

**STANDING RULES of  
UNITED METHODIST WOMEN OF GREATER NEW JERSEY CONFERENCE**

Updated 2019

Presented to the Leadership Team in August.

Approved at the 2019 Annual Fall Meeting

Originally adopted October 15, 2016 by the Conference Organization of Greater New Jersey Conference United Methodist Women and supersedes previous Standing Rules.

The United Methodist Women of the Greater New Jersey Conference shall function in accordance with the Constitution and Bylaws for Local, District, Conference and Jurisdiction Organizations of United Methodist Women\* (2017-2020) adopted by the The National United Methodist Women. These Standing Rules are supplementary thereto.

**I. Nominations, Elections and Appointive Procedures**

- a. All members present at the annual meeting are eligible to vote.
- b. The Committee on Nominations shall report the slate to the Leadership Team at the first meeting preceding the Annual GNJUMW meeting.
- c. A copy of the slate shall be available for publication in the newsletter at least 30 days prior to the Annual GNJUMW meeting.
- d. Nominees shall be informed by the Committee on Nominations of the date of the election and installation and shall attend and be introduced at the Leadership Team meeting immediately following election,
- e. Officers are elected for a two-year term, maximum four years in one office. Exceptions:
  1. Treasurer may serve six years
  2. Chair of the Committee on Nominations serves only a two-year non-renewable term.
  3. Members of Nominating Committee serve 4 years term, unless filling a vacancy, and are elected in classes.
- f. If a person is elected to fill an un-expired term and serves six months or longer by the expiration of that term, it shall be interpreted that she has served a complete year. (Article V, Section 2)
- g. Elections shall take place at the Annual Meeting.
- h. Newly elected officers shall assume office on January 1<sup>st</sup>.
- i. Delegates to Jurisdiction shall be named based on instructions in Article 5 Section 3a.
  1. The Nominating Committee shall present three names for election at the Annual Meeting prior to the Northeast Jurisdiction quadrennial meeting. In addition, a reserve delegate shall be elected. If a regularly elected voting delegate cannot attend, the reserve shall be seated with the same rights and benefits as the woman she is replacing.
  2. Voting delegates at NEJ quadrennial meeting shall be comprised of four (4) officers from the Leadership Team, President, Chair of Nominations, Secretary, and Treasurer, plus one (1) alternate.
- j. At the annual meeting prior to the Quadrennial meeting of the Jurisdiction organization, the Committee on Nominations shall present three conference elected officers' names as voting delegates for the jurisdiction organization. At the same annual meeting, two women are to be elected by our Conference for membership in the United Methodist Women National Organization as

indicated per by-laws. (Article V, Section 4 see page 142). The Nomination Committee prepares the slate for presentation at the Annual meeting prior to the NEJ Quadrennial meeting.

In like manner at the same meeting, three women named by the Nominations Committee shall be elected to serve on the Program Advisory Group. Nominations can be accepted from the floor. Names of those elected shall be sent to the United Methodist Women National Organization. [See page 143.]

**In addition to the elected officers** listed in BYLAWS OF UNITED METHODIST WOMEN IN THE CONFERENCE, Article III Section 2, the following officers shall be elected and serve under the same terms:

Vice President/Program Coordinator

Christian Social Concerns Coordinator (CSAC)

Spiritual Enrichment Adviser

Membership and Outreach Coordinator

Communications Coordinator

## **II Committees**

- a. Leadership Team/Executive Committee – Article 4 Section 1
  - i. Two Hispanic Coordinators and two Korean Coordinators shall also be included with voice and vote.
  - ii. Nominating Committee members shall be members with voice and vote.
  - iii. In the absence of a District President, her representative shall be entitled to vote.
  - iv. Immediate Past President
  - v. Historian
  - vi. Chairpersons of appointed Committees/Task Forces during term of office.
  - vii. Webmaster of UMW website (if a member of United Methodist Women)
  - ix. The President is authorized to approve a conference telephone call when deemed necessary
  
