall attend their District executive committee meeting, so as to become a liaison between Conference and District.

c. Each member of the committee shall be reimbursed for expenses related to her office after submitting voucher(s) to the Chairperson of the Committee on Nominations.

d. Each elected Conference officer shall be asked annually to complete a self-evaluation of her performance. The Conference Committee on Nominations and the Conference President shall review the assessment.

e. Changes of Procedure and/or Policy Rules: Any changes in procedure and/or policy rules shall be considered and agreed upon by the Committee on Nominations. These changes shall be presented to the Conference Executive Committee for adoption.

Appendix 5

UMW MISSION u EVENTS POLICIES
CALIFORNIA-NEVADA CONFERENCE

Committee on the Mission u and Mission u Event
1. Members of this committee shall be:
   President, Treasurer, Mission Coordinator for Education and Interpretation, Chair of the Committee on Nominations; and other officers assigned by the Executive Committee.
2. The Mission u Dean/Co-Dean and Assistant Dean will serve from the end of one Mission u through the end of the next Mission u.
3. Mission u events include One Day Events, Three Day weekend events, and other formats as decided by the Conference Executive Committee.
4. The Dean/Co-Dean and Assistant Dean are nominated by the Committee on Nominations for approval by the Conference Leadership Team. The terms of office for the Dean/Co-Dean shall be for one (1) year, with a maximum of two (2) years in succession in each position.
5. A secretary shall be selected each year at the first meeting of the Mission u Committee.
6. Minutes of the meeting shall be sent to those on the Mission u Committee listed in these standing rules, as well as to the Secretary of the Conference.
7. The Dean/Co-Dean, Assistant Dean, President and Treasurer shall make the final arrangements for the site of the Mission u Events as necessary.
8. Minutes of the meeting shall be sent to those on the Mission u Committee listed in these standing rules as well as the Secretary of the Conference Team.
9. The Dean/Co-Dean, Assistant Dean, President and Treasurer shall make the final arrangements for the site of the Mission u Events as necessary.
10. Scholarships are available at the Conference, District and local level. Request forms are available on the Conference UMW web site: www.cnumw.org.
11. The Dean/Co-Deans Assistant Dean will be responsible for the preparation, printing and binding of the program book with the assistance of the Communications Coordinator.
12. Two or more Conference officers shall be present at each Mission u Event.
I. **Relative to Faculty:**

   a. Study leaders must be certified according to the standards set by National United Methodist Women and they must use UMW resource materia so that students are assured that the texts are covered.

   b. Study leaders who have agreed to teach at Mission u events are required to attend Regional School and Faculty meetings with all expenses paid.

   c. A $175.00 honorarium may be paid for each three (3) day Mission u event taught or a $75.00 honorarium for a one-day (1) event, with the exception of the National UMW Staff. In addition, each study leader shall be given $100.00 to buy books and other material required for certification. UMW provides the basic texts and guides to each study group leader, plus an allowance of up to $1.00 for each student in class providing teaching aids (including photocopying). Conference UMW pays the expenses of faculty for all related housing, meals, and transportation at current Conference UMW rates.

   d. Study leaders should present some educational techniques for leading a study.

   e. UMW song leaders, accompanists, and media technicians may receive an honorarium of $50.00 per three (3) day event or $25.00 for a one (1) day event, room, board, and mileage. They are expected to attend the faculty meetings at Mission u events expense. They pay no registration fee, but may enroll in classes if they choose. Contracted staff may be paid at contracted rate.

   f. Music to be duplicated should be given to Dean along with copyright permission.

   g. Any study leader purchasing audio-visual material needs Committee approval if they expect to be reimbursed.

   h. The faculty and song leaders in utilizing books, articles, sound, and video recording music shall respect all copyright laws.

   i. Faculty shall be allowed $15.00 dependent care for one faculty meeting prior to the Mission u event.

   j. No coffee is to be available in classrooms.

   k. Spouses of staff, faculty, and resource persons are welcome. Expense shall be borne by the spouse who must register through regular channels.

   l. Copy of policies relative to facility will be sent to teachers and song leaders.

