2027 STANDING RULES
UNITED METHODIST WOMEN (dba UNITED WOMEN IN FAITH) OF THE INDIANA CONFERENCE

Approved August 15, 2026, by the United Methodist Women (dba United Women in Faith) of Indiana Leadership Team and presented to the conference membership at the Annual Meeting on October 3, 2026. These will become effective January 1, 2027.

The United Methodist Women (dba United Women in Faith) of the Indiana Conference shall function in accordance with the Constitution and Bylaws for the conference organization for the United Methodist Women (dba United Women in Faith) as adopted by United Methodist Women (dba United Women in Faith) national organization. These Standing Rules are supplementary thereto.

I. ELECTED AND APPOINTED OFFICERS

A. ELECTED OFFICERS

1. The term of office for elected leadership is two (2) years.
2. The officers shall be elected during the Annual Business Meeting, be installed with the appointed leaders, and assume duties on January 1 of the following year.
3. The officers elected are:
   - President
   - Secretary
   - Treasurer
   - Chairperson of the Committee on Nominations
   - Communications Coordinator
4. Any elected position within United Women in Faith of the Indiana Conference may be held jointly by two individuals. Co-leaders shall be elected in the same manner as individual officers.

B. ELECTION

1. No more than three (3) elected officers from the same church shall serve on the Leadership Team at the same time (excluding District Presidents and members of the Committee on Nominations). Nominees to the United Methodist Women (dba United Women in Faith) national organization and the Program Advisory Group will be elected at the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdiction organization.

2. Nominees for conference offices who are not already members of the leadership team shall be invited to attend the Annual Celebration at conference expense, if requested. The chair on the committee on nominations shall so inform the nominees and shall make reservations for them through the Vice President.

C. APPOINTED OFFICERS AND PROCEDURES

1. The following officers shall be appointed by the President in consultation with the

Committee on Nominations and Leadership Team:

- Vice President/ Program Coordinator
- Mission Coordinator for Spiritual Growth
- Mission Coordinator for Social Action
- Mission Coordinator for Education and Interpretation
- Mission Coordinator for Membership Nurture & Outreach
- Resource Coordinator

2. At the discretion of the President, and in consultation with the Committee on Nominations and Leadership Team, the following additional leadership positions may be appointed to fulfill the Purpose:

- Historian
- Language Coordinator(s)
- Young Women's Coordinator
- Music Coordinator
- Legacy Fund Coordinator

3. These appointments shall be confirmed by the Leadership Team, and affirmed and installed at the annual meeting (when possible.)
4. The term of office for appointed leadership is to be two (2) years, not to exceed four (4) years.
5. Additional designated roles may be added as needed, to enable the group to fulfill the Purpose of United Women in Faith
6. Other leaders may be appointed for specific jobs or projects or services at the discretion of the Leadership Team. These appointments will be made by the President in consultation with the Committee on Nominations. A task group may be created as needed for the purpose of carrying out the mission.
7. All appointed leaders shall have voice and vote at meetings of the Leadership Team and other Conference meetings.

II. COMMITTEES

A. LEADERSHIP TEAM

1. The membership of the Leadership Team shall be composed of the President (who serves as chairperson), Vice President, Secretary, Treasurer, Mission Coordinator for Spiritual Growth, Mission Coordinator for Social Action, Mission Coordinator for Education and Interpretation, Mission Coordinator for Membership Nurture and Outreach, Resource Coordinator, Chairperson of the Committee on Nominations, Communications Coordinator, Dean of Mission u, the resident Bishop, the president of each district organization of United Methodist Women (dba United Women in Faith), and other appointed conference leaders. The Leadership Team shall also include members of the Jurisdiction Leadership team and any Directors and/or members of the Program Advisory Board of the United Methodist Women(dba United Women in Faith) national organization residing within the conference.
2. The Leadership Team shall meet at least four (4) times each year or as needed.
3. The elected and appointed officers shall be expected to attend the full session of Mission u at conference expense.

B. ADMINISTRATIVE TEAM

1. The Administrative Team shall be composed of the President, Vice President, Secretary, Treasurer and one to three other persons to be appointed by the President and confirmed by the Leadership Team.
2. The president may call a meeting of the Administrative Committee to transact emergency business in the interim between meetings of the Leadership Team. The committee cannot change declared policy, the budget, or incur indebtedness.

