

HUTCHINSON DISTRICT UNITED METHODIST WOMEN POLICIES & PROCEDURES

Adopted 2018 by Hutchinson District Leadership Team

Policies and Procedures are to be in harmony with the *National Constitution of the United Methodist Women in the Conference* and the *Bylaws of the United Methodist Women in the Conference*, found in the *United Methodist Women Handbook* for the current quadrennium and with the Great Plains Conference United Methodist Women Standing Rules. Changes to the Policies and Procedures may be made at regularly scheduled Leadership Team meetings.

ARTICLE I: FUNDS

- A. The fiscal year for the Hutchinson United Methodist Women is the calendar year, January 1 to December 31. All funds to be sent to the Great Plains United Methodist Women Office must be forwarded through local conference office before the deadline set for receipt of year-end remittances.
- B. Audit - The Hutchinson District United Methodist Women Treasurer's books will be audited annually by a qualified accounting professional.

ARTICLE II: EXPENSES REIMBURSED BY DISTRICT

- A. Ongoing Budgeted Expenses
 - 1. Mailing Service of new materials from the Mission Resource Center will be ordered annually for the Conference President, Treasurer, Secretary, Communications Coordinator, Vice President, Journey Team Leaders (Faith, Action, Learning, Membership Growth and Giving), Chairperson of the Committee on Nominations, Jurisdiction Leadership from the Great Plains Conference and National Board Member/Program Advisory Group Member from the Great Plains Conference.
- B. When a district meeting/event is held at a local church, expenses shall be reimbursed according to the local church policy or as applicable.

ARTICLE III: REIMBURSABLE VOUCHERED EXPENSES

- A. Expenses will be reimbursed from an invoice or a personal voucher:
 - 1. All expenses must be approved by the President and the Treasurer.
 - 2. The President and Treasurer may not approve their own vouchers. The Vice President or Chair of the Committee on Nominations is designated as the second signature of approval of vouchers for the President or the Treasurer.
 - 3. The President and Treasurer may not sign checks written to them. The Treasurer may sign the check for the President and the President may sign the check for the Treasurer.
 - 4. In an emergency or should the Treasurer be incapacitated, the President may write checks.
- B. Reimbursable expenses must include supporting documentation for expenses (i.e. hotel invoice, registration form, meal receipts, dependent care receipt, MapQuest/Google maps for mileage). The amount on the voucher must match that of supporting documentation, not to exceed the maximum allowed by the Conference United Methodist Women.
 - 1. In order to qualify for reimbursement, a Leader **must be present** for the entire meeting or event, unless excused by the President.
 - 2. If in attendance at Mission u, those in the pattern of attendance may be reimbursed for two (2) study books annually, unless they receive the conference/district paid Mailing Service.
 - 3. If an office is shared by two people (such as co-presidents), only one will be reimbursed for expenses to attend a meeting or event.

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4. The mileage rate for meetings is 30 cents/mile. Carpooling is encouraged when practical.
5. Dependent (child, youth and/or adult) care reimbursement: \$5.00/hour for one dependent, \$8.00/hour for two dependents, and \$10.00/hour for three or more dependents. The total shall not exceed \$50.00 per day for one participant. If dependent care is needed, the President will be notified in advance.
 - a. Lodging may be reimbursed if attendance at such meetings requires an overnight stay due to distance traveled.
 - b. Lodging during the scheduled Hutchinson District United Methodist Women meeting/event will be arranged by each individual, with prior approval of President;
 - c. Shared rooms will be expected when appropriate, two women per room;
 - d. Individuals requesting a room by themselves will reimburse the district for ½ of the cost of the room;
6. Reimbursement for Meals:
 - a. If meeting attendance requires meals while traveling to/from and during the meeting, meals may be reimbursed.
 - b. Allowed reimbursement is a maximum of \$4.00 for breakfast, \$7.00 for lunch, & \$9.00 for dinner. No receipt; no reimbursement.
 - c. Meals during the scheduled Hutchison District United Methodist Women meeting/event will be arranged by the Vice President. When meals are provided as part of the meeting, individuals will not be reimbursed for other meals during that time.

