

HANDBOOK hereafter refers to *United Methodist Women Handbook 2017-2020*.

ARTICLE I: INTRODUCTION

- A. United Methodist Women is a laywomen’s organization rooted in mission, whose membership is open to any woman who shares its PURPOSE. Only laywomen who are members of United Methodist churches within the boundaries of the district may serve as elected Leaders. A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed Leader of United Methodist Women. (HANDBOOK, p. 133)
- B. The Hutchinson District United Methodist Women shall function in accordance with the “Constitution and Bylaws for the Conference Organization of the United Finances” (HANDBOOK, p. 91-97) as adopted by the United Methodist Women’s National Organization for the current quadrennium.

ARTICLE II: RELATIONSHIPS

- A. The Hutchinson District United Methodist Women have the following relationships, in addition those listed in HANDBOOK, p. 131-132:
 - 1. Three National Mission Institutions (NMIs) <http://www.unitedmethodistwomen.org/nmi> :
 - a. Della Lamb Community Services, Kansas City, Missouri;
 - b. Epworth Village, York, Nebraska;
 - c. The Big Garden, United Methodist Ministries, Omaha, Nebraska.
 - 2. Legacy Conference programs that were carried forward into the Great Plains Conference:
 - a. Kansas East Conference – Ministry to Incarcerated Families;
 - b. Kansas West Conference – Annual METour (Mission Education Tour) for girls;
 - c. Nebraska Conference – Corsages for Mission and the Dedicated Light which are additional conference channels of Mission giving that are applied to the Pledge to Mission.
- B. New Units
 - 1. The District President shall write a letter welcoming the unit into the Hutchinson District
 - 2. District elected Leaders shall attend the organizational meeting if possible.
 - 3. A Certificate of Organization shall be presented by the Hutchinson District United Methodist Women to the unit at the annual meeting following organization, or at the time of organization, whichever is deemed appropriate.
 - 4. Expenses shall be paid for one person from the newly-organized unit to attend the Hutchinson District UMW Annual Meeting and one Mission u for the first year only, following the organizational meeting.
- C. Inactive Units
 - 1. A unit that chooses to become inactive shall notify the District United Methodist Women Membership Growth Journey Team Leader of its inactivity.
 - 2. An inactive unit shall continue to file a membership report in the year of their closing.

D. Church Closures

1. In the event of a church closing, contact with the local unit will be made by the United Methodist Women District and Conference Membership Growth Journey Team Leaders, and the Presidents.
2. Members will be encouraged to join with another unit that is located nearby or to be part of a District unit.

E. Realignment of District Boundaries

1. In the event of realignment of District boundaries by the Great Plains Annual Conference UMC, the date of transition for United Methodist Women's Districts shall be the same as the date set by the Annual Conference.
2. The balance of a unit's pledge to mission shall be paid to their new District as realigned.

ARTICLE III: LEADERSHIP

A. District Leaders will be elected at the Annual Meeting for a 2-year term. Each Leader may be nominated and elected for one additional term in the same leadership role or for a 2-year term in another leadership role.

1. No elected/appointed Leader will hold the same leadership role for more than four years, except the Treasurer, who can serve in that role for six years. (HANDBOOK, p. 142)
2. Tenure on the District Leadership Team is limited to a total of 8 years. (HANDBOOK, p. 142)
3. Newly elected Leaders will assume the duties of their office on January 1 following election.
4. Those elected in even-numbered years: President, Secretary, Communications Coordinator, Journey in Faith Team Leader, Journey in Membership Growth Team Leader, and Program Resource Coordinator.
5. Those elected in odd-numbered years: Vice President, Treasurer, Chairperson of Committee on Nominations, Journey in Learning Team Leader, and Journey in Action Team Leader.
6. Hutchinson District Leadership Team will meet three-four times a year. The President will determine the time and date. The Vice President will select the place.
7. Conference Officers are member of the District Leadership Team within the District where they reside.

B. In addition to the required Leaders named in the (HANDBOOK p. 133-135) the Hutchinson District will have the following elected Leaders:

1. Communications Coordinator
2. Vice President
3. Journey in Action Team Leader (Social Action)
4. Journey in Faith Team Leader (Spiritual Growth)
5. Journey in Learning Team Leader (Education and Interpretation)
6. Journey in Membership Growth Team Leader (Membership, Nurture and Outreach)
7. Journey in Giving Team Leader (included in Treasurer position duties)
8. Program Resources Coordinator

C. Additional Leaders will be appointed by the President in consultation with the Committee on Nominations, and with Leadership Team approval on an as need basis.