C. COMMITTEE ON NOMINATIONS

1. Membership

a. The Committee on Nominations shall be composed of five to eleven members (not district specific but with the intent to get representation from the entire conference), including the chairperson. The membership shall be staggered with no one serving more than a four (4) year term. (See II, C (2) (a)b.) The members of the committee elected at the Annual Meeting shall assume duties January 1 of the following year.
b. The entire Committee on Nominations shall be invited to attend all Leadership Team meetings with voice but without vote. They shall attend at conference expense.
c. Each committee member shall be a member of her respective District Leadership Team with voice but without vote.

2. Elections

a. The Committee on Nominations shall have a rotating membership divided into four (4) classes. Each member shall be elected for a four (4) year term, unless elected to fulfill an interim vacancy.
b. The Committee on Nominations shall present the slate of nominees to the Leadership Team, then to the membership at least 30 days prior to the Annual Meeting at which the election is held.
c. Nominations may be made from the floor at the Annual Meeting with written permission from the nominee. The nominee must meet tenure and other eligibility qualifications.

3. Responsibilities

a. Members of the Committee on Nominations shall attend the Conference Mission u.
b. Nominate the Dean, Assistant Dean(s), Business Manager, and Registrar, as needed, for Mission u for election by the leadership team in August.
    1. No person will serve in any office more than two (2) successive years, except the Registrar and Business Manager. Their term will be no more than four (4) years.
c. In consultation with the Conference President, nominate four (4) members to serve on the Committee on the Charter for Racial Justice Policies to be presented by the Committee on Nominations at the time of elections.

There shall be one (1) district president, one (1) member of the Leadership Team, and two (2) members selected to ensure inclusiveness and/or special expertise in the skills necessary to accomplish the task.

d. Nominate two (2) nominees and one (1) alternate for Director of the United Methodist Women(dba United Women in Faith) national organization to be elected at the Annual Meeting prior to the quadrennial meeting of the jurisdiction.

e. Nominate three (3) nominees to be considered to serve on the program advisory group of the United Methodist Women (dba United Women in Faith) National organization to be elected at the Annual Meeting prior to the quadrennial meeting of the jurisdiction.

f. Nominate three (3) voting delegates, all of whom shall be elected conference officers, to the Jurisdiction quadrennial meeting to be elected at the Annual Meeting prior to the quadrennial meeting of the Jurisdiction.

D. COMMITTEE ON PROGRAM

1. The Program Committee shall consist of the Vice President as Chairperson, President, Secretary, Treasurer, the four Mission Coordinators, Resource Coordinator, Communications Coordinator, Chair of the Committee on Nominations, the Dean of Mission u, Language Coordinators and others as determined by the Leadership Team.
2. The Program Committee shall meet as necessary to assist in the planning details of Programs to be presented by the Conference.

E. COMMITTEE ON FINANCE

1. The committee on finance shall be composed of the conference treasurer (as chairperson); conference president, vice-president, and secretary; conference spiritual growth, education & interpretation, membership nurture & outreach, and communications coordinators; and the district treasurers.
2. The conference treasurer receives funds of local units from the district treasurers monthly.
3. The conference Finance Committee shall determine the distribution of the district Administration and Membership Development Funds.
4. The conference treasurer shall remit funds to the United Methodist Women (dba United Women in Faith) national organization monthly.
5. Agreed-upon procedures for conference audits: At the end of the year, the conference treasurer presents her accounting records to a person with an accounting, audit, or finance-related background. This person will perform the agreed-upon procedures on the accounting records of the conference and complete a Cash Activities form indicating that the procedures were satisfactorily performed. The person completing the agreed-upon procedures must send a copy of the Cash Activities form and any other report they prepare to the conference treasurer, conference executive committee, and National Treasurer/CFO of United Women in Faith. The same procedures are required for the district review.
6. The treasurer shall submit the records to the CPA or accountant for previous year review to be completed by June 30.
7. A copy of the review shall be retained with the president, secretary and treasurer.
8. The president and treasurer shall be authorized to sign checks.

