

Great Plains Conference United Methodist Women Policies and Procedures

Adopted June 26, 2021

1 The Policies and Procedures are particularly helpful to the President and Treasurer as
2 guidelines for making consistent decisions. Additionally, the Treasurer uses them to know
3 who and what to reimburse.

- 4 • Changes may be suggested by any leadership team member.
- 5 • The official copy of the Standing Rules, Addendum to the Standing Rules and Policies
6 and Procedures files are kept by the Standing Rules Chair.
- 7 • The Chair is responsible for conferring with National, if needed and for editing the file to
8 include any approved change(s).
- 9 • Policies and Procedures will always be a working document because changes will occur,
10 and it is impossible to predict every and all situations that may arise. However, when
11 new situations arise, our Policies and Procedures provide guidance in terms of
12 identifying how we have previously handled “similar” situations.
- 13 • Once approved, the revised document will be posted on the Conference United
14 Methodist Women webpage.
- 15 • Proposed revisions of the Policies and Procedures are to remain in agreement with the
16 intent of the Standing Rules and the National Bylaws.
- 17 • The next scheduled revision of The Standing Rules will happen after a new HANDBOOK
18 is published by the National organization, or as deemed necessary.
- 19 • This Revision of the Policies and Procedures is reflective of the UMW Handbook 2017-
20 2020.

21
22 **HANDBOOK hereafter refers to *United Methodist Women Handbook 2017-2020*.**

23 **Great Plains United Methodist Women webpage: greatplainsumc.org/umw**

24 **United Methodist Women National Office webpage: unitedmethodistwomen.org**

25
26 Policies and Procedures are to be in harmony with the *National Constitution of the United*
27 *Methodist Women in the Conference* and the *Bylaws of the United Methodist Women in the*
28 *Conference*, found in the HANDBOOK for the current quadrennium and with the Great Plains
29 Conference United Methodist Women Standing Rules. Changes to the Policies and
30 Procedures may be made at a regularly scheduled Summer Conference Leadership Team
31 Meeting and adopted by a majority vote. They become effective immediately.

32
33 The Standing Rules, Addendum to the Standing Rules and Policies and Procedures will be
34 posted on the Conference UMW webpage. The Conference United Methodist Women’s
35 Communications Coordinator will email a copy of the current Great Plains Standing Rules,
36 Addendum to the Standing Rules and Policies and Procedures to all newly elected and
37 appointed conference leaders, including members of the committee on nominations in
38 January following their election. Printed copies, at conference expense, will be available to
39 the returning conference leaders who cannot access the download via email or from the
40 Conference UMW webpage.

41 **ARTICLE I: FUNDS**

- 42 A. The fiscal year for the Great Plains United Methodist Women is the calendar year, January 1
43 to December 31. All funds to be sent to the United Methodist Women National Office must
44 be forwarded through district and conference treasurers in time to reach the New York office

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

- 1 before the deadline set by national for receipt of year-end remittances.
- 2 B. The Great Plains United Methodist Women Conference Administration and Membership
3 Development (AMD) Fund shall be a percentage of the District Pledges to Mission as
4 recommended by the Leadership Team and approved at the Annual Meeting.
- 5 C. The Great Plains Conference United Methodist Women's contribution to the Jurisdiction
6 Administration and Membership Development Fund is 1.25% of our Conference Pledge to
7 Mission.
- 8 D. The Great Plains Conference United Methodist Women is a non-profit organization and does
9 not pay state or federal income tax, however it is not a tax-exempt organization, thus we do
10 pay sales tax on all purchases and applicable taxes for hotels at meetings. We do charge
11 sales tax for book/resources purchased at Mission u, district and conference meetings.
- 12 E. All District and Local Units should use the UMW Great Plains Conference EIN (Employer
13 Identification Number) to establish a checking account. District and Local Units are not to
14 use the EIN of their local church nor a personal social security number. District and Local
15 Units do not need a savings account nor certificates of deposit.
- 16 F. Affiliated organizations such as Mission u, Ministry to Incarcerated Families, and METour
17 should use the UMW Great Plains EIN. Kansas LEAF and Nebraska Ecumenical Legislative
18 Event may use either UMW Great Plains EIN or their respective state's Church Women
19 United EIN.
- 20 G. The Great Plains Conference United Methodist Women shall maintain a Savings Account.
21 1. Money will be deposited annually into the Savings Account.
22 2. The Savings Account will fund expenses of designated conference attendees at the
23 following meetings:
24 a. South Central Jurisdiction Quadrennial Meeting
25 b. National Assembly
26 c. Leadership Development Days
27 3. Money from the Savings Account will be used to provide scholarships as designated
28 in Policies and Procedures and determined by the Leadership Team.
29 4. The Savings Account will be used to cover the purchase of print copies of the
30 Quadrennial HANDBOOK as specified in ARTICLE II, B.
31 5. Monies received from trusts will be deposited in this account and used to provide
32 scholarships for member participation in special events beyond the conference The
33 applicable events, the number and the dollar amount of scholarships will be
34 determined annually by the Leadership Team based on the funds available.
- 35 H. Audits –
- 36 1. Conference Audit - The Great Plains Conference United Methodist Women Treasurer's
37 books will be audited annually by either a certified public accountant **or** a person who
38 has a minimum of a four-year accounting degree. Upon completion of the "Agreed Upon
39 Procedures for Conference Audits," this person fills out the "Schedule of Cash Activities
40 Statement." (2017-2020 HANDBOOK, p 93-94)
- 41 2. Affiliated Organization Audits - Ministry to Incarcerated Families, Mission u, LEAF,
42 NE Legislative Event, and METour will be audited annually by two reviewers who are
43 not signatories on the bank account nor signers on the vouchers. Use the Audit/Review
44 form for Affiliated Organizations available on our website UMW Treasurer Forms
45 (greatplainsumc.org)

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

- 1 3. District Audits - Each of the 17 District Treasurer's books will be audited annually by
2 either a certified public accountant or a person who has a minimum of a four-year
3 accounting degree. Upon completion of the "Agreed Upon Procedures for District
4 Audits," this person fills out the "Schedule of Cash Activities Statement." (2017-2020
5 HANDBOOK, p 93-94)

6 **ARTICLE II: CONFERENCE BUDGETED EXPENSES**

- 7 A. **Mailing Service** of new materials from the Mission Resource Center will be ordered
8 annually for those conference officers with an X in the Mission u column. (ARTICLE IV:
9 Chart A, p 7).

