

## **Constitution and Bylaws of The United Methodist Women of West Market Street United Methodist Church**

This organization known as United Methodist Women of West Market Street United Methodist Church is governed by the Constitution and Bylaws established for local church units of United Methodist Women by the Women's Division of the General Board of Global Ministries of the United Methodist Church and the Book of Discipline of the United Methodist Church and also by such Standing Rules, consistent therewith, as this organization may adopt.

The stated PURPOSE of this organization is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative and supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.

Membership shall be open to any woman who indicates her desire to belong and to participate in the global mission of the church through United Methodist Women.

### **Standing Rules of the United Methodist Women of West Market Street United Methodist Church**

#### **I. MEETINGS**

The membership shall hold regular meetings on the first Monday of the month, in such months and at such time as the Executive Committee shall determine, or at such other date or time as the Executive Committee may direct.

#### **II. SUB-GROUPS**

- A. The membership shall be divided by the Coordinators for Circles into sub-groups called Circles.
- B. Each Circle shall have a chairperson and co-chairperson appointed by the Executive Committee on recommendation of the Coordinators for Circles.
- C. Circles shall meet monthly, except during the summer months, at such time and place as shall be determined by the Circle.
- D. Members shall be assigned to Circles every two years. New members may be assigned to Circles at other times.
- E. Members choosing not to be assigned to a Circle may be listed as members-at-large.

### **III. ELECTED LEADERSHIP**

- A. The Officers shall be a President, a Vice President, a Secretary, and a Treasurer.
- B. Other Elected Leaders shall be:
  - 1. Chairperson of Committee on Nominations
  - 2. Secretary of Program Resources
  - 3. Coordinators for Circles
  - 4. Communications Coordinator
  - 5. Mission Coordinator for Spiritual Growth
  - 6. Mission Coordinator for Social Action
  - 7. Mission Coordinator for Education and Interpretation
  - 8. Mission Coordinator for Membership Nurture and Outreach
  - 9. Chairperson of Membership Development

### **IV. APPOINTED LEADERSHIP**

The following shall be appointed by the President:

- 1. Chairperson for Reservations
- 2. Chairperson for the Yearbook
- 3. Chairperson for Memoirs
- 4. Chairperson for Arrangements
- 5. Historian
- 6. Parliamentarian
- 7. Older Adult Team Representative
- 8. Newsletter Editor
- 9. Staff Representative - appointed in consultation with the Senior Minister

### **V. DUTIES OF ELECTED LEADERSHIP (See also Article II of Bylaws)**

- A. The President shall:
  - 1. Preside at all meetings of the United Methodist Women, the Executive Committee, and the Advisory Committee.
  - 2. Serve as an ex-officio member of all committees, except the Committee on Nominations.
  - 3. Encourage participation of members in the total life and work of the congregation, in district and conference activities, and in enrichment opportunities.
  - 4. Work with the Treasurer in preparing the budget.
  - 5. Serve as a member of the Administrative Board and Council on Ministries.
  - 6. Represent the United Methodist Women in all meetings, or name a substitute, except where delegates have been elected as representatives to such meetings.

7. Select appointed leaders.
8. Prepare a calendar for the year and file it with the church office to reserve rooms for United Methodist Women events.
9. Be responsible for the United Methodist Women's office and check United Methodist Women's box regularly in church office.
10. Prepare reports as necessary with the elected officers.

B. The Vice President shall:

1. Preside in the absence of the President.
2. Serve as Chairperson of the Program Committee.
3. In consultation with the Arrangements Committee, submit a work order to the church office regarding the date, time and program for meetings of the United Methodist Women.
4. Serve on the Executive, Advisory and Finance Committees.
5. Serve as Chairperson of the Executive Committee when dealing with matters relating to program.

C. The Secretary shall:

1. Keep accurate minutes of all meetings of the United Methodist Women, the Executive Committee, the Advisory Committee, and the Finance Committee and distribute them according to the President.
2. Serve as custodian of all official papers and records.
3. Care for correspondence as directed.
4. Send a list of elected leaders, mailing addresses, zip code and telephone numbers to the Secretary of the District immediately upon their election and send name of new President to the location designated by the Women's Division.
5. Keep an accurate, up-to-date roll of membership.
6. Distribute Membership Change forms to Circle Chairs each month.
7. Serve on the Executive, Advisory, Program, Finance, and Membership Nurture and Outreach Committees.

D. The Treasurer shall:

1. Receive and disburse all funds on order of the United Methodist Women, and account for all funds.
2. Send the proper funds to the District Treasurer for forwarding to the Women's Division.
3. Serve as Chairperson of Finance Committee and prepare the budget for presentation to the United Methodist Women.
4. Send monthly financial reports to the President.
5. Serve as Chairperson of the Executive Committee when matters of finance are under consideration.
6. Serve on Executive, Advisory and Program Committees.