F. COMMITTEE ON MEMBERSHIP NURTURE AND OUTREACH

1. The Committee on Membership Nurture and Outreach shall be composed of the Conference Mission Coordinator for Membership Nurture and Outreach as Chairperson, the President, Secretary, the Communications Coordinator, Chairperson of Nominations, Education and Interpretation Coordinator, Young Women's Coordinator, and the five (5) district Mission Coordinators of Membership Nurture and Outreach. Others may be added to the committee as determined by the Conference Leadership Team.
2. The Committee shall meet as needed.

G. COMMITTEE ON THE CHARTER FOR RACIAL JUSTICE POLICIES

1. The committee shall meet at least two (2) times annually.
2. The committee shall consist of the Conference President as convener, chairperson of the Committee on Nominations, Language Coordinator, a district president, one person from the Leadership Team, and two (2) others to ensure inclusiveness. (Refer to II,C,3, c)

H. COMMITTEE ON STANDING RULES

1. The President shall appoint a Standing Rules Committee of five (5) persons, including the Secretary who serves as chairperson.
2. All Leadership Team officers shall implement these rules.
3. The Standing Rules shall be reviewed annually, revised as necessary, and presented at a Leadership Team meeting.
4. The Standing Rules shall be approved by the Leadership Team, to become effective at the beginning of the ensuing year.
5. The district Standing Rules shall be in harmony with the Conference Standing Rules in regard to administrative procedures. They do not need to be identical.

III. COMMITTEE ON MISSION u

A. MEMBERSHIP

1. The Mission u Committee shall be composed of the elected Mission u officers, district representatives and the conference Leadership Team.
2. The Mission u officers are nominated annually by the nominations committee, confirmed by the Conference Leadership Team, and assume their duties following the evaluation of the current Mission u.
3. Each district of the conference will have representation on the Mission u Committee on a rotating basis.
   The district representative will be appointed by their respective district Leadership Teams prior to June 1 to assure responsibility following the current year's Mission u evaluation meeting. They need not be a district officer.
   District representation shall be as follows:

   2027 will be the responsibility of the Southern Rivers and Northern Lakes Districts
   2028 will be the responsibility of the Northern Lakes and East Central

Heights Districts
2029 will be the responsibility of the East Central Heights and West Central Plains Districts
2030 will be the responsibility of the West Central Plains and Eastern Rivers Districts
2031 will be the responsibility of the Eastern Rivers and Southern Rivers Districts
2032 will be the responsibility of the Southern Rivers and Northern Lakes Districts
2033 will be the responsibility of the Northern Lakes and East Central Heights Districts
2034 will be the responsibility of the East Central Heights and West Central Plains Districts
2035 will be the responsibility of the West Central Plains and Eastern Rivers Districts
2036 will be the responsibility of Eastern Rivers and Southern Rivers Districts

4. The Standing Rules of the Mission u Committee shall be in addition to the Standing Rules of the Conference .
5. The Dean's Handbook shall guide the actions of Mission u.

B. ATTENDANCE

1. The elected and appointed conference officers, members of the conference Committee on Nominations, and the elected and appointed district officers of each district shall attend the full session of the Conference Mission u with registration paid at conference expense.
2. If a district elected or appointed officer is unable to attend Mission u, the vacancy shall be filled by a district member of Committee on Nominations for the full session at the discretion of the district Leadership Team.
3. If attending the full session of the Conference Mission u creates an undue hardship, the Conference will pay for the one-day Mission u event.

C. UNITED METHODIST WOMEN NATIONAL OFFICE MEMBERS /JURISDICTION LEADERSHIP TEAM

1. Members of the United Methodist Women (dba United Women in Faith) national organization and of the North Central Jurisdiction Leadership Team from the Indiana Conference shall be invited by the Conference Secretary to attend the Conference Mission u at conference expense unless reimbursed from other sources.

IV. MEETINGS

A. MEETINGS BY REMOTE COMMUNICATIONS

1. Members of the conference organization or any committee of the conference organization may participate in or conduct a meeting by means of conference telephone or similar communications equipment or technologies, or by electronic video screen communication, provided that all persons participating in the meeting are able to hear and communicate with each other at the same time. Each person

must be able to participate in all matters before the conference organization or committee, including without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the conference organization or committee, to the extent such person would be entitled to vote at a physical meeting. Participation by such means shall constitute presence in person at a meeting.

B. ANNUAL MEETING

1. Purpose: There shall be an annual meeting of the conference organization of United Methodist Women (dba United Women in Faith) with a program designed to meet the needs of the women in the conference and in harmony with the PURPOSE, plans and responsibilities of the United Methodist Women (dba United Women in Faith) national organization. Officers and the Committee on Nominations shall be elected, business transacted, and the Pledge to Mission Giving made for the ensuing year.
2. Agenda: Business items to be included on the agenda of the Annual Meeting must be presented in writing to the Leadership Team thirty (30) days before the Annual Meeting.
3. Voting Body: Any member of United Methodist Women (dba United Women in Faith) of the Indiana Conference attending the annual meeting of the United Methodist Women (dba United Women in Faith) shall be a voting member and have the right to exercise their vote virtually or in person.
4. The speaker for Annual Meeting or other one-day event will have their registration fee waived.
5. Outside speakers will have their mileage or airfare, registration fees and overnight expenses (if needed) paid. They will also receive an honorarium to be approved by the Leadership Team.
6. Musicians for Annual Meeting (piano/organist/vocal) will have their registration fees waived for that event.

C. SPIRITUAL RETREAT OPPORTUNITIES

1. The Conference elected officers, appointed officers, Dean of Mission u, and the Nominating Committee may attend either a spiritual retreat or silent retreat with their registration fee waived.
2. Leader of an overnight retreat will receive mileage; the amount of registration will be waived; and the honorarium of $150 will be given per retreat.
3. The pastor for a worship service and Communion on Sunday at a Silent Retreat will receive $25.
4. If the pastor for Communion is a woman who is attending the retreat, her registration would be waived.
5. Registrars and musicians (piano/organists/vocal/song leader) for retreats will have their registration fee waived and receive mileage for that event.
6. Spiritual Growth Coordinator shall have her registration fees waived.

D. ASSEMBLY

1. The elected officers, appointed leaders, district presidents and the Dean of Mission u shall attend the Assembly at conference expense.
2. A member of United Methodist Women (dba United Women in Faith) of the

Indiana Conference, who has not previously attended the Assembly, may apply for a scholarship by submitting their reasons for wanting to attend in writing. The selections from the candidates' applications will be made by the Conference Leadership Team with the desire to include diversity in age, ethnicity, and district location. The conference shall provide funds for ten (10) scholarships.

3. The scholarship award will be no more than $1,000.00 to help cover registration, travel, hotel, and meals.
4. The Conference will reserve $800 per year for the Assembly offering.
5. The Conference budget is to set aside $6,000.00 annually for Assembly through our reserve account.

E. JURISDICTION QUADRENNIAL MEETING

1. The elected officers, appointed leaders, district presidents and the Dean of Mission u shall attend the Jurisdiction Quadrennial Meeting at conference expense.
2. Nominees and an alternate for Director of United Methodist Women (dba United Women in Faith) national office shall be paid at conference expense unless expenses are paid by another source.
3. Nominees for membership on the program advisory board of the United Methodist Women (dba United Women in Faith) national office shall be paid at conference expense unless expenses are paid by another source.
4. The Conference budget is to set aside $6,000.00 annually for Jurisdiction Quadrennial Meeting through our reserve account.

F. GENERAL CONFERENCE /JURISDICTIONAL CONFERENCE

The Conference President or an alternate selected by the Leadership Team will be sent to the North Central Jurisdictional Conference and General Conference at conference expense unless expenses are covered by other sources.

G. CHURCH AGENCIES/BOARDS

When elected or appointed officers are asked by the President, or by virtue of office, to attend United Methodist Church meetings of boards, agencies, or committees, the expenses shall be paid by the United Methodist Women (dba United Women in Faith) Conference Treasurer, unless covered by other sources.

V. FUNDS

A. MEMBER ASKINGS

1. Lucille Raines Residence is $ 22.00 per member.
2. Mission u is $2.00 per member.
3. Youth and Young Adult Service Scholarship Fund is $1.00 per member.
4. Assembly offering askings will be made the year prior to Assembly and added to a special section of the remittance form. The askings are $1 per member.

B. SPECIAL MISSION RECOGNITION

1. A Special Mission Recognition gift to mission of two hundred dollars ($200) shall be presented by the conference organization to all conference elected and appointed officers, including the Dean of Mission u. This is presented at the end of their service in that office (a minimum of two (2) years).
2. A Special Mission Recognition gift to mission of two hundred dollars ($200) shall be presented by the conference organization to a United Methodist Women (dba United Women in Faith) national office Staff, Director, member of the Program Advisory Group, and North Central Jurisdiction Leadership Team members residing in the conference at the end of their service in that office (a minimum of two (2) years).

C. GIFT IN MEMORY

1. A Gift in Memory card of fifty dollars ($50) shall be sent at the death of a current conference officer, or a past conference president, by the conference treasurer.
2. A Gift in Memory card of twenty-five dollars ($25) shall be sent at the death of an immediate family member of a conference officer by the conference treasurer.
3. A Gift in Memory card of five dollars ($5) shall be sent at the death of a former conference officer by the conference treasurer.

D. GIFTS TO NEW/RE-ACTIVATED UNITS

1. Upon the organization of a new or re-activated local unit of United Methodist Women (dba United Women in Faith) of the Indiana Conference, the unit shall be provided a Program Resource Book, Daily Prayer Guide, and PURPOSE poster at conference expense.
2. These items will be ordered by the Conference Resource Coordinator. It is the responsibility of the District President, when she has a new or re-activated local unit, to contact the Conference Resource Coordinator.
3. The President of the new or re-activated local unit shall be invited by the Conference President to attend the United Methodist Women (dba United Women in Faith) Conference Annual Meeting with registration and meal costs paid by the conference.

E. RESOURCES FOR CONFERENCE OFFICERS

The elected and appointed officers of the Leadership Team and the Mission u Dean shall receive the United Methodist Women (dba United Women in Faith) Program Resource Book and Daily Prayer Guide. The books must be ordered by the treasurer.

F. EXPENSES FOR CONFERENCE OFFICERS

1. In the Line of Duty
    a. Conference officers shall be reimbursed for expenses to attend all conference meetings.
    b. Expenses for an officer traveling to Indiana Conference meetings by virtue of her office shall be paid mileage at thirty-three ($.33) per mile.
    c. The meal allowance shall be $10 for breakfast, $15 for lunch, and $25 for

dinner, for a maximum of fifty dollars ($50) per day or actual amounts, whichever is less. Meals for dependents traveling with the officer may be vouchered under dependent care. Receipts must be provided for the dependent and the officer.

d. Expenses for dependent care shall be allowed up to forty dollars ($40) per day or the actual amount, whichever is less.
e. It is recommended that a conference officer not accept an honorarium when speaking at local, district or conference events, but may be reimbursed for mileage or other expenses by the host group.
f. Expenses of conference officers, which are necessary in fulfilling the duties of their office, shall be reimbursed. A voucher with receipts attached shall be submitted to the Conference Treasurer.

2. Outreach
   a. An outreach, approved by the Conference Leadership Team, is an event presented outside the District or Conference United Methodist Women (dba United Women in Faith) which is considered an opportunity for instruction, inspiration or spiritual enrichment of United Methodist Women (dba United Women in Faith).
   b. Persons who represent the Conference organization at an outreach event shall have their expenses paid by the Conference. An advance may be arranged with United Methodist Women (dba United Women in Faith) Conference Treasurer.
   c. The Conference President shall be reimbursed for expenses to attend the church Annual Conference to include a reasonable lodging rate, meals and mileage according to the Standing Rules, less funding received from other sources. A voucher, with attached receipts, shall be submitted to the United Methodist Women (dba United Women in Faith) Conference Treasurer.

G. YOUTH AND YOUNG ADULT SERVICE SCHOLARSHIP FUND

1. There shall be a Youth and Young Adult Service Scholarship Fund supported by financial asking from members. The fund shall be administered by a committee composed of the Conference Mission Coordinator for Education and Interpretation, as chair, Conference President, Conference Treasurer, two (2) District Presidents appointed by the Conference President, and the Young Women's Coordinator.
2. The fund shall provide scholarships for persons between ages 13 and 25 who desire to participate in any project supported by the General Board of Global Ministries Conference Advance Specials or other projects at the discretion of the committee.
3. The fund shall provide scholarships for youth and young adults to participate in work, study or travel experiences which provide educational experiences and develop leadership in the Youth and Young Adult Ministries of the Indiana Conference.
4. The amount of the scholarship approved for each applicant will be determined by the Youth and Young Adult Service Scholarship Fund Committee.
5. The Communications Coordinator, in cooperation with the committee, shall produce a brochure with guidelines for applying for the scholarship. Specific application deadlines will be listed in the brochure. This brochure will be

available for publication and on the United Methodist Women (dba United Women in Faith) of Indiana Conference website.

VI. GENERAL PROCEDURES, RESTRICTIONS, RESPONSIBILITIES

A. FINANCIAL PROCEDURES

1. The conference and district presidents and treasurers, as well as the Mission u Business Manager, shall be bonded through the United Methodist Women (dba United Women in Faith) national organization.
2. One bonded person shall participate in the counting of all monies.
3. All bank statements shall be first reviewed by the President, then the Treasurer completes the reconciliation for the President's review.

B. CONFERENCE MAILINGS

1. Recommend that conference mailings, including newsletter, meeting notices, etc. be sent via bulk mailing and/or electronic mail.
2. Recommend that the conference mailing list include: conference officers, district officers, local unit presidents, district members, pastor/church, District Superintendents, Mission u Committee; United Methodist Women (dba United Women in Faith) National Office President, Vice President, Secretary and Treasurer; North Central Jurisdiction Leadership Team, Conference Communications Coordinators within the North Central Jurisdiction, former Conference Presidents and the Indiana Conference Bishop, Bishop's spouse, Communications Director of the Indiana Area United Methodist Church, and the Lucille Raines Residence house leader, board of directors president, and Friends of Lucille Raines Residence convenor.

C. LOGO USAGE.

All correspondence of United Methodist Women (dba United Women in Faith) of the Indiana Conference shall use the official United Methodist Women (dba United Women in Faith) brand guidelines from the National website.

D. SALE OF LITERATURE AND OTHER ITEMS

The sole right of display and sale of literature is vested in the United Methodist Women (dba United Women in Faith) resources. This pertains to all Meetings sponsored in whole or in part by the United Methodist Women (dba United Women in Faith) National Office or the organization of United Methodist Women (dba United Women in Faith) including district and conference meetings, seminars, retreats, officer training sessions and Mission u. No other groups may display or sell items without approval of the Leadership Team. Exceptions would be the sale of items by Lucille Raines Residence to support their operations.

E. OFFICER/MEMBERSHIP LISTS

Lists of officers or members shall not be given to individuals or agencies outside the organization unless authorized by the Leadership Team.

F. STATUS OF LOCAL ORGANIZATIONS

Before the status of a local organization or unit of United Methodist Women (dba United Women in Faith) changes, the District President shall be consulted. The District President shall notify the Conference President and the Conference Mission Coordinator for Membership Nurture and Outreach.

G. RELATIONSHIP TO INSTITUTIONS

1. The Lucille Raines Residence, Inc. is a ministry of United Methodist Women (dba United Women in Faith) of the Indiana Conference of The United Methodist Church. The purpose of the residence is to provide a place and way of life that will enable the residents to achieve an independent state of life. The residents are persons recovering from substance use disorder. Service shall be available to persons regardless of race, creed, or gender.
2. The conference shall help support Lucille Raines Residence with an asking from each member of $22.00 per member. These funds shall be forwarded from the local unit to the district treasurer who will forward them to the conference treasurer. The conference treasurer shall provide each district treasurer with reporting forms at the beginning of each calendar year.
3. This rule applies to all districts within the conference. To ensure that each resident of the Lucille Raines Residence receives a Christmas gift, fostering a sense of community and goodwill during the holiday season, an annual Christmas gift shall be provided to each resident. The value of the gift shall be $50 per resident. The total amount allocated for gifts shall be based on 49 residents, totaling $2450. Each district shall contribute an equal share to the total amount. The contribution per district shall be $490. The District Treasurer will forward the gift to the treasurer of the Lucille Raines Residence no later than October 31 of each year.

4. The Conference leadership team will have representation on the Lucille Raines Residence Board of Directors.

5. The Lucille Raines Residence Board of Directors will appoint district representatives for their board. These district representatives are to be part of the district leadership teams.

H. UNITED METHODIST WOMEN (dba United Women in Faith) OF THE INDIANA CONFERENCE'S POLICY FOR THE PROTECTION OF CHILDREN AND YOUTH

The Conference United Methodist Women (dba United Women in Faith) adopts the INDIANA ANNUAL CONFERENCE THE UNITED METHODIST CHURCH ABUSE PROTECTION POLICY - FOR CHILDREN, YOUTH, AND VULNERABLE ADULTS. This policy is designed to ensure the safety and protection of children, youth, and vulnerable adults within all programs and activities conducted by the organization. All members and volunteers are required to comply with the guidelines and procedures outlined in the Indiana Annual Conference Child Protection Policy.
Whenever we use a church for a meeting and offer childcare, the church/United Methodist Women (dba United Women in Faith) president will need to have a copy of the Policy for the Protection of Children and Youth and abide by it. If the host church has a policy and we use their sitters, they may use their policies.

I. PARLIAMENTARY AUTHORITY

1. Robert's Rules of Order Newly Revised, 12th Edition, shall be accepted as the parliamentary authority in any situation not covered by the Constitution and Bylaws for the conference organization for the United Methodist Women (dba as United Women in Faith) as adopted by the United Women in Faith national organization or the Standing Rules of the Conference organization.
2. Electronic (e-mail) and Conference Call Procedures
    a. These Standing Rules authorize electronic and teleconference meetings.
    b. A quorum must be present. This is to be 51% of the voting members of the specific committee/team.
    c. The subject line must indicate the topic of the discussion and/or the need for electronic vote.
    d. Motions do not require a second unless otherwise specified.
    e. Always "reply to all" so that we are all 'on the same page' during discussions.
    f. In the case of an electronic (e-mail), the chair will close the discussion after the allotted time of three (3) days by asking "Are you ready for the question?"
    g. The chair shall put the question to a vote by restating the pending question and request the members to vote now. The word "vote" shall be in the subject line.
    h. The chair shall include the time frame/deadline for the vote.
    i. Members shall state, "I vote yes," or "I vote no" in the first line of the response and use "Reply All".
    j. The chair shall tally the votes and report the result of the vote to the participants, including the number of votes cast for and against the motion.
    k. The chair shall announce the results of the vote to the committee.
    l. The chair shall compile a summary of the discussion and vote. This will then be presented at the next Leadership Team and a copy of this information given to the Secretary for our records, with the exception of the Committee on Nominations.

J. PROPERTY OWNED LISTING AND LOCATION

The Resource Coordinator will maintain an inventory listing of all conference owned equipment and its location.

K. NON-PROFIT STATUS

Non-Profit Status shall be reviewed annually by the Conference Treasurer and Conference President. The Districts will operate under the umbrella of United Methodist Women (dba United Women in Faith) of Indiana.

L. RECORD RETENTION

The following conference and district United Methodist Women (dba United Women in Faith) of Indiana items need to be collected for historical purposes. The officer originating the finished document should forward the items to the Archives of Indiana

Methodism at Depauw University at the end of each calendar year.
1. The Secretary will:
a. Keep accurate minutes of all meetings of the conference organization and its leadership team.
b. Serve as custodian of all records and official documents.
c. Sign all official, legal, and financial documents, making certain they are properly dated.
d. Maintain minutes and local documents/records for 2 quadrennia (the preceding and the current). Archive older minutes and records with the conference United Methodist archives per the General Commission on Archives and History recommendations. Electronic or physical records may be archived as is the preference of the archival site. Items mailed to DePauw University Archives can be sent to:

DePauw Archives
405 S. Indiana St.
Greencastle, IN 46135.
Digital items can be sent via a flash (thumb) drive by mail or to the following email address: archives@depauw.edu

e. Keep an accurate roll of the elected and appointed leaders of the districts.
f. Send a list of names of conference elected leaders, including addresses, ZIP codes, telephone numbers, and emails, within ten (10) days following elections and interim changes to the United Women in Faith National as directed or through the conference secretary portal and to the jurisdiction leadership team, as requested. Provide the district leadership team and local president names and emails to the United Women in Faith National Office through the conference secretary portal or staff liaison.

2. Storage of financial records shall follow generally accepted fiscal guidelines. The District Treasurers shall keep and store District financial records for seven (7) years.

3. NEWSLETTERS – [Communications Coordinator]
Be sure all items are identified with conference and/or district names. Items may be paper copies or digital files (pdf is preferred).

Standing Rules Committee members: La Donna Weber (interim Convenor), Lora Ward, Pamela Rhodes, Alicia Mitchell, Sara Mayes