ARTICLE IV: MEETING REIMBURSEMENT

- A. Leaders in the following pattern of attendance will be reimbursed by the Great Plains Conference United Methodist Women:

Conference Leaders	District Leaders
Reimbursed for Attendance at: <ul style="list-style-type: none"> • Winter Leadership Team Meeting • Summer Leadership Team Meeting • One Conference Mission u annually • Conference Annual Meeting & Leadership Update 	Reimbursed for Attendance at: <ul style="list-style-type: none"> • One Conference Mission u annually • Conference Annual Meeting & Leadership Update - New Leaders will attend the Leadership Update for their position.
The following Leaders are required to attend the meetings listed above: <ul style="list-style-type: none"> • District Presidents and District Treasurers 	The following Leaders are required to attend the meetings listed above: <ul style="list-style-type: none"> • President • Treasurer • Secretary • Chair of Committee on Nominations • Communications Coordinator • Vice President • Program Resource Coordinator • Action, Faith, Giving, Growth & Learning

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	Leader or the 5 district counterparts serving in that capacity <ul style="list-style-type: none">• Members of District Committee on Nominations
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- B. **In addition to those listed in A above**, the following Leaders in the pattern of attendance will be reimbursed by the conference for attendance at the following meetings/events:
1. Each District's Journey in Action Leader (or counterpart) will be reimbursed for attendance at LEAF or Ecumenical Legislative Day.
 2. **All district Leaders who are newly-elected or nominated for the coming year** will be reimbursed by the conference for attendance at the Annual Meeting and Leadership Update.
- C. **District Leaders for Action, Faith, Giving, Membership Growth and Learning (or the district counterpart serving in that capacity)** in the following rotation:
- **Odd Numbered Years:** District Faith, Action & Membership Growth Leaders from: Great West, Missouri River, Parsons, Prairie Rivers, Salina, Topeka, Wichita East and Wichita West; District Giving & Learning Leaders from: Blue River, Dodge City, Elkhorn Valley, Five Rivers, Flint Hills, Gateway, Hays, Hutchinson and Kansas City.
 - **Even Numbered Years:** District Faith, Action & Membership Growth Leaders from: Blue River, Dodge City, Elkhorn Valley, Five Rivers, Flint Hills, Gateway, Great West, Hays, Hutchinson, and Kansas City; District Giving & Learning Leaders from: Great West, Missouri River, Parsons, Prairie Rivers, Salina, Topeka, Wichita East and Wichita West.

ARTICLE V: MEMORIALS

- A. In the event of a death within the Conference elected leadership, a \$50 Gift in Memory from the AMD Budget will be remitted to United Methodist Women National by the Conference Treasurer.
- B. In the event of a death of a missionary in or from the Great Plains Conference, active or retired, a \$25 Gift in Memory will be remitted to United Methodist Women National by the Conference Treasurer.
- C. Upon the death of a member of the immediate family (i.e. parent, spouse, child or grandchild) of a member of the Conference Leadership Team or former Conference President, a \$10 Gift in Memory from the AMD Budget will be remitted to United Methodist Women National by the Conference Treasurer.
- D. Upon the death of a former Conference President, a \$50 gift to the Legacy Fund (through 6 2019) or Gift in Memory thereafter, from the AMD Budget will be remitted to United 7 Methodist Women National by the Conference Treasurer.

ARTICLE VI: RECOGNITIONS

- A. Women completing one of the 4 Reading Program Plans will be recognized. The **Program Resource Coordinator** will determine how and where the recognition occurs.
- B. Units completing the Mission Do will be recognized. The Journey in Learning Leader will determine how and where the recognition occurs.
- C. The Treasurer will determine how and where the recognition of Mission Giving occurs.
 1. Units (2 or more persons) Five and Seven Star Certificates

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Requirements for recognition as a 5 or 7 Star Giving Unit:

5 Star Unit Giving	7 Star Unit Giving
Pledge to Mission Special Mission Recognition (\$40) Gift to Mission Card (\$5 minimum) Gift in Memory Card (\$5 minimum) World Thank Offering	Pledge to Mission Special Mission Recognition (\$40) Gift to Mission Card (\$5 minimum) Gift in Memory Card (\$5 minimum) World Thank Offering Corsages for Mission (\$5 minimum) Dedicated Light (\$45 each) <i>In Honor or In Memory</i>

Individuals – “She’s a Gem Recognition is shown in the chart below. The 5 National Giving Channels are: Pledge to Mission (Pledge), Basic Special Mission Recognition -\$40 (SMR), Gift to Mission Card-\$5 minimum (GTM), Gift in Memory-\$5 minimum (GIM) and World Thank Offering (WTO). The Great Plains Conference additional channels are: Corsages-\$1 each (CM) and Dedicated Light-\$45 (DL). The individual chooses her level of giving, keeps her own record and verifies with her local Treasurer.

				RUBY LEVEL
		AMETHYST LEVEL	EMERALD LEVEL	
		SAPPHIRE LEVEL		Pledge
PEARL LEVEL				SMR
	Pledge	SMR	SMR or 1 DL	DL
Pledge	SMR	GTM	GTM	GTM
GTM	GTM	GIM	GIM	GIM
GIM	GIM	WTO	WTO	WTO
WTO	WTO	CM	CM	CM

Requirements for “She’s a Gem” Individual Giving Recognition

ARTICLE VII: ANNUAL MEETING GIFTS AND OFFERING

A. Gifts and Offerings

1. Dedicated Light

- a. Gifts are encouraged for both individuals and units of United Methodist Women. A Dedicated Light may be given “In Honor” or “In Remembrance” of a loved one, friend or mentor. These are ordered through the District Treasurer.
- b. Gifts received from the local units determine the length of time that the Dedicated Light will burn during the District United Methodist Women Annual Meeting.
- c. A Dedicated Light will burn at the cost of \$45 per minute.

2. Corsages for Mission

- a. Corsages for Mission are made by the United Methodist Women’s Units in the Topeka Prison.
- b. The Corsages are \$1 each and are a way of honoring a person.
- c. Corsages may be ordered from the District Treasurers.
- d. Corsages may also be purchased at the Annual Meeting.

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- B. Guest Speakers
1. Annual Meeting speakers and presentations will support the PURPOSE and encourage women to be in mission by growing spiritually, engaging in service and advocacy, educating for change, developing leaders, expanding and nurturing membership and supporting the organization through Mission Giving.
 2. If a Guest Speaker is from a National Mission Institution, it is appropriate to send a monetary gift to National designated for the speaker's National Mission Institution.
 3. Honoraria may be given to persons who are presenting projects other than those supported by National United Methodist Women, according to these guidelines:
 - a. Keynote speaker or resource person, maximum of \$250 and expenses
 - b. Panel members, \$25 each and expenses
 - c. Workshop leaders, \$100 each and expenses
 4. A conference officer may be invited to speak at a District Meeting. Her expenses are reimbursed by the Conference. She submits a voucher and documentation of allowable expenses to the Conference United Methodist Women Treasurer. She **does not** receive an honorarium.
- C. **Leader Recognitions:** Special Mission Recognitions and Gifts to Mission – The money for these recognitions is given to National United Methodist Women through one of the channels of Mission Giving in honor of the Leader.
1. A \$100 (pearl) Special Mission Recognition Pin and certificate shall be presented to each District President and District Treasurer upon their first election and installation. These pins will be ordered by the District Treasurer and reimbursed from the Conference A&MD Funds. Each District will make its own presentation.
- D. Because it is important that our conference gifts and offerings support our United Methodist Women Pledge to Mission and our PURPOSE, the following items are promoted or sold at District meetings:
1. Publications and products from the Mission Resources Center
 2. Ministry to Incarcerated Families craft items
 3. UMCOR Equal Exchange products
 4. Corsages for Mission
 5. Gift to Mission Cards
- E. The offering at District meetings or events will be either Mission Giving through Pledge to Mission or designated for a program or project related to the work of United Methodist Women National, such as National Mission Institutions. (See chart below)