- b. Committee on Program Membership - Article 4 Section 5
  - i. When there is no elected Vice-President, a chairperson is to be nominated by Nominating Committee to serve a term of two years with one re-election allowed and will be a member of Leadership Team.
  - ii. Christian Social Action Coordinator and will be a member of Leadership Team.
  - iii. Spiritual Enrichment Advisor named by President and confirmed by Leadership Team.
  - iv. Communications Chairperson

- v. Five additional women named by the President and confirmed by Leadership Team.
  - vi. Local president (or a designee) of the district where annual meeting will be held – calendar year. Our Fall Annual meeting is currently held at the GNJ Mission Resource Center in Neptune, NJ. This is in Northern Shore District.
  - vii. When it is determined the district for Spring meeting, the District President and the UMW President (or her designee) of the church where it will be held shall be a member of the Program Committee from September through June of that year.
- c. Finance Committee- Article 4 Section 2
- i. Shall also include the District Treasurers or their representative and the District Presidents.
  - ii. Shall prepare the budget for presentation and approval at the first fall meeting of the Leadership Team which is held in August in preparation for the October Annual Fall meeting.
  - iii. Shall present the financial policies annually for approval of the Leadership Team.
  - iv. Shall have Conference Books audited annually as soon as possible after January 1<sup>st</sup>.
  - v. Shall turn over books and all records to new treasurer as soon as audit is complete.
- d. Membership Committee Article 4 Section 4
- i. The President will appoint a chairperson for a two-year term and be confirmed by Leadership Team.
  - ii. Each District shall name a member to this committee.
- e. Committee on Nominations
- i. Shall consist of 9 to 11 members reflecting the districts and diversity of the conference.
  - ii. Shall be divided into four classes.
  - iii. Shall work with the district committees to provide a list of candidates for a talent bank.
    - 1. The talent bank shall be kept current and each year made available to the Conference President and the District Presidents.
    - 2. The committee on Nominations shall determine the procedure.
  - iv. Shall meet, preferably by March to:
    - 1. assess the needs and performance of the current committee
    - 2. update the talent bank
    - 3. become informed as to the duties of each officer
    - 4. begin to assign tasks of contacting nominees
      - a. The contacting member shall know the duties of any position for which a nominee is sought
  - v. Shall determine additional meetings
  - vi. Members of the committee are urged to attend their District and all Conference events to become aware of potential leaders.
  - vii. Chairperson shall have been a member of the committee

for at least a year prior to election as chairperson.

- f. Committee for Mission u/Cooperative Schools of Christian Mission Article 4 Section 7
  - i. There shall be a Mission u/Committee for Cooperative Schools based on the Standing Rules of the Cooperative Schools.
  
- g. Committee on the Charter for Racial Justice Policies – Article 4 Section 6
  - 1. Membership: There shall be a committee on the Charter for Racial Justice as stated in the Constitution and Bylaws.
    - a. There will be seven (7) members of the committee, one-third of whom will be women of color, insofar as possible.
    - b. The seven members will include the president, who will serve as chairperson, plus the chairperson of the committee on nominations and a language coordinator, where one exists.
    - c. The additional members will be nominated by the committee on nominations. There will be one district president, one member of the leadership team and two (2) members (or three (3) in the case of a conference without districts or a language coordinator) selected to ensure inclusiveness and/or special expertise in the skills necessary to accomplish the task. Additional members will serve no more than three years.
  - 2. Functions: The committee will:
    - 1) Develop and recommend to the Leadership Team:
      - a) Plans for the implementation of the Charter of Racial Justice.
      - b) Plans for training district and local leadership in the implementation of the charter.
    - 2) Monitor conference-approved action plans to implement the charter.
  
    - 3) Regularly evaluate progress made on conference, district and local implementation plans.
  - 3. Meetings: The committee will meet at least semiannually and on call of chairperson.
  
- h. Christian Social Action Committee
  - 1. CSAC as Chairperson elected for 2-year term with a two-year renewal option.
  - 2. One person from each District named by District
  - 3. Up to three additional persons named by President in consultation with Nominating Committee.