10 B. **HANDBOOK**

- 11 1. In the first year of the quadrennium, once the NEW HANDBOOK is available from
12 National, the Conference United Methodist Women's Communications Coordinator will
13 download a copy of the NEW HANDBOOK from the national website and place it on our
14 conference webpage. She will attach a copy of the NEW HANDBOOK to an email and
15 send to all conference and district elected Leaders, including members of the committee
16 on nominations, charter for racial justice and standing rules. If requested, the President,
17 Treasurer, Chair of Committee on Nominations and Chair of Standing Rules will receive
18 a printed copy, paid for by the Conference. Print copies, at conference expense, for other
19 elected Leaders (ARTICLE I: E) will be available only to those who cannot access the
20 download via email or from the conference website.

- 21 2. In January each year, the Conference United Methodist Women's Communication
22 Coordinator will email a copy of the downloaded current quadrennium's HANDBOOK to
23 all newly elected conference and district Leaders.

- 24 C. **Directory:** The Conference Directory will be prepared annually by the Conference
25 Secretary. It will be printed and mailed to all Conference elected and appointed officers,
26 committee members of Nominating, Charter for Racial Justice, and Standing Rules
27 Committees. The Directory will also be sent to officers elected from our Great Plains
28 Conference to South Central Jurisdiction, Program Advisory Group, and the National Board
29 of Directors. (See chart for Article IV.A.) The GPC Bishop, National UMW Secretary, and
30 Leadership Development Days Chairperson will also receive Directories. District Presidents,
31 Vice-Presidents, Secretaries, Treasurers and the four Mission Coordinators will also be
32 individually sent the Directory. Other District officers can receive the Directory information
33 from one of these eight district officers or request an e-mailed copy from the Conference
34 Secretary.

- 35 D. **Cooperative Mission u:** The Great Plains Conference United Methodist Women shall make
36 an annual contribution to the Cooperative Mission u. An equal amount should be contributed
37 by the Great Plains Conference Mercy and Justice Team.

38 E. **Church Women United:**

- 39 1. The Great Plains Conference United Methodist Women will make an annual contribution
40 to Church Women United in Kansas **and** Church Women United in Nebraska as
41 determined by the budget.
- 42 2. The Great Plains Conference United Methodist Women will annually provide expenses
43 (mileage, meals, registration and lodging) for one representative to attend the Assembly
44 of Church Women United in Kansas and one representative to attend the Assembly of
45 Church Women United in Nebraska. (**Explanatory Note:** Kansas and Nebraska are in
46 two different Church Women United regions.)

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

- 1 F. **METour:** The Great Plains Conference United Methodist Women will make an annual
2 contribution to the METour as determined by the budget. The METour Staff will consider
3 amounts and criteria for scholarships for METour participants. A full scholarship for the
4 METour shall be available for ethnic minority youth(s).
- 5 G. **Micah Corps:**
6 1. The Great Plains Conference United Methodist Women will make an annual contribution
7 to the Micah Corps as determined by the budget.
8 2. United Methodist Women will invite the Micah Corps members to the United Methodist
9 Women’s Dinner (or gathering) at Annual Conference and will cover the cost of their meal,
10 if there is a cost.
- 11 H. **Ministry to Incarcerated Families:** The Great Plains Conference United Methodist Women
12 will make an annual contribution to the Ministry to Incarcerated Families as determined by
13 the budget and to the NE Prison Ministry, if one is formed.
- 14 I. When a conference meeting/event is held at a local church, expenses shall be reimbursed
15 according to the local church policy or as applicable.
- 16 J. **Kansas LEAF (Legislative Event for Advocacy in Faith) and Nebraska Ecumenical**
17 **Legislative Event** - United Methodist Women will make an annual contribution to both LEAF
18 and NE Legislative Event as determined by the budget. The Committee on Finance will also
19 consider amounts and criteria for scholarships for legislative event participants.
20 1. The Conference President will be reimbursed expenses to attend both events.
21 2. The Conference Social Action Mission Coordinator and the 17 District Social Action
22 Mission Coordinators will be reimbursed expenses to attend the legislative event in their
23 respective state.

24

25 **ARTICLE III: REIMBURSABLE VOUCHERED EXPENSES**

- 26 A. Expenses will be reimbursed from an invoice or a personal voucher:
27 1. All expenses must be approved by the President OR the Secretary.
28 2. The President and Treasurer may not approve their own vouchers.
29 3. All financial accounts will have the President and Treasurer as an approved signatory.
30 The President and Treasurer may not sign checks written to themselves. The Treasurer
31 signs checks payable to the President and the President signs checks payable to the
32 Treasurer.
33 4. In an emergency, or should the Treasurer be incapacitated, the President may write
34 checks.
- 35 B. **Reimbursable expenses must include supporting documentation for expenses** (i.e.
36 hotel invoice, registration form, itemized meal receipts, dependent care receipt,
37 MapQuest/Google maps for mileage). The amount on the voucher must match that of
38 supporting documentation, not to exceed the maximum allowed by the Conference United
39 Methodist Women.
- 40 1. **To be reimbursed, a Leader must be present** for the entire meeting or event, unless
41 excused by the President.
- 42 2. If an office is shared by two people (such as co-presidents), only one will be reimbursed
43 for expenses to attend a meeting or event.
- 44 3. Annual meeting registration is paid for the currently serving conference leaders specified
45 in Chart A on pages 6-7 and for nominated or newly elected conference leaders.

Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021

- 1 4. Annual meeting registration is paid for currently serving district leaders specified in Chart
2 F, p.12-13 and for nominated or newly elected district leaders.
- 3 5. The mileage rate for meetings is 35 cents/mile. Carpooling is encouraged when practical.
- 4 6. If being reimbursed by the conference, anyone who registers after an early bird
5 registration deadline for an event, is responsible for payment of any late fees.
- 6 7. Anyone approved to travel **outside the conference**, at conference expense is asked to
7 use the most reasonable economical transportation option available. When flying would
8 be the least expensive option for you, book your flight early to receive the best rates. If,
9 however you choose to drive:
 - 10 a. Mileage is to be calculated using the most direct route from your home to the
11 destination and return. You will be reimbursed for the actual mileage traveled OR a
12 maximum of 1,000 miles roundtrip, whichever is less.
 - 13 b. One-half of the cost of a motel room for a maximum of two (2) nights (one night each
14 way).
 - 15 c. Meals at the approved Great Plains UMW rate for a maximum of two (2) days (one
16 day each way).
- 17 8. When using commercial flights (or other pre-paid transportation), if for personal choice
18 reasons, the leader changes the schedule, she is responsible for paying any difference in
19 cost.
- 20 9. Dependent (child, youth and/or adult) care reimbursement: \$8.00/hour for one dependent,
21 \$10.00/hour for two dependents, and \$12.00/hour for three or more dependents. The total
22 shall not exceed \$75.00 per day for one participant. If dependent care is needed, **the**
23 **President will be notified in advance.**
- 24 10. **Lodging:** If due to the distance traveled, overnight lodging is required in order to attend a
25 required meeting, the cost of the room will be reimbursed. Carpooling and shared rooms
26 are encouraged when appropriate.
 - 27 a. Lodging during the scheduled Great Plains United Methodist Women meeting/event
28 will be arranged by the conference Vice President; individuals requesting a room by
29 themselves will reimburse the conference for ½ of the cost of the room.
 - 30 b. When booking blocks of rooms for groups, such as for leadership team meetings and
31 annual meeting, etc., be sure to check in advance to find out what the hotel/motel's
32 policy is regarding payment by credit card or check. Some will not accept conference
33 checks. Most major chains do have an authorization process that needs to be
34 completed prior to arrival at the hotel/motel. Allow adequate time in advance of your
35 arrival for the process to be completed. This will avoid last minute confusion when
36 checking into the hotel/motel.
 - 37 c. All attendees need to be aware that even though they are checking into a block of
38 rooms reserved by the conference, hotels/motels require the individuals to present
39 their personal credit card when checking into a room to cover incidentals.
 - 40 d. Individuals choosing to stay in non-conference arranged lodging during scheduled
41 Great Plains UMW meetings/events, will be reimbursed for a maximum of the cost of
42 a shared room at the conference arranged site.
 - 43 e. When traveling to and from non-conference events, such as Assembly, shared rooms
44 (two women per room) is expected. If the individual chooses not to share a room, they
45 are responsible for paying for ½ the room fee.

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

- 1 f. When traveling to and from conference meetings and events, if you are the only
2 person coming from that location, the entire room cost will be reimbursed, however
3 please share a room if practical. Help use our money wisely.

4 **11. Reimbursement for Meals:**

- 5 a. If meeting attendance requires meals while traveling to/from and during the meeting,
6 meals (itemized receipt required) will be reimbursed per conference policy.
7 b. Maximum meal reimbursement is \$5 for breakfast, \$12.00 for lunch and \$15.00 for
8 dinner. Itemized receipt (credit card receipt not accepted) is required for
9 reimbursement.
10 c. Meals during the scheduled Great Plains Conference United Methodist Women
11 meeting/event will be arranged by the Vice President. When meals are provided as
12 part of the meeting, individuals will not be reimbursed for purchase of other meals
13 during that time.
14 d. If a Leader is attending a meeting/event of another organization as the conference
15 representative, then meals during that meeting/event will be reimbursed as set by the
16 host organization.

- 17 12. Those officially representing the Great Plains Conference United Methodist Women at a
18 meeting of another group (Annual Conference, NMI Board Meeting, etc.) will be
19 reimbursed for registration fees, mileage, meals and lodging, if needed, to attend the
20 designated meetings/events. Carpooling and shared rooms are encouraged when
21 appropriate.

- 22 13. When the Chairperson of the Ministry to Incarcerated Families is making a presentation
23 about the ministry outside of Topeka, her expenses for mileage, meals and lodging, if
24 needed, will be reimbursed at the amount allowed by the Conference.

25
26 **ARTICLE IV: MEETINGS AND REIMBURSEMENT**

27 **A. Two important reminders from National Bylaws and Standing Rules:**

- 28 1. United Methodist Women does not furnish lists of its elected leaders or members to
29 individuals or agencies outside the organization unless authorized by the leadership
30 team.
31 2. No District, Conference, Jurisdictional or National officer of United Methodist Women,
32 including members of the committee on nominations, **will hold more than one**
33 **elected/appointed office concurrently at any level in the organization**, except they
34 may serve as a local unit elected leader and in by virtue of office positions.
35

36 **B. There will be a Leadership Team composed of Conference Elected and Appointed**
37 **Leaders, District Presidents, National and SCJ Board Members and Ex Officio**
38 **Leaders.** These Leaders will be reimbursed per conference policy (ARTICLE III) for
39 ^dRegistration, ^eLodging, ^fTransportation, **Meals** and **Dependent Care** as indicated to attend
40 the following **required** (marked with an X) **meetings that occur annually:**

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

Leadership Position	Winter Leadership Meeting	Summer Leadership Meeting	Annual Meeting/ Leadership Update	Mailing Service and One Conference Mission u	LEAF NE Legislative Day
Elected Leaders:	LTMDC	LTMDC	RLTMDc	LTMDC	RLTMDc
President	X	X	X	X	X
Vice President	X	X	X	X	
Secretary	X	X	X	X	
Treasurer	X	X	X	X	
Chair of Nominations	X	X	X	X	
Communications Coord.	X	X	X	X	
Mission Coordinators:					
Social Action	X	X	X	X	X
Spiritual Growth	X	X	X	X	
Education & Interpretation	X	X	X	X	
Membership Nurture & Outreach	X	X	X	X	
Appointed Leaders (voice and vote):					
Legacy Fund Liaison	X	X	X	X	
METour Chair	X	X	X	X	
Standing Rules Chair	X	X	X	X	
Mission u Chair	X	X	X	Mission u Pays	
District; SCJ; and National Leaders (voice and vote):					
17 District Presidents	X	X	X	X	
National Board or PAG	X	X	X	X	
Chair SCJ Committee on Nominations	X	X	X	X	
Members of the Following Committees are ex officio^a (voice no vote):					
Nominations	X	X	X	X	
Charter for Racial Justice	X	X	X	X	
Standing Rules	X	X	X	X	
SCJ Committee on Nominations member (if we have one)	X	X	X	X	
Bishop	X	X			
Conference Nominees:^b			X		

1 ^a National defines ex officio as having voice and no vote. (June 9, 2020)

2 ^b Conference nominees are those nominated or newly elected conference leaders for the coming year

3 ^c Transportation includes mileage, airfare or other modes of travel

4 ^d Mission u non-refundable registration fee not included. Scholarships available

5 1. The Elected and Appointed Leaders, the District Presidents, South Central Jurisdiction
6 and National Elected Leaders are members of the Leadership Team and have Voice and
7 Vote.