- E. The Chairperson of Committee on Nominations shall:
1. Work with the Committee on Nominations to nominate qualified women for elective leadership in the United Methodist Women.
  2. Report for the Committee at the time established for election.
  3. Make nominations to fill vacancies that occur ad interim.
  4. Serve on the Executive Committee and the Membership Nurture and Outreach Committee.
- F. The Secretary of Program Resources shall:
1. Inform elected leaders and members about resources available and promote the use of these materials.
  2. Carry primary responsibility to promote the Reading Program, select and purchase books in consultation with the church librarian, and send an annual report of the list of participants to the District Secretary of Program Resources (or person designated by the District to receive the report).
  3. Promote the mission magazines Response and New World Outlook; encourage members to subscribe; send in new and renewal subscriptions; keep subscriptions lists current.
  4. Order all materials requested by the elected leadership.
  5. Send any change of Secretary of Program Resources to the location designated by the Women's Division.
  6. Serve on the Executive, Advisory, Finance, and Program Committees.
- G. The Coordinators for Circles, working as co-leaders, shall:
1. Oversee the organization of Circles and the distribution of Circle membership.
  2. Recruit and recommend to the Executive Committee a chairperson and co-chairperson for each Circle, as requested.
  3. Advise Circle leaders about Circle organization.
  4. Assist the President with orientation of Circle Leaders, as needed.
  5. Recommend to the Executive Committee persons to fill vacancies in Circle leadership.
  6. Serve on Executive and Advisory Committees.
- H. The Communications Coordinator shall:
1. Provide, through the church newsletter, the information relating to Circle meetings, giving names of hosts, locations and times of meetings.
  2. Work with Vice President in publicizing United Methodist Women meetings.
  3. Publicize other United Methodist Women events as requested by the President.
  4. When timely, compose and submit articles for publication in the church newsletter and the UMW newsletter.

5. Serve on Executive, Advisory and Program Committees.

I. The Mission Coordinator for Spiritual Growth shall:

1. Coordinate opportunities for spiritual and theological development related to missions.
2. Work with Vice President in planning programs for meetings.
3. Arrange for a devotional, including music, for each meeting.
4. Promote observance of special days and plan programs for them such as Call to Prayer and Self-Denial.
5. Recruit Circle Study Leaders, if needed, from the membership, after consulting with Circle Chairpersons.
6. Cooperate with the Executive Committee in providing information on study books recommended by the Women's Division.
7. Cooperate with Executive Committee in providing resources and training for Circle Study Leaders.
8. Encourage women to participate in the total church program of study and spiritual growth.
9. Serve on Executive, Advisory, Program and Finance Committees.

J. The Mission Coordinator for Social Action shall:

1. Work with Vice President to plan programs on social issues of major concerns.
2. Coordinate the public policy and legislative activities of the unit.
3. Promote and interpret the Biblical basis for social action and the position of the United Methodist Church on social issues.
4. Advocate for women, children, and youth and their basic needs.
5. Plan and carry out a Christmas unit project, both hands-on and monetary.
6. Work with the church and its service projects such as food for the needy.
7. Work with the unit to save food product labels for ECC (i.e. Campbell's Soup)
8. Serve on Executive, Advisory, Program and Finance Committees.

K. The Mission Coordinator for Education and Interpretation shall:

1. Work with the Vice President in planning programs with mission emphasis for the meetings of the United Methodist Women.
2. Provide pledge service and materials to the Circle Treasurers for use in the pledge service.
3. Promote mission education and facilitate action on both unit and circle levels by supplying material resources for mission projects and programs.
4. Encourage participation in the School of Christian Mission and other mission education opportunities.

5. Promote and interpret the need for Mission Giving to undergird the program of mission outreach of Women's Division with special emphasis on women, children, and youth.
6. Work with the president to assure that the unit will become a Mission Today Unit.
7. Educate the unit on giving to mission through Special Mission Recognition pins and certificates, Gift to Mission Cards, Gift in Memory cards and other forms of Mission Giving.
8. Serve on Executive, Advisory, Program and Finance Committees.

L. The Mission Coordinator for Membership Nurture and Outreach shall:

1. Serve as Co-Chairperson of the Committee on Membership Nurture and Outreach
2. Work with the Senior Minister's Administrative Assistant concerning roses placed on the altar by UMW for new babies. (See guidelines for this project.) Deliver the roses to parents of new babies when necessary.
3. Promote the giving of gifts to mission in honor of babies and plan for the presentation of gift cards or certificates.
4. Assist the President with orientation of Circle Leaders, as needed.
5. Provide regular, creative fellowship activities for the United Methodist Women.
6. Be sensitive to non-members and new members coming into the church. Help UMW Circles maintain contact with active and inactive members and shut-ins.
7. When timely, compose and submit articles for publication in the church MarketPlace and the UMW Update.
8. In September, assign college freshmen to Circles to maintain church communication.
9. Serve on Executive, Advisory, Program and Finance Committees.