### **III. Elected/Appointed Leaders**

Each officer shall:

- A. Maintain a procedure book. This book shall contain a copy of
  - a. Standing Rules
  - b. Handbook
  - c. Constitution and Bylaws
  - d. minutes of the Leadership Team meetings

e. copies of her reports to the Leadership Team  
The book shall be given to the incoming officer upon her election.

- B. Each officer shall update her job description once each quadrennium
- a. use the Bylaws as a guide
  - b. place one copy in her procedure book
  - c. provide one copy to the Chairperson of the Committee on Nominations in order to facilitate the work of the committee.

The President, in consultation with the Committee on Nominations and the Leadership Team, shall appoint the following offices yearly: 1. Historian, 2. Chairperson of Standing Rules, and 3. Web Technician to serve for a quadrennium. After consultation with the Nominating Committee and the Leadership Team, the President shall name up to five members to serve as the Task Force on Standing Rules.

- 1) The Historian shall annually place all permanent records in the Greater New Jersey Conference archives according to the archival policy of the Annual Conference (See "Permanent Records and Files").
- 2) The Task Force on Standing Rules, appointed by the President shall revise and update the Standing Rules as needed. Amendments and/or additions to the Standing Rules shall be approved by a majority vote of the Conference Leadership Team prior to presentation at a conference meeting. (See also X)
- 3) The web technician shall develop, maintain, and update the Greater New Jersey Conference UMW web site for use as an effective communication and education tool to include member database.

#### **IV. Meetings**

- A. All officers are expected to attend the Leadership Team meetings. They are usually scheduled in February, April, September and November. Members of the Leadership Team shall notify the President if they will be unable to be present.
- B. In the absence of the President and Vice President, the Secretary shall convene the meeting until the body elects a presiding officer for the day.
- C. At each Leadership Team meeting, each officer shall give an oral report as well as submit three copies of a written report (Unless said reports have been e-mailed to the secretary for distribution prior to the meeting.). These reports shall list all meetings attended and include any work the officer has done since the last meeting. (Note: The copies are for the President, the Secretary and Communications Coordinator.)
- D. A Conference Leadership Team member calling a meeting of corresponding district members shall notify the Conference President and each District President. Any plans for future action shall be reported to the absentee members and the Conference and District Presidents.
- E. A Spring Meeting shall be held each year with the location determined by the Program Committee.
- i. The Spring Meeting shall be rotated within: North Region (Skylands, Palisades, Gateway North), Central Region (Capital, Raritan Valley, Northern Shore), South Region (Cape Atlantic, Gateway South, Delaware Bay).

ii. It is recommended that the Program Committee, in consultation with the districts, set a four-year calendar for locations.

- F. There shall be a Conference Spiritual Retreat at least biannually.
- G. A Conference Leadership Training Day for District officers shall be scheduled during annual date setting. All Conference and District Officers shall attend.
- H. The following meetings shall be supported by members of the Leadership Team in so far as possible:
  - a. Spring Meeting,
  - b. Mission u (School of Christian Mission),
  - c. Spiritual Retreat,
  - d. Fall Annual Meeting,
  - e. District Events in district where the member resides,
  - f. District Mission Team meetings where member resides.
  - g. Assembly (once a quadrennium),
  - h. Northeast Jurisdiction meeting (once a quadrennium).
- I. The Annual Meeting shall be held in the Fall with the location determined by the Program Committee.
- J. Dates for all Conference and District organization meetings to be included in the Greater New Jersey Annual Conference calendar shall be submitted for approval at a Leadership Team meeting in time to meet the deadline set by the Greater New Jersey Annual Conference.
- K. Childcare shall be provided at all conference organization meetings to which local unit members are invited.
- L. At each annual meeting of the conference organization a brief service shall be held in memory of deceased members.

## **V Funds**

- A. The Leadership Team shall approve all financial policies at least annually and copies will be distributed to all conference officers and all district officers. They will be distributed to local presidents on request. Financial policies may be added or amended during the year as needs arise, however, each will require referral to the Finance Committee and a 2/3 affirmative vote by the Leadership Team.
- B. All proposals for financial policies shall first be referred to the Finance Committee for discussion, amendment, and approval or denial. All votes, either positive or negative, shall be by 2/3 of the Finance Committee members present.
- C. When any report/recommendation on a proposal is made to the Leadership Team, there may be discussion and amendment/s before a vote is taken or the proposal may be referred to the Finance Committee for additional amendment or clarification.