8 2. The members of the Committee on Nominations, Racial Justice, Standing Rules, the
9 Bishop and member of the SCJ CON (if there is one from our Conference) are ex officio
10 (Voice, No Vote) members of the Leadership Team. National defines "Ex Officio" as
11 having voice and no vote. (June 9, 2020)

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

- 1 3. Only the Chairs of the Committees on Nomination, Charter for Racial Justice and
2 Standing Rules Committee are voting members of the Leadership Team. The members
3 of the Committee on Nomination, Charter for Racial Justice and Standing Rules
4 committee members are ex officio (voice, no vote). Interacting with members of the
5 Leadership Team is important to the work of their committees.
- 6 4. We will have either a National Board Member or a PAG, not both (HANDBOOK, p. 38).
- 7 5. Mission u reimburses expenses for the Mission u Chair to attend Mission u.
- 8 6. Telephone or virtual meetings may be held, provided that all persons participating in the
9 meeting are able to hear and communicate with each other at the same time. Each
10 person must be able to participate in all matters before the committee, including without
11 limitation, the ability to propose, object to, and vote upon a specific action to be taken by
12 the committee, to the extent such person would be entitled to vote at a physical meeting.
13 Participation by such means shall constitute presence in person at a meeting. (**New**
14 National Bylaw, 6/9/2020).
- 15 7. The Conference President and Mission Coordinator for Social Action will be reimbursed
16 for attendance at both L.E.A.F. **and** Nebraska Ecumenical Legislative Day.
- 17 8. Leaders shown in the chart under **A** above are responsible for paying the non-refundable
18 Mission u registration fee. Scholarships are available.
- 19 9. The President will be reimbursed for attendance at all three Mission u sites
- 20 10. All mission study books for Mission u are usually included in the Mailing Sampler
21 Service. However, if the book is not included in the Mailing, leaders who would normally
22 receive the Service, will be reimbursed for the purchase of the book **only if she attends**
23 **Mission u and has a receipt** for the purchase of the book.
- 24 11. The currently serving Elected Conference Leader is responsible for planning and
25 delivering the Update for their District counterparts. The Update is held in conjunction
26 with the Annual Meeting.
- 27 12. Per conference policy (ARTICLE III, B), the Conference pays the Annual
28 Meeting/Leadership Update **registration fee** plus lodging two/room, and meals at the
29 meeting for the **currently** Elected and Appointed Leaders, District Presidents, South
30 Central Jurisdiction and National Elected Leaders, as well as all members of the
31 Committee on Nominations, Charter for Racial Justice and Standing Rules Committees
32 and conference **nominees** for the coming year as shown in Chart A, p. 7.
- 33 13. Per conference policy, any of the leaders listed in Chart A, p. 7, choosing to room by
34 themselves will reimburse the conference for ½ of the room fee.
- 35 14. The Secretary will prepare the minutes of the Leadership Team meeting and forward
36 them to the President for review within two weeks after the meeting. She will distribute
37 the minutes, via email, within four weeks to all the Leaders show in in the chart
38 (ARTICLE IV, A)
- 39 15. By October 1, of each year, the Chair of the Committee on Nominations will provide the
40 Treasurer with the current names, mailing address, phone and email of the Conference
41 President, Vice President, Secretary, and Conference Treasurer. These persons are to
42 be Bonded by National for the coming year.
- 43 16. By October 1, of each year, the Chair of Mission u will provide the Conference Treasurer
44 with the current names, mailing address, phone and email of the Mission u Deans,
45 Treasurer and Registrar. These persons are to be Bonded by National for the coming
46 year.
- 47 17. By October 1, of each year, the Chair of the METour will provide the Conference
48 Treasurer with the current names, mailing address, phone and email of the METour

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

1 Director, Treasurer and Registrar. These persons are to be Bonded by National for the
2 coming year.

3 18. By October 1, of each year, the Chair of the Ministry to Incarcerated Families will provide
4 the Conference Treasurer with the current names, mailing address, phone and email of
5 the Chair and Treasurer of the Ministry to Incarcerated Families. These persons are to
6 be Bonded by National for the coming year.

7 C. **The following Conference Elected Leaders** will be reimbursed per conference policy
8 (ARTICLE III) for **Registration, Lodging, Transportation, Meals and Dependent Care** to
9 attend the following (marked with an X) meetings **that do not occur annually**:

10

Leadership Position	GP Spiritual Growth Retreat (Odd Years)	National Leadership Development Days Note (1)	National Assembly (Quadrennially)	SC Jurisdiction (Quadrennially) Notes (2) & (3)
	RLTMDC	RLTMDC	RLTMDC	RLTMDC
President	X	X	X	X
Treasurer		X	X	X
Chair Nominations		X	X	X
Vice President		X	X	
Secretary		X	X	
Communications Coordinator				
17 District Presidents		X	X	

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12 1. If National offers sessions for their position, the Leaders designated above will attend
13 Leadership Development Days in the year 1st elected. (ARTICE IV, E, 3)

14 2. The President, Treasurer and Chair of the Committee on Nominations are the Voting
15 Delegates at SCJ; the Vice President is the 1st Alternate and Secretary is the 2nd
16 Alternate Voting Delegate

17 3. Expenses for one alternate voting delegate will be reimbursed for attending the SCJ
18 meeting.

19 4. Expenses for one alternate Nominee for the National Board will have their expenses
20 reimbursed for attending the SCJ meeting.

21 5. The Conference President and Spiritual Growth Coordinator will be reimbursed for
22 attendance at the Conference Spiritual Retreat held in odd-numbered years.

23 6. If the Conference Spiritual Retreat occurs at the beginning of a new Conference Spiritual
24 Growth Coordinator's term and the newly retired Spiritual Growth Coordinator has had
25 major involvement in planning for the upcoming Retreat, her expenses will also be
26 reimbursed by the conference.