ARTICLE IV: COMMITTEES

- A. The Hutchinson District will have the Committees required in the Bylaws: Leadership Team, Committee on Finance, Committee on Nominations, and Committee on the Charter for Racial Justice Policies. (HANDBOOK, p. 135-141)
- a. All Hutchinson District Committees will meet as needed and on call of the Chairperson
- B. Leadership Team:**
1. **With voice and vote** – President, Treasurer, Secretary, Chairperson of the Committee on Nominations, Communications Coordinator, Vice President, Journey Team Leaders (Faith, Membership Growth, Learning, Giving and Action); Program Resources Coordinators, Appointed Leaders. (HANDBOOK, p. 135),
 2. **With voice, without vote – Committee Members (HANDBOOK, p. 135-136)**
- C. Committee on Finance –**
1. The Finance Committee will consist of at least the President, Treasurer, Secretary and others as needed. This Committee will meet at least semi-annually. (HANDBOOK, p. 137 and “The Conference And Its Finances” – HANDBOOK, p. 91-97 for additional information about the functions of the finance committee.)
- D. Committee on Nominations – (HANDBOOK, p. 137-138)**
1. There will be five members of the committee on nominations, divided into three classes.
 2. One of those five will be elected as the chairperson for a two-year term and selected by the committee.
 3. Attention will be given to representation of the **entire** geography of the Hutchinson District.
 4. The Chairperson shall send a list of all officers to the Secretary and President at least 30 days before the Annual Meeting.
- E. Committee on Committee on the Charter for Racial Justice Policies – (HANDBOOK, p.139-140)**
1. This committee is chaired by the District President.
- F. Other Committees**
1. **Standing Rules Committee** –. Committee members will be appointed by the District President, in consultation with the Committee on Nominations.
 - a. Team will be composed of three members. Team members will consist of either past or present District Officers.
 - b. All standing rules will be reviewed a minimum of every three years.
 2. **Spiritual Retreat Committee –**
 - a. The Journey in Faith leader will serve as chair.
 - b. Additional members will consist of President, Secretary and other as requested by the chair.
 - c. Hutchinson District will host a Spiritual Growth Retreat in even numbered years. Salina District will host in odd numbered years.

ARTICLE V: NOMINATIONS AND ELECTIONS

- A. A slate of nominees will be provided to the Leadership Team by the Committee on Nominations at the Summer Leadership Team Meeting.
- B. The Committee on Nominations will send the slate of nominees to the Communications Coordinator at least 35 days prior to the Annual District Meeting. The Communications Coordinator will publish the slate in the district newsletter at 30 days prior to the Annual Meeting.
- C. Elections will take place yearly at the Annual Meeting.
- D. Election may be by acclamation or by ballot.
 - a. A majority vote (>50%) is sufficient for election OR by a majority vote, if the slate has not been published 30 days in advance of the meeting.
 - b. If there is more than one nominee for an office, election will be by paper ballot.
- E. **Voting Body of the Annual Meeting** - All United Methodist Women who are members of a United Methodist Church in the Hutchinson District and are in attendance. The Bishop and Superintendent, if present, also has voting privileges.
- F. The nominating slate must reflect inclusive representation (age, race, marital status, employment, geography, etc.).
- G. The Committee on Nominations will supply each potential nominee for an elected position a list of duties for the office as well as a list of connectional boards and agencies, if any, related to that position.
- H. Names of potential Leaders may be sent by any member or group of United Methodist Women to the Chairperson or any member of the Committee on Nominations.

ARTICLE VI: MEETINGS AND EVENTS

- A. Childcare will be provided as needed for district meetings. All childcare providers will be Safe Gatherings certified. Dependent care for youth and adults will be arranged as needed for members of the Leadership Team to attend required meetings.
- B. The Hutchinson District United Methodist Women's Annual Meeting will be held in the fall with the date and location determined by the Leadership Team.
 - 1. The Annual Meeting is an official gathering of United Methodist Women and will be planned so that all aspects are in keeping with the Purpose and policies of the organization, including the offering recipient.
 - 2. The offering will be directed toward programs for which United Methodist Women has responsibility. These programs include Mission Giving to any of the 5 national channels of giving to help meet or exceed the District Pledge to Mission or to Supplementary giving for our NMIs, Della Lamb, Epworth Village and The Big Garden. (HANDBOOK, p. 96)
 - 3. Elections will be held as outlined in Article V of these Standing Rules.

C. Other meetings.

1) The **Leadership Team** will meet three-four times each year.

- a. Special meetings of the Leadership Team may be called by the President for a stated purpose.
- b. Written or electronic notice must be received by participants in a timely manner in advance of the meeting unless it is an emergency.
- c. Conference call, video conference or other electronic conference meetings may be called by the President, provided that all members participating in the meeting can hear and be heard by the other participants at the same time.
- d. Mail ballot and electronic communications:
 - (1) Mail ballot is considered to include email, facsimile or other written or electronic communications, provided all members entitled to vote have access to such means of communication.
 - (2) A clearly stated deadline for receipt of votes will be published with the ballot.
 - (3) Eligible voters will receive email notification or be mailed the results of the ballot within 3 days after the voting deadline has been reached.

ARTICLE VII: AMENDMENTS AND STANDING RULES

- A. The Standing Rules are procedural statements and are supplementary to the current "Constitution and Bylaws" and "Conference and Its Finances". They are designed to ensure continuity of procedures.
- B. Standing Rules may be amended, provided they are in harmony with the current "Constitution and Bylaws" and "The Conference and Its Finances".
- C. Changes and additions to the Standing Rules are to be approved by the voting members of the district organization at its Annual Meeting. They may be amended by a majority vote.