- D. All votes on Financial Policies by the Leadership Team, either in support of a proposed policy or for referral back to the Finance Committee, must be approved by 2/3 vote in the affirmative.

**VI. Minutes, Records, Files, Directory. Designated Mailings, Publicity.**

a. Minutes,

The Secretary shall keep minutes of Leadership Team meetings for the five previous years on file for ready reference as needed.

Minutes of Leadership Team meetings shall be e-mailed to the complete mailing list within two weeks. Minutes of meetings of other committees shall be e-mailed/printed and distributed as soon as possible after the meeting and no later than one week prior to the next scheduled meeting of that same committee.

- i. All members of any given committee shall receive copies of the minutes of that committee. The conference President shall also receive minutes of all committee meetings except Nominations Committee.

ii. Leadership Team minutes shall also be distributed to the

- 1. Area Bishop
- 2. New Jersey Conference Past Presidents

b. Records,

The following items shall be placed annually in the official depository for conference archives according to the archival policy of the Greater New Jersey Annual Conference.

- i. Minutes of the Leadership Team meetings,
- ii. A copy of the current Leadership Team members with terms of office for elected and appointed personnel
- iii. Programs for all Conference Events
- iv. Financial reports

c. Designated Mailings:

- i. One copy of any correspondence e-mailed or sent by any officer shall be sent to the President

**VII. Visitations and Itineration**

- a. Conference officers are encouraged to attend local unit and district functions. Such attendance and participation shall be included in their written report.

**VIII. Courtesies**

- a. Upon the death of a present or former member of the Leadership Team:
  - i. the Treasurer shall send a Gift in Memory card from the Executive Committee to the family
  - ii. the amount of the Gift to be determined by those in office at the time
  - iii. a moment of silence shall be observed at the first conference organization meeting thereafter
- b. Upon the death in the immediate family of a member of the Leadership Team:

- i. the Treasurer shall send a Gift in Memory card to that member from the Mission Team:
  1. The amount of the Gift to be determined by those in office at the time.
- ii. Gifts of appreciation, congratulations, or farewell may be given from the Leadership Team, on vote of the team.

**IX. Equipment Owned**

- a. Chalice and bread plate shall be under the care of the Spiritual Enrichment Advisor.
- b. Computer shall be under the care of the Communications Coordinator. Currently in use by Standing Rules Chair.
- c. Hand-made quilt in 2014 depicting the geographic GNJUMW districts. Kept by the president and displayed at the Spring/Fall meetings, Mission u events and GNJUMC Annual Conference.
- d. Banner with mounting stand of logo for GNJUMW. Also kept by the GNJUMW President or her designee

**X. Provisions for Changes in the Standing Rules**

The Standing Rules of the Greater New Jersey Conference United Methodist Women are procedural statements and are supplementary to the current Constitution and Bylaws of the United Methodist Women Organization, 2017-2020. No Standing Rule is in order that conflicts with those documents.

The Standing Rules may be amended at any meeting of the Conference United Methodist Women Organization by

- a. Majority vote of the voting members of the conference organization when 30 (thirty) days previous notice has been given, or,
- b. By 2/3 vote of the voting members of the conference organization, when no previous notice has been given.
- c. In the interim between annual meetings, the Leadership Team may make temporary changes to these Standing Rules that are deemed necessary by 2/3 of the Leadership Team present and voting until the next annual meeting of the Conference United Methodist Women Organization.

**FIRST READING BY STANDING RULES COMMITTEE**

SENT 10/24/18

ROBIN LORD, SUSAN MILLER, GRACE RAPP (Chair), SUE ZAHORBENSKI

**SECOND READING BY STANDING RULES COMMITTEE**

6//10/19

Presented to Leadership Team on August 3, 2019 for comment and approval.

**APPROVED** by 2019 Annual Fall Meeting.