27 D. **Conference Committees. Members** of conference committees will be reimbursed per
28 conference policy (ARTICLE III) for **Registration, Lodging, Transportation, Meals and**
29 **Dependent Care** as indicated **to attend the meetings (marked with an X)**:

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

	<u>Committee Meetings</u>	<u>Annual Meeting/ Leadership Update</u>	<u>One Conference Mission u</u>
	LTMDC	RLTMDC	LTMDC
Leadership Team (see Chart on p. 6-7 for members)	X	X	X
Planning Team (Vice President is Chair); Plan Annual Meeting/ Leadership Update: Elected Leaders in A on pages 6-7)	X	X	X
Racial Justice Committee Members (President is the Chair of the Committee per National Bylaws)	X	X	X
Standing Rules Committee Members	X	X	X
Committee on Nominations Members	X	X	X

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Conference Committees	<u>Committee Meetings</u>	<u>Annual Meeting/ Leadership Update</u>	<u>One Conference Mission u</u>
	LTMDC	RLTMDC	LTMDC
The Conference Leader is Chair and District Leaders are the members of the following Conference Committees			
Finance – 17 District Treasurers	X	X	X
Mission Coordinators: (Typically met once annually at summer leadership team meeting.):			
Education & Interpretation – 17 District Education & Interpretation and the Conference Legacy Fund Liaison	X	X	X
Social Action – 17 District Social Action	X	X	X
Spiritual Growth – 17 District Spiritual Growth	X	X	X
Membership Nurture & Outreach – 17 District Membership Nurture & Outreach	X	X	X
Other members as assigned – see chart on page 11 for those members.			

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- These are the current Great Plains Committees as per our Standing Rules. Other committees may be formed if needed to meet the PURPOSE of United Methodist Women in the conference.
- The Planning Team, Committee on Nominations, Standing Rules Committee, and the Charter for Racial Justice will meet in conjunction with the Leadership Team. Other conference committees shown above **will no longer automatically meet in conjunction** with the Leadership Team Meeting. **The committee chairs** will make arrangements for committee meetings at another site and time.
- A Conference Elected/Appointed Leader is the chair of each of the committees. Only the Chair of these committees is a voting member of the Conference Leadership Team. Members of the Finance committee and Mission Coordinator Committee members are no longer required to attend the Leadership Team meetings.
- As per Bylaws, these committees will meet at least twice each year and additionally, if needed, at the call of the chair, to fulfill their required duties as shown in the HANDBOOK and the Great Plains Addendum to the Standing Rules.

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

- 1 5. The time and method (face-to-face/conference call/email/Zoom, etc.) of the meeting, will
2 be determined by each committee. Telephone or virtual meetings may be held, provided
3 that all persons participating in the meeting are able to hear and communicate with each
4 other at the same time. Each person must be able to participate in all matters before the
5 committee, including without limitation, the ability to propose, object to, and vote upon a
6 specific action to be taken by the committee, to the extent such person would be entitled
7 to vote at a physical meeting. Participation by such means shall constitute presence in
8 person at a meeting. New National Bylaw, 6/9/2020).
- 9 6. The METour, Mission u, L.E.A.F., Ecumenical Legislative Day, Ministry to Incarcerated
10 Families (KS) and the Newly forming Prison Ministry in NE form their own committees
11 and determine the membership of those committees. Expenses for those committees
12 and their members, except as noted in these policies and procedures, are paid for by
13 those committees, including the expenses of the Mission u Deans and Assistant Deans.
- 14 E. **A Representative of Affiliated Organizations, Legacy Fund and National Mission**
15 **Institutions**, will be asked to attend and present a report at the **Winter Leadership Team**
16 **Meeting**. Additionally, they are also asked to provide a display and/or possibly lead a
17 workshop at the Annual Meeting. They will be reimbursed per conference policy (ARTICLE
18 III) for **Registration, Lodging, Transportation, Meals and Dependent Care to attend the**
19 **following required (marked with an X) meetings:**

Affiliated Organizations, Legacy Fund and National Mission Institutions Representatives (See Great Plains committee assignment in 3rd column below):				
	Winter Leadership Meeting	Assigned Committee	Committee Meeting	Annual Meeting/ Leadership Update
	LTMDC		LTMDC	RLTMDc
 Ministry to Incarcerated Families	X	Social Action	X	X
L.E.A.F.	X	Social Action	X	X
NE Ecumenical Legislative Day	X	Social Action	X	X
NE Church Women United	X	Social Action	X	X
KS Church Women United	X	Social Action	X	X
Legacy Fund	X	Education & Interpretation	X	X
METour Chair	X	Membership Nurture & Outreach	X	X
Mission u Chair	X	Membership Nurture & Outreach	X	X
National Mission Institution (Designated Representative of the President; She is typically, already a member of the Conference United Methodist Women Leadership Team who lives near the NMI.)				
Big Garden Representative	X	Education & Interpretation	X	X
Della Lamb Representative	X	Education & Interpretation	X	X
Epworth Village Representative	X	Education & Interpretation	X	X

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

- 1 F. **Jurisdictional and National Meetings**
- 2 **1. South Central Jurisdiction:**
- 3 a. According to our Great Plains Standing Rules, the President, Treasurer and Chair of
- 4 the Committee on Nominations are our Voting Delegates at the South-Central
- 5 Jurisdiction Meeting.
- 6 b. If any of the designated voting delegates is unable to attend the Jurisdiction Meeting,
- 7 the Vice President is the 1st alternate and the Secretary is the 2nd alternate.
- 8 c. The Conference will reimburse, per conference policy (ARTICLE III, B) the expenses
- 9 for the three voting delegates plus one alternate to attend the Jurisdiction meeting.
- 10 d. The Conference (unless paid for by National or SCJ) will reimburse, per conference
- 11 policy (ARTICLE III, B) the expenses for the two nominees and one alternate for
- 12 national board of directors to attend the Jurisdiction meeting.
- 13 e. The Conference will reimburse, per conference policy (ARTICLE III, B) the expenses
- 14 for the three Program Advisory Group (PAG) nominees to attend the Jurisdiction
- 15 meeting.
- 16 **2. National Assembly:**
- 17 a. Per conference policy (ARTICLE III, B) the expenses for the following conference
- 18 officers will be reimbursed: Conference President, Treasurer, Secretary and
- 19 Chairperson of the Committee on Nominations, Communications Coordinator, Vice
- 20 President, Social Action Coordinator, Spiritual Growth Coordinator, Education &
- 21 Interpretation Membership Nurture & Outreach, and 17 District Presidents;
- 22 b. At least three scholarship recipients will be chosen, with preference given to women
- 23 under age 35, women of diversity and/or first-time attendees. Registration,
- 24 transportation, meals and shared lodging will be reimbursed as allowed by
- 25 Conference Policies (ARTICLE III, B). The Committee on Finance will consider
- 26 additional scholarships and make a recommendation to the Leadership Team;
- 27 c. If there is interest in a group travel option, such as a bus trip, being organized, it is
- 28 recommended that there be two Tour Directors, one from the western Great Plains
- 29 Conference and one from the eastern Great Plains Conference. Leaders already
- 30 designated to attend (listed in a above) will be asked to serve as Tour Directors.
- 31 d. If National offers classes for their position, the following newly elected conference
- 32 Leaders will attend the Leadership Development Days offered the year they are first
- 33 elected: President, Treasurer, Secretary, Chairperson of Committee on Nominations,
- 34 Communications Coordinator, Vice President and the Mission Coordinators.
- 35 G. **District Elected Leaders. The Conference** will reimburse, as per conference policy
- 36 (ARTICLE III) for **Registration, Lodging, Transportation, Meals and Dependent Care** for
- 37 District Elected Leaders to attend the following (marked with an X) **required** meetings:

