

## UNITED METHODIST WOMEN OF THE UNITED METHODIST CHURCH OF THE RESURRECTION BYLAWS for 2022 - 2026

### I. Name

The name of the organization is United Methodist Women (UMW) of The United Methodist Church of the Resurrection (Resurrection), hereafter referred to as the Unit.

### II. Purpose of the Organization

The Unit of UMW of Resurrection shall be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; community, and to expand concepts of mission through participation in the global mission of the United Methodist Church. The mission is to put our faith in action by making disciples of Jesus Christ for the transformation of the world.

#### A. Vision

To be a relevant, vibrant organization within Resurrection turning faith, hope, and love into action on behalf of women, children, and youth around the world.

#### B. Mission Emphasis

Programs will be developed to support the purpose of encouraging women to be in mission by growing spiritually, engaging in service and advocacy, educating for change, and developing leaders.

#### C. Relationships

The Unit is directly related to Kansas City District UMW (District), Great Plains Conference United Methodist Women (**GPCUMW**), South Central Jurisdiction, United Methodist Women National Office, and Resurrection Women's Ministry. The Unit will encourage all women to participate in the total life and work of the church.

#### D. Operating Guidelines

UMW at Resurrection will operate in accordance with the Bylaws of the Great Plains Conference United Methodist Women, United Methodist Women National Office and within the structure of Resurrection Women's Ministry.

### III. Membership

#### A. UMW member

Membership shall be open to any woman who indicates her desire to belong to and participate in the global mission of the church. Any woman who commits herself to the Purpose of UMW and desires to actively participate in mission, study, personal growth, or social action may belong and may attend general board meetings. There are no membership fees.

#### B. Circle or Small Groups

A circle or small group will allow members an opportunity to develop programs or maintain a specific focus in keeping with the UMW Purpose of using personal time, gifts, and service. These groups provide greater flexibility and freedom for participation, nurturing, and leadership development.

1. Annual Pledge Participation  
All members will be given the opportunity to support UMW interests locally, nationally, and internationally through an annual mission pledge.
2. At-large Members  
Anyone who wishes to support UMW but is not active in a circle or small group is considered an at-large member.

#### IV. Structure and Administrative Guidelines

##### A. General Board

The General Board is the governing body of UMW Church of the Resurrection.

1. It consists of the Executive Board, Mission Coordinators, and Standing Committee Leaders, and Ex Officio members from circles, small groups, and other recognized organizations in Resurrection Women's Ministry, the Director of Women's Ministry, or the church in general.
2. If a position is shared, the co-leaders will share all duties, responsibilities, and authority as defined in the Bylaws.

##### B. Executive Board

Members of the Executive Board include President, Vice-President, Treasurer, Secretary, and Nominating Committee Chair. The Executive Board will establish and publish yearly goals to fulfill the Purpose of UMW and will evaluate progress throughout the year.

###### 1. **The Executive Board will:**

- a) Consider issues that need to come before the General Board.
- b) Acting as the Committee on Finance, they will set financial policies, analyze local income and giving patterns, and prepare financial goals and strategies to recommend to the General Board.
- c) With the guidance and approval of the Treasurer(s), will present to the General Board the total budget of the Unit for approval and adoption.
- d) The Executive Board is authorized to approve expenditures up to the amount defined in the Standing Rules.
- e) The Executive Board is authorized to act on behalf of the Unit in matters requiring immediate attention that occur between meetings of the General Board, including approvals by email. The President will report all actions taken at the next meeting of the General Board.

###### 2. **President**

The President, working with the Executive Board, will actively seek to advance all phases of the work of the Unit of UMW. The President presides at meetings, signs official documents, represents the local organization (or designates a substitute), coordinates work of the organization, develops with the Executive Board ways to plan, and engage in mission, serves on

the Resurrection Women's Ministry Board, participates in required meetings and boards related to UMW President position and shares fiduciary responsibility with the Treasurer.