II. **Relative to Scholarships:**

   a. Scholarship applicants need to meet age requirements at the time of the Mission u events, not at the time of registration.

III. **Relative to Registrations:**
a. Full participation is expected at the Mission u event. Only full-time registration is available.

b. No registrations other than substitutions will be accepted on opening day.

c. Late registrations will include an added amount to be set and published before the event.

d. In order to attract local residents, Off-campus housing will be permitted. The cost is adjusted to cover registration and meals.

e. Maximum class size shall be set at 30, or may be determined by the Mission u team.

f. A full refund shall be permitted if a cancellation of registration is received before registration deadline. Only board and room refund, minus any penalties charged by us.

g. The Registrar shall, whenever practicable, encourage members of any one local UMW into different enroll in different classes and studies.

h. Registration fees to only one weekend Mission u event for all elected Conference officers, including but not limited to Mission u events Committee members, National United Methodist Women Director(s) and Western Jurisdiction Leadership Team member(s) residing in the CA-NV Conference, will be paid by the Conference UMW from the Mission u Committee budget.

i. At the discretion of the Mission u Committee the following Conference Team Members may attend additional Mission u Events at the expense of the Conference Mission u Committee: Dean/Co-Dean, Assistant Dean, and Mission Coordinator for Spiritual Growth, Secretary of Program Resources, Registrar and others.

IV. Miscellaneous:

a. Projects of the National UMW may have displays but no formal presentation.

b. Special interest group leaders shall be allowed mileage and necessary expenses with prior approval of the Dean.

c. The only items which can be sold at any Conference UMW event will be those under Program Resources authorized by National United Methodist Women, materials from other Boards and Agencies of the United Methodist Church may be sold with prior approval of the Mission u Committee and the Conference Executive Committee.

d. The Mission u Committee Secretary shall make copies of minutes of all committee meetings and send them to all Conference elected leaders and to all other Mission u Committee members.

e. All members of the Mission u Committee shall keep a procedure file with a job description for the committee assignment, a copy of committee meeting minutes for the past year, an up-to-date copy of the policies, and any special instructions or tools appropriate to the job.
This file shall be passed on to the successor or to the Mission u Committee or to the Dean.

f. A budget shall be prepared at the fall meeting and recommendation made to the Finance Committee for the amount of Mission u events subsidy to be budgeted for the year. The Mission u Committee shall also recommend the

g. These policies shall be reported to the Conference Executive Committee for approval. Should the Mission u Committee vote to change a policy or depart from it, the change or exception will be reported to the Conference Executive Committee at its next meeting for approval. These policies shall be reviewed and updated at the first committee meeting of the year every year.
California-Nevada Conference United Methodist Women
California-Nevada Annual Conference

YOUTH/YOUNG ADULT FUND

Funds received from the local units of the California-Nevada Conference (Conference) United Methodist Women (UMW) for the Youth/Young Adult (Y/YA) Fund will be distributed to support projects which address the needs of young people 12 to 17 years of age and young adults ages 18 to 35 so they will have opportunities to grow as Christians and be responsible participants in the life of the church.

(Amended 10/27/2001)

The following criteria apply:

1. Preference will be given to an organization which:
   - Has significant involvement of women and youth at the grassroots level,
   - Demonstrates the ability to raise additional funds from other sources,
   - Provides direct, comprehensive services to young people, and
   - Promotes respect for and appreciation of racial/ethnic diversity and cultivates spiritual life and values.

2. No capital grants will be given.

3. Proposed projects will include one or more of the following strategies:
   - There are 16 Schools of Christian Mission scholarships available. If all of the 16 available scholarships are not awarded as of the set deadline, the remaining scholarships may be available to other districts. (Amended 10/27/2001)
   - Grants for special events.
   - Seed money for a new program.
   - Scholarship grants to seminary students preparing for service in the United Methodist Church as pastor or missionaries. These grants may not exceed 1/4 of the Youth/Young Adult Funds received in the previous year.

Application Deadline: April 1st or September 1st

Application for additional request from the same organization, group, or person for the same program/project may not exceed one (1) per fiscal/calendar year.