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

Leadership Position	Designated Conference Committee Meeting	Conference Annual Meeting/ Leadership Update	One Conference Mission u including the required book	L.E.A.F./ NE Legislative Day	GP Spiritual Retreat
	LTMDC	RLTMD	LTMDC	LTMDC	RLTMD
District President (See 1 and 2 below and Conference Leaders Chart on p 7 for required meetings)					
District Elected Leaders:					
Vice President		X	X		
Secretary		X	X		
Treasurer	Finance	X	X		
Chair Nominations		X	X		
Communications Coordinator		X	X		
Leadership Position	Designated Conference Committee Meeting	Conference Annual Meeting/ Leadership Update	One Conference Mission u including the required book	L.E.A.F./ NE Legislative Day	GP Spiritual Retreat
	LTMDC	RLTMD	LTMDC	LTMDC	RLTMD
District Mission Coordinators are the members of the Conference Mission Coordinator Committees					
Social Action	X	X	X	X	
Spiritual Growth	X	X	X		X
Education & Interpretation	X	X	X		
Membership Nurture & Outreach	X	X	X		
District Nominees (See #6 below)		X			

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1. The District President is a member of the Conference Leadership Team and attends the Leadership Team’s Winter and Summer Meetings, the Conference Annual Meeting/ Leadership Update and one Conference Mission u annually. She also attends National Assembly at Conference expense.
 2. All the designated District Leaders in Chart F above; pay the **non-refundable fee** for Mission u. Scholarships are available. The conference reimburses other vouchered expenses (LTMDC).
 3. All mission study books for Mission u are usually included in the Mailing Sampler Service. However, if the book is not included in the Mailing, leaders who would normally receive the Service, will be reimbursed for the purchase of the book only if she attends Mission u and has a receipt for the purchase of the book.
 4. Conference pays the registration fee in addition to the other vouchered expenses for the designated District Leaders shown Chart F above to attend the Annual Meeting and Leadership Update.
 5. Each District’s Social Action Coordinator (or counterpart) will be reimbursed for attendance at L.E.A.F. or Ecumenical Legislative Day.
 6. Each District’s Spiritual Growth Coordinator (or counterpart) will be reimbursed for attendance at the Conference Spiritual Retreat held in odd numbered years.

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

- 1 7. District Leaders nominated or newly elected will attend the Conference Annual
2 Meeting/Leadership Update. **New and returning District Leaders** are to attend the
3 Leadership Update for their elected position. Conference will reimburse their vouchered
4 expenses.
- 5 8. Conference Elected and Appointed Leaders, National Board or Program Advisory Group
6 (PAG) members and Jurisdictional Leaders who live in a District are members of the
7 District Leadership Team. Their expenses to attend District meetings are reimbursed by
8 the District.

9
10 **ARTICLE V: MEMORIALS**

- 11 A. In the event of a death within the Conference Leadership Team, a \$50 Gift in Memory
12 from the A&MD Budget will be remitted to United Methodist Women National by the
13 Conference Treasurer. She will send the family a Gift in Memory Card.
- 14 B. In the event of a death of a missionary in or from the Great Plains Conference, active or
15 retired, a \$25 Gift in Memory will be remitted to United Methodist Women National by the
16 Conference Treasurer. She will send the family a Gift in Memory Card.
- 17 C. Upon the death of a member of the immediate family (i.e. parent, spouse, child or
18 grandchild) of a member of the Conference Leadership Team, a \$10 Gift in Memory from
19 the A&MD Budget will be remitted to United Methodist Women National by the
20 Conference Treasurer. She will send the family a Gift in Memory Card.
- 21 D. Upon the death of a former Conference President, a \$50 gift to the Legacy Fund from
22 the A&MD Budget will be remitted to United Methodist Women National by the
23 Conference Treasurer.

24
25 **ARTICLE VI: RECOGNITIONS**

- 26 A. Women completing one of the four (4) Reading Program Plans will be recognized. The
27 Membership Nurture & Outreach will determine how and where the recognition occurs.
- 28 B. Units completing the "Mission Do" form will be recognized. The Membership Nurture &
29 Outreach will create the report form and determine how and where the recognition
30 occurs.
- 31 C. The Education & Interpretation will determine how and where the recognition of Mission
32 Giving occurs.
- 33 1. **Units** (2 or more persons) Five- and Seven-Star Certificates

34
35 **Requirements for Recognition As a 5- or 7-Star Giving Unit:**

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

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

2. **Individuals** – “She’s a Gem” Recognition is shown in the chart below.

a. The **5 National Giving Channels** are:

- 1) Pledge to Mission
- 2) Basic Special Mission Recognition - \$40
- 3) Gift to Mission Card -\$5 minimum
- 4) Gift in Memory - \$5 minimum
- 5) World Thank Offering

b. The Great Plains Conference Additional Giving Channels are:

- 1) Corsages for Mission - \$1 each
- 2) Dedicated Light - \$45 In Honor or In Memory

c. The Individual chooses her level of giving, keeps her own record and verifies with her local Treasurer

Requirement for “She’s a Gem’ Individual Giving Recognition

			EMERALD LEVEL
		AMETHYST LEVEL	Pledge
	SAPPHIRE LEVEL	Pledge	1 GTM
PEARL LEVEL	Pledge	1 GTM	1 GIM
Pledge	1 GTM	1 GIM	WTO
1 GTM	1 GIM	WTO	8 CM
1 GIM	WTO	1 SMR	1 SMR or 1 DL
WTO	1 SMR	5 CM	

3. At the Great Plains Annual Conference, United Methodist Women will present a basic Special Mission Recognition Pin and Certificate, along with information about United Methodist Women to each newly ordained Elder and Deacon. The presentation will be coordinated with the Conference Board of Ordained Ministry and the Annual Conference Planning Committee. (Ordered by Treasurer, Presented by President or her designee).