The President will:

- a) Prepare and/or oversee the preparation of year-end reports as outlined in the Standing Rules.
- b) Convene the Executive Board monthly in preparation for the upcoming General Board meeting.
- c) Prepare and distribute in advance agenda for both the Executive Board and the General Board meetings.
- d) Facilitate the installation of new Officers, Mission Coordinators, and Standing Committee Leaders as required by election terms.
- e) Prepare and maintain the unit calendar which is presented in January.
- f) Cancel or change the meeting date, time, or place whenever it is necessary.

3. **Vice-President**

The Vice-President will work cooperatively with the President. She will assist the Unit in fulfilling its purpose by participating in all aspects of the grant process and serving as Co-Chair of the Grant Committee. The Vice-President will perform the duties of the President in her absence, oversee ad hoc committees as needed, i.e., the Service Projects Committee, a subset of the Grant Committee, and may participate in any boards and committees related to UMW as requested by the President of the Unit.

4. **Secretary**

The Secretary is responsible for keeping accurate records for the Unit. The Secretary will:

- a) Record and publish meeting minutes and send out board meeting reminder with minutes to review so suggested changes can be made at the General Board meeting.
- b) Maintain the historical records of agendas and minutes.
- c) Document and maintain the history of UMW at Resurrection.
- d) Sign official documents.
- e) Maintain an accurate list of General Board Members, circle and small group members, and event participants.
- f) Write thank you notes to guest speakers at the General Board meeting, at the discretion of the President.

5. **Treasurer(s)**

The Treasurer will keep financial records, receive, and distribute funds in accordance with the budget.

As chair of the Committee on Finance she will:

- a) Work with the Executive Board to establish policies and procedures for disbursing funds to be voted on by the General Board, including suggested honorariums, memorials, and special gifts.
- b) Lead the team in preparation of an annual budget and present the budget to the general board for approval.
- c) Provide monthly and annual financial statements to the General Board.
- d) Provide financial oversight of all UMW functions, i.e., Rummage, Lenten Luncheon, Book Fair, etc.

- e) Maintain member records concerning mission giving or other donations, and issue written acknowledgement of contributions more than \$250 or the amount as required by IRS laws.
  - f) The treasurer shall be a member of the Grant Committee.
6. **Chairperson of the Committee on Nominations (the Chair)**
- a) The Nominating Committee consists of the Committee Chairperson and representatives to be elected for a two-year term. The number of representatives per term shall be determined by the board. Nominating Committee representatives are voting members of the General Board.
  - b) The chair and her committee will be responsible for presenting nominations for the Executive Board Officers, Mission Coordinators, and Standing Committee Leaders, and to bring forth names to fill vacancies as needed. This requires a clear understanding of the duties of each position and knowledge of the nominee's skills, interests, and potential.
  - c) The chair will present the Slate of Officers, Standing Committee Chairpersons, and Mission Coordinators for the coming term in October. Voting for the slate takes place in November.
  - d) The Chair will keep a record of the terms of office for each officer, Mission Coordinator, and Standing Committee Leader.

### C. Standing Committees and Mission Coordinators (the Coordinators)

Standing Committees and the Coordinators will fulfill the Purpose of the Unit through specific functions. They are responsible to the General Board and report their activities monthly or as needed. The Standing Committee Leaders and the Coordinators are elected by the General Board.

The purpose of the Standing Committee Leaders and the Coordinators is to suggest and plan events, operate within the established budget for each event, obtain General Board approval, and work cooperatively with each other to ensure success. The Standing Committee Leaders and the Coordinators will meet as needed and provide updates to the General Board.

#### 1. **Spiritual Growth Coordinator**

The coordinator will concentrate on spiritual growth within the Unit.

She will be responsible for:

- a) Promoting activities which encourage personal faith development.
  - b) Preparing devotions for each General Board meeting.
  - c) Encouraging and supporting, the General Board and Staff with prayer, cards, and suitable communications. (See Standing Rules Article IV #3 for further explanation).
  - d) The Spiritual Growth Coordinator shall be a member of the Grant Committee.
2. **Membership and Outreach Coordinator**

The coordinator and her team will focus on innovative ways of telling our story to our membership and prospective members. They will be responsible for:

- a) Organizing events geared specifically toward bringing in new members