M. Chairperson of Membership Development shall:

1. Serve as Co-Chairperson of the Committee on Membership Nurture and Outreach.
2. Work closely and monthly with the Secretary to keep an accurate and up-to-date roll of the membership.
3. Contact women coming into the church and invite them to become members of the United Methodist Women.
4. Attend the Membership Orientation Session of West Market Street United Methodist Church on designated Sundays. Coordinate these efforts with the President.
5. Provide Circle Chairpersons with names of prospective new members.
6. Serve on Executive, Advisory and Program Committees.

## **VI. DUTIES OF APPOINTED LEADERSHIP**

### **A. The Chairperson for Reservations shall:**

1. Take reservations for lunch or dinner meetings of the membership and report these reservations to the church office.
2. Provide membership and Circles with procedures for making reservations.
3. Keep alphabetized list of persons making reservations and have available at the time of the meeting.
4. Assist with the collection of payment for meals, as needed.
5. Arrange for childcare, as needed.
6. Serve on Executive Committee.

### **B. The Chairperson for the Yearbook shall:**

1. Secure and, with the help of the incoming President, organize all the information needed for the publication of a yearbook at the beginning of a new administration.
2. Plan for the printing and distribution of these books.
3. Serve on Executive and Membership Committees.

### **C. The Chairperson for Memoirs shall:**

1. Keep records of deaths of members of the United Methodist Women.
2. Send expressions of sympathy to family members.
3. Plan for some proper memorial recognition for each such deceased member, and notify the family of such action.
4. Serve on Executive Committee.

### **D. The Chairperson for Arrangements shall:**

1. Coordinate with the President and Vice President in regard to all physical arrangements for general meetings of the membership.
2. Secure work order forms from the church office, complete these forms and file with the business manager or appointed staff member according to church policy.
3. Contact food service manager to plan menus for all United Methodist Women functions.
4. Inform President of completed arrangements.
5. Select other members to serve with her as needed.
6. Serve on Executive, Advisory and Program Committees.

### **E. The Historian shall:**

1. Collect and assemble materials about United Methodist Women functions, such as news items in church and other publications.

2. Arrange for pictures to be taken as requested by the President.
  3. Serve on Executive Committee.
- F. The Parliamentarian shall:
1. Consult with and advise President on parliamentary matters.
  2. Be responsible for updating Standing Rules, as needed.
  3. Serve on Executive Committee.
- G. The Older Adult Team Representative shall:
1. Represent United Methodist Women on the Older Adult Team of the Church.
  2. Serve on Executive Committee.
- H. The Newsletter Editor shall:
1. Oversee the publication of a newsletter for the unit on such schedule as recommended by the President. The newsletter shall be a vehicle for publicizing the events of United Methodist Women of the unit, district, conference, and national levels and for promoting the PURPOSE and program of United Methodist Women. Events of the local congregation also may be publicized, space permitting. The Newsletter Editor shall collect information from other unit officers, in addition to writing material herself.
  2. Plan with the Communications Coordinator to avoid unwanted duplication of efforts in publicizing the program and projects of United Methodist Women.
  3. Serve on Executive, Advisory and Program Committee.

## **VII. EXECUTIVE COMMITTEE (See also Article III Bylaws)**

There shall be an Executive Committee composed of the Elected and Appointed Leadership, Chairpersons of Circles, the Senior Minister or staff representative, and any members of the Jurisdictional, Conference and District Executive Committees of United Methodist Women who are members of the United Methodist Women of West Market Street United Methodist Church. A quorum shall be a majority of those present.

This Committee shall meet quarterly on the first Monday of the quarter, or such other time as shall be determined. It shall function as a mission team to coordinate all programs and activities toward the fulfillment of the PURPOSE, to recommend to the general membership any official action, and to carry out duties set out in the Bylaws. It shall set the date for elections.

## **VIII. ADVISORY COMMITTEE**

There may be an Advisory Committee to assist the President, composed of the President, Vice President, Secretary, Treasurer, Coordinators for Circles, the Mission Coordinators, Chairperson for Membership Development, Communications Coordinator, Secretary of Program Resources, Chairperson for Arrangements and Newsletter Editor. The Committee shall meet on the call of the President. The Committee may transact emergency business if any five members are present.

## **IX. COMMITTEE ON NOMINATIONS**

There shall be a Committee on Nominations composed of four members elected by the membership, one of whom the membership shall elect as chairperson.

The Committee shall work throughout the year to become informed of the programs and organizational focus of United Methodist Women in order to find qualified women for elected leadership positions, to insure the elected leaders reflect the diversity of and are representative of the membership, and to make a timely report of nominations for all elected leaders, including members of the Committee on Nominations.