Submit your application to: California-Nevada Conference UMW

Attention: Finance/Budget Committee c/o Conference
UMW Treasurer cc: District UMW Treasurer California-Nevada Conference United Methodist Women
California-Nevada Conference United Methodist Women

California-Nevada Annual Conference

YOUTH/YOUNG ADULT FUND

Application Request

I. NARRATIVE (maximum 5 pages)
   A. Describe your organization
      1. Problem statement: what problems, needs or issues does it address?
      2. Briefly describe your organization's history and major accomplishments.
      3. Describe your current programs and activities.
      4. Describe how your organization meets the goals of criteria # 1 as outline on page 1.
   B. Describe your request
      1. Describe the program for which you seek funding, why you decided to pursue this project whether it is a new or ongoing part of your organization.
      2. Which of the strategies in criteria #3 as outlined on page 1 does your project address? Explain how your program employs these strategies, being age specific.
      3. What are the goals, objectives, and activities involved in this request? What is your timeline?
      4. Who is your constituency? (Be specific about demographics such as race, class, gender, ethnicity, age, sexual orientation, and people with disabilities). How are they actively involved in your work and how do they benefit from this program and/or your organization?
      5. Describe the systemic or social change you are trying to achieve.

II. ATTACHMENTS (Supply the following items of information)
   A. Evaluation
      1. Describe your plan for evaluating the success of the project or for your organization's work. Who will be involved in evaluating this work-staff, board, constituents, community, consultants? How will the evaluation results be used?
   B. Organizational Structure/Administration
      1. How representative are the board, staff, volunteers, members of the communities with which you work? Please outline general demographics of the organization.
      2. Who will be involved in carrying out the plans outlined in this request? Include a brief paragraph summarizing the qualifications of key individuals involved.
      3. Provide a list of your board of directors with related community and employment affiliations; indicate gender.
   C. Finances
      1. Organization's current annual operating budget. (See attached budget format)
      2. Current project budget; indicate this request. (See attached budget format)
      3. List individually other funding sources for this request. Include amounts and whether received, committed, or projected/pending.
   D. Other Supporting Material
      1. You may include up to three: letters of support/commitment, recent newsletter, articles, newspaper clippings, evaluations, or reviews. Photos may also be included.
YOUTH/YOUNG ADULT FUND
Application Request

DEADLINE: April 1st or September 1st

(Please feel free to make copies of this form or generate this one page cover sheet on your computer)

Organization Name: ___________________________________________________________

Date of Application: ___________________________________________________________

Address:  Adam

Telephone: __________________ Fax Number: ____________________________

Director: ____________________________

Contact Person and Title (if not Director) ____________________________

Grant Request: $ __________________ Period Grant will cover: __________________________

Project Title: ________________________________________________________________

Total Project Budget: $ __________________ Total Organizational Budget (current year): $ __________

Starting Date of Fiscal Year:

____________________________________________________

____________________________________________________

____________________________________________________

Summarize the organization’s mission (2-3 sentences) ______________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
California-Nevada Conference United Methodist Women  
California-Nevada Annual Conference  

YOUTH/YOUNG ADULT FUND  
Application Request - Budget

If you already prepare organizational and project budgets that approximate this format, please feel free to submit them in their original forms. You may reproduce this form on your computer. Please indicate organizational or project on budget forms.

Budget for the period: ___________________________ to ___________________________

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PURPOSE
OF UNITED METHODIST WOMEN
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.

THE EMBLEM OF UNITED METHODIST WOMEN

The emblem symbolizes our organization: The cross and the flame are ancient symbols of the church and appear on The United Methodist Church emblem. Both symbols remind us of the opportunities and obligations of discipleship.

Paul's words to Timothy have fresh and contemporary meaning: "...I now remind you to stir into the flame the gift of God which is within you..." (2Timothy 1:6). As United Methodist Women we share our gift of God with others through mission.

The cross and flame remind us of our PURPOSE of growing in our understanding of and willingness to participate in the global ministries of the church. They remind us of our heritage of women who pioneered in service for the church at home and in other countries. The overall shape is symbolic. Fluid and free flowing, the shape suggests change and mobility. Continuing into the 21st century, we are a movement called United Methodist Women, with many gifts and unified by the Holy Spirit.