ARTICLE VIII: UNITED METHODIST WOMEN NATIONAL MISSION INSTITUTIONS

- A. To facilitate learning more about the United Methodist Women National Mission Institutions (NMIs), districts have been divided into three groups. Each year districts will focus on one of the three (3) National Mission Institutions with which our conference has a relationship. See the chart below.
- B. During the year that a district is to focus on the designated NMI, that district's Leaders will provide information about that NMI and collect a Designated Offering for the NMI at their Annual Meeting.
- C. A District may choose to give a designated offering to all three NMIs with which our conference has a relationship.
- D. Some Districts already support other NMIs and they may continue to support those NMIs of their choice in addition to their designated Great Plains NMI.

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	Epworth Village York, NE	Big Garden Omaha, NE	Della Lamb Kansas City
2018, 2021, etc.	Elkhorn Valley Five Rivers Flint Hills Hays Prairie Rivers Wichita East	Blue River Dodge City Great West Parsons Topeka Wichita West	Gateway Hutchinson Kansas City Missouri River Salina
2019, 2022, etc.	Gateway Hutchinson Kansas City Missouri River Salina	Elkhorn Valley Five Rivers Flint Hills Hays Prairie Rivers Wichita East	Blue River Dodge City Great West Parsons Topeka Wichita West
2020, 2023 etc.	Blue River Dodge City Great West Parsons Topeka Wichita West	Gateway Hutchinson Kansas City Missouri River Salina	Elkhorn Valley Five Rivers Flint Hills Hays Prairie Rivers Wichita East

ARTICLE IX - POLICIES RELATED TO THE DISTRICTS

- A. By November 1 of each year, District Secretaries shall forward contact information for district elected and appointed Leaders to the Conference Secretary. Contact information will include: current Leadership role, name, address including zip code, telephone number, cell phone number and email address.
- B. District Committees on Nominations shall recommend to the Conference Committee on Nominations the names of women (local unit members or district Leaders) in their district to be the members of the Journey Teams.
- C. District Elected Leaders serve on Journey Teams, as shown in the chart below:
 - 1. Expenses to attend the summer conference Leadership Team meeting will be reimbursed by the conference. Vouchered expenses with documentation are required for reimbursement.

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DISTRICT GROUP #1		DISTRICT GROUP #2	
<u>Even Numbered Years</u> Faith, Action, and Membership Growth Teams		<u>Even Numbered Years</u> Giving and Learning Teams	
<u>Odd Numbered Years</u> Giving and Learning Teams		<u>Odd Numbered Years</u> Faith, Action, and Membership Growth Teams	
Blue River	Gateway	Great West	Salina
Dodge City	Hays	Missouri River	Topeka
Elkhorn Valley	Hutchinson	Parsons	Wichita East
Five Rivers	Kansas City	Prairie Rivers	Wichita West
Flint Hills			

- D. The following District Elected Leaders are required to attend the Conference Annual Meeting and Leadership Update and one Conference Mission u. Their allowable expenses to attend will be reimbursed by the conference. Vouchered expenses with supporting documentation are required for reimbursement.
1. President, Treasurer, Secretary, Chair of Committee on Nominations, Communications Coordinator, Vice President, Action, Faith, Giving, Growth and Learning Journey Team Leaders (Or approved district counterpart, maximum of 5), **Program Resource Coordinator** and Members of Committee on Nominations.
 2. In addition, the District Journey in Action Team Leader/Social Action Coordinator will be reimbursed for allowed expenses to attend either LEAF or Ecumenical Legislative Day
- E. District Presidents and Treasurers are members of the Conference Leadership Team and attend conference Leadership Team meetings.
- F. A conference officer may be invited to speak at a District Meeting. Her expenses are reimbursed by the Conference. She submits a voucher and documentation of allowable expenses to the Conference United Methodist Women Treasurer. She **does not** receive an honorarium
- G. Because it is important that our district gifts and offerings support our United Methodist Women Pledge to Mission and our PURPOSE, the following items are promoted or sold at District meetings:
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