ARTICLE VII: ANNUAL MEETING GIFTS AND OFFERING

A. Gifts and Offerings

1. **Missionaries, Deaconesses and Home Missioners:** A \$25 Gift to Mission Card will be given in honor of persons in mission in or from the Great Plains Conference upon being commissioned and upon retirement. (Ordered by Treasurer, presented by Education & Interpretation Coordinator at Annual Meeting.)

2. **Dedicated Light**

a. Gifts received from the districts determine the length of time that the Dedicated Light will burn during the Conference United Methodist Women Annual Meeting. (Education & Interpretation Coordinator does the Dedicated *Light* Ceremony at Conference Annual Meeting.)

b. The Conference Committee on Finance and the Education & Interpretation Coordinator will make a recommendation to the Leadership Team at their Summer meeting, regarding who will be honored or remembered with the Light at Annual Meeting.

c. For each person the Leadership Team selects to honor or remember with the Dedicated Light at our Annual Meeting, the Treasurer will remit \$45 from the A&MD Budget to National as Pledge to Mission giving.

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

3. 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.
- e. Corsages are given to honored guests, speakers, former presidents -whoever is introduced at the Annual Meeting. (Committee on Nominations presents them to the recipients.)

B. Guest Speakers

1. It is suggested that the Guest Speakers be current or former National Staff, Jurisdiction Leaders, National Board Members or Program Advisory Group Members from any conference or jurisdiction.
2. 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.
3. Expenses, but no honorarium may be given to Guest Speakers listed in 2 above. It is appropriate to give a Gift to Mission in honor of the Guest Speaker.
4. If a Guest Speaker is from a National Mission Institution, it is appropriate to send a monetary gift to the speaker's National Mission Institution.
5. 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
6. A conference leader 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. (Chair of Nominations indicates who is to receive SMR pins and Gift to Mission Cards; Treasurer Orders; Person Installing and Retiring Leaders does the presentation at the Conference Annual Meeting.)

1. A \$200 (emerald) Special Mission Recognition Pin and certificate will be presented to the Conference President and the Conference Treasurer upon their first election and installation.
2. A \$100 (pearl) Special Mission Recognition Pin and certificate will be presented to the conference elected leaders (Communications Coordinator, Vice President, Secretary, Spiritual Growth, Social Action, Membership Nurture & Outreach, Education & Interpretation Coordinators and Chairperson of Committee on Nominations) upon their first election and installation.
3. A Gift to Mission Card (\$25 gift) will be presented to:
 - a. Each Appointed Leader and members of the Committee on Nominations, Charter for Racial Justice and Standing Rules upon her first election and installation.

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

- 1 b. Each conference elected Leader upon her election to another leadership role.
2 c. Each Elected and Appointed Leader and members of the Committee on
3 Nominations, Charter for Racial Justice and Standing Rules upon her retirement.
4 4. A \$100 (pearl) Special Mission Recognition Pin and certificate shall be presented to
5 each District President and District Treasurer upon their first election and installation.
6 These pins will be ordered by the District Treasurer and reimbursed from the
7 Conference A&MD Funds. Each District will make its own presentation.

8

9 D. **Sales Items:** Because it is important that our conference gifts and offerings support our
10 United Methodist Women Pledge to Mission and our PURPOSE, the following items are
11 promoted or sold at Conference or District meetings:

- 12 1. Publications and products from the Mission Resources Center
13 2. Ministry to Incarcerated Families craft items
14 3. UMCOR Equal Exchange products
15 4. Corsages for Mission
16 5. Gift to Mission Cards

17 E. **Fundraisers:** Districts and Conferences may conduct fundraisers to enhance their
18 Pledge to Mission. The Conference treasurer will not be in charge of fundraisers at the
19 Conference level. Another person should organize and conduct the fundraiser and then,
20 submit funds to the Treasurer for deposit. Use “Counting Sheet” on our GPC website to
21 tally money. Two people (not including Treasurer) are required to count the money.

22 F. **Offering:** The offering at Conference and District meetings or events will be either
23 1. Mission Giving through Pledge to Mission or any of the other Five Channels of Giving
24 or
25 2. designated for a program or project related to the work of United Methodist Women
26 National, such as National Mission Institutions. Treasurers may ask for the offering
27 and state the purpose of the offering. District and Conference offerings may not be a
28 “love offering” for a non-UMW guest speaker. (See Article VII B. Guest Speakers)

29

30 **ARTICLE VIII: UNITED METHODIST WOMEN NATIONAL MISSION INSTITUTIONS (NMIs)**

31 To facilitate learning more about the United Methodist Women (NMIs):

32 **A. Great Plains Conference**

- 33 1. Each year one of the three NMIs the Great Plains has a relationship with, will be featured
34 at the Conference Annual Meeting.
35 a) Share information about the NMI
36 b) Collect a Designated Offering for the NMI at the Annual Meeting.
37 c) 2022 – Big Garden; 2023 - Epworth Village; 2021 – Della Lamb and then
38 continue repeating the rotation.
39 2. The NMI may be asked to provide a speaker at the Annual Meeting

40 **B. The Seventeen Districts**

- 41 1. Districts have been divided into three groups. Each year districts will focus on one of the
42 three (3) National Mission Institutions with which our conference has a relationship. See
43 the chart below.
44 2. During the year that a district is to focus on the designated NMI, that district’s Leaders
45 will provide information about that NMI **and** collect a Designated Offering for the NMI at
46 their Annual Meeting.

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

- 1 3. A District may choose to annually give a designated offering to all three NMIs with which
2 our conference has a relationship.
3 4. In addition to their designated Great Plains NMI, some Districts already support other
4 NMIs and they may choose to continue to support those NMIs.
5

	Epworth Village	Big Garden	Della Lamb
<u>2023, 2026 etc.</u>	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
<u>2021,2024, etc.</u>	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
<u>2022,2025 etc.</u>	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

6
7 **ARTICLE IX: POLICIES RELATED TO THE DISTRICTS**

- 8 A. See ARTICLE 4 for Attendance at Required Conference Meetings and
9 Reimbursement.
10 B. By October 1 of each year, District Secretaries shall forward contact information for district
11 elected and appointed Leaders to the Conference Secretary. Contact information will
12 include: current Leadership role, name, address including zip code, telephone number, cell
13 phone number and email address.
14 C. October 1 of each year, District Secretaries shall forward the name, Leadership role and
15 email address of District Elected Leaders to the Conference United Methodist Women’s
16 Communication Coordinator for placement on the conference webpage.
17 D. District Committees on Nominations shall recommend to the Conference Committee on
18 Nominations the names of women (local unit members or district Leaders) in their district
19 to be Mission Coordinators.
20 E. By October 1 of each year, District Secretaries shall forward to the Conference Treasurer,
21 the name, current mailing address, phone and email of the District President and the
22 District Treasurer. These persons are to be Bonded by National for the coming year.
23 F. District Presidents are members of the Conference Leadership Team and attend
24 conference Leadership Team meetings at Conference expense (ARTICLE III) G.
25 G. **The following District Elected Leaders from all Districts are required to annually attend**
26 **the Conference Annual Meeting/Leadership Update and one Conference Mission u.**
27 1. All District and Local Units should use the UMW Great Plains Conference EIN (Employer
28 Identification Number) to establish a checking account. District and Local Units are not
29 to use the EIN of their local church nor a personal social security number. District and
30 Local Units do not need a savings account nor certificates of deposit.

**Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021**

- 1 2. The President, Vice President, Secretary, Treasurer, Chair of the Committee on
2 Nominations, Communications Coordinator, Social Action, Spiritual Growth, Education
3 and Interpretation, Membership Nurture and Outreach (or their approved District
4 counterpart – maximum of 4 total) and members of the Committee on Nominations.
- 5 3. Their allowable expenses (ARTICLE III) to attend will be reimbursed by the conference.
- 6 4. Attendance at the entire meeting, unless excused to the meeting, by the Conference
7 President, is required for reimbursement.
- 8 5. Vouchered expenses with supporting documentation are required for reimbursement.
- 9 6. The Treasurer’s books must be audited annually by either a certified public accountant
10 or a person who has a minimum of a four-year accounting degree. Upon completion of
11 the “Agreed Upon Procedures for District Audits,” this person fills out the “Schedule of
12 Cash Activities Statement.” (HANDBOOK, p. 88).
- 13 7. District Treasurers should encourage local units to use the UMW Great Plains
14 Conference EIN (Employer Identification Number) to establish a checking
15 account. Local Units are not to use the EIN of their local church nor a personal social
16 security number. Local Units do not need a savings account nor certificates of deposit.
- 17 8. District Treasurers should encourage local units to be audited/reviewed annually
18 by two reviewers who are not signatories on the bank account nor signers on the
19 vouchers. Use the Audit/Review form for Local Units available on our
20 website UMW Treasurer Forms (greatplainsumc.org)

21 **H. District Funds:**

- 22 1. All District and Local Units should use the UMW Great Plains Conference EIN (Employer
23 Identification Number) to establish a checking account. District and Local Units are not
24 to use the EIN of their local church nor a personal social security number. District and
25 Local Units do not need a savings account nor certificates of deposit.
- 26 2. The District will make an Annual Pledge to Mission to the Conference organization.
- 27 3. All financial accounts will have the President and Treasurer as an approved signatory.
28 The President and Treasurer may not sign checks written to themselves. The Treasurer
29 signs checks payable to the President and the President signs checks payable to the
30 Treasurer.
- 31 4. The President and Treasurer may not approve their own vouchers.
- 32 5. In an emergency, or should the Treasurer be incapacitated, the President may write
33 checks.

- 34 **I. District Elected Leaders** serve on Conference Committees and as shown in the chart
35 below and are reimbursed allowable attendance expenses (ARTICLE III) for **Lodging**,
36 **Transportation**, **Meals** and **Dependent Care** by the conference. The Committee Chair will
37 notify members regarding meeting times and locations.

Leader from each District	Conference Committee	Reimbursed by Conference
President	Leadership Team	LTMDC
Treasurer	Finance	LTMDC
Education & Interpretation	Education & Interpretation Committee Meeting	LTMDC
Social Action	Social Action	LTMDC
Spiritual Growth	Spiritual Growth	LTMDC
Membership Nurture & Outreach	Membership Nurture & Outreach Committee Meeting	LTMDC

Great Plains Conference United Methodist Women Policies and Procedures
Adopted June 26, 2021

- 1 1. The District Social Action Coordinator of each District will be reimbursed for allowed
2 expenses (ARTICLE III) to attend either LEAF or Nebraska Ecumenical Legislative
3 Day, whichever is appropriate to their District's location.
- 4 2. Each District's Spiritual Growth Coordinator will be reimbursed for attendance at the
5 Conference Spiritual Growth Retreat held in odd numbered years.
- 6 J. Telephone or virtual committee meetings may be held, provided that all persons participating
7 in the meeting are able to hear and communicate with each other at the same time. Each
8 person must be able to participate in all matters before the committee, including without
9 limitation, the ability to propose, object to, and vote upon a specific action to be taken by the
10 committee, to the extent such person would be entitled to vote at a physical meeting.
11 Participation by such means shall constitute presence in person at a meeting. (New
12 National Bylaw, 6/9/2020).
- 13 K. A conference officer may be invited to speak at a District Meeting. Her expenses are
14 reimbursed by the Conference. She submits a voucher and documentation of allowable
15 expenses to the Conference United Methodist Women Treasurer. She does not receive an
16 honorarium.
- 17 L. Districts may engage a local person to speak about a local mission. This person may
18 receive an honorarium and travel expenses. This person does not receive a "love offering."
19 (See Article VII. B. Guest Speakers)
- 20 M. Our district gifts and offerings are to support our United Methodist Women Pledge to
21 Mission and our PURPOSE, the following items are promoted or sold at District meetings:
22 1. Publications and products from the Mission Resources Center
23 2. Ministry to Incarcerated Families craft items
24 3. UMCOR Equal Exchange products
25 4. Corsages for Mission
26 5. Gift to Mission Cards
- 27 N. **Fundraisers:** Districts and Conferences may conduct fundraisers to enhance their Pledge
28 to Mission. District treasurers will not be in charge of fundraisers at the District level. Another
29 person should organize and conduct the fundraiser and then, submit funds to the Treasurer
30 for deposit. Use "Counting Sheet" on our GPC website to tally money. Two people (not
31 including Treasurer) are required to count the money.
- 32 O. **Offering:** The offering at Conference and District meetings or events will be Mission Giving
33 through Pledge to Mission or any of the other Five Channels or Giving or designated for a
34 program or project related to the work of United Methodist Women National, such as
35 National Mission Institutions. Treasurers may ask for the offering and state the purpose of
36 the offering. District and Conference offerings may not be a "love offering" for a non-UMW
37 guest speaker. (See Article VII. B. Guest Speakers)