The Committee shall make nominations to fill vacancies that occur ad interim.

## **X. OTHER COMMITTEES (See also Article IV of Bylaws)**

### **A. Finance Committee.**

1. There shall be a Finance Committee composed of the Treasurer as Chairperson, the President, Vice President, Secretary, Secretary of Program Resources and Mission Coordinators.
2. This committee shall prepare the total budget for approval by the Executive Committee and adoption by the membership.

### **B. Program Committee.**

1. There shall be a Program Committee composed of the Vice President, as Chairperson, the President, the Secretary, the Treasurer, the Mission Coordinators, Chairperson of Membership Development, the Secretary of Program Resources, the Communications Coordinator, the Chairperson for Arrangements, and the Newsletter Editor.
2. This Committee shall plan and recommend to the Executive Committee programs for meetings of the membership, using a wide variety of program emphases, including the four mission areas (Spiritual Growth, Social Action, Education and Interpretation and Membership Nurture and Outreach.)

C. Membership Nurture and Outreach Committee

1. There shall be a Membership Committee co-chaired by the Chairperson of Membership Development and Mission Coordinator for Membership Nurture and Outreach. In addition to the co-chairmen, the committee shall be composed of the President, Secretary, Chairperson of Committee on Nominations and Yearbook Chairperson.
2. This committee shall seek to enlist new members, help with membership cultivation and interpretation of the PURPOSE, and assist the Chairperson in carrying out her duties.

**XI. ELECTIONS AND TENURE**

- A. The term of office of all elected leaders shall be two years, except as provided in Subsection B (below) as to the members of the Committee on Nominations. No leader elected to serve a two-year term may serve more than two consecutive terms in the same office.
- B. The term of office of members of the Committee on Nominations shall be four years. No person shall serve more than four consecutive years.
1. The Chairperson shall be elected by the members of the United Methodist Women for a term of two years during her four-year term as a member of the Committee.
  2. The Committee shall be divided into two classes, with two members elected at the time of each biennial election.
- C. All elected leaders shall take office on January 1 following their election.

**XII. FISCAL YEAR**

The Fiscal year of the United Methodist Women shall run from January 1 to December 31.

**XIII. AWARDS AND HONORARIA**

A. THE GAYLE HICKS FRIPP AWARD

1. The Gayle Hicks Fripp Award was established in 1992 by West Market Street United Methodist Women in celebration of the 20th Anniversary of the establishment of the UMW at West Market Street United Methodist Church and in honor of Gayle Fripp, the first president of WMSUMW.
2. The Award shall be given to honor a member of WMSUMW who has given outstanding service to her unit, her church, her community and her profession (including homemaking).

3. The Award shall consist of a Special Mission Recognition Award of type and amount to be determined annually by the President and Treasurer. An amount to fund the Award shall be placed in the unit budget.
4. The Award shall be presented at such time and place as is convenient and proper for the total yearly program of the unit, upon consultation of the President and Vice President and/or the Program Committee.
5. The President shall appoint a special committee of three persons for a term of one year to receive nominations and choose the recipient of the award. The Committee may receive nominations from the membership. Each nomination shall be in writing and shall include reasons for the recommendation, and shall be signed by the person(s) making the nomination. The President shall inform the membership of the procedure. The Committee has the responsibility and privilege to consider worthy persons. It may choose the recipient from the entire membership and is not limited to those that have been nominated. Letters of nomination may be held over for consideration by succeeding committees.
6. The current President and the members of the Award Committee are not eligible to receive the Award. A recipient shall receive the Award only once.
7. It is the intent of this Award to recognize service that is truly out of the ordinary. If, in the judgment of the Award Committee, no exceptional candidates are forthcoming in that particular year, presentation of the Award may be omitted in that year. Presentation of the Award may be resumed in the next year. In no event, however, shall the Award be presented more often than annually.

#### B. Special Mission Awards

1. The Executive Committee, in its discretion, may honor a person who has made a significant contribution to the work of United Methodist Women by making a Gift to Mission in her/his honor. The amount of the gift shall be determined by the Executive Committee and paid from United Methodist Women funds.
2. An appropriate card or certificate shall be presented to this person at a meeting of the membership.

## XIV. AMENDMENTS

These Standing Rules may be amended at any regular or called meeting of the United Methodist Women by a majority vote of those present provided the amendment has been recommended by the Executive Committee.

*Adopted, November 7, 1977*

*1994 Revisions adopted on May 2, 1994*

*1996 Revisions adopted on March 3, 1997*

*1997 Revisions adopted on October 6, 1997*

*1999 Revisions adopted on March 1, 1999*

*2006 Revisions adopted on December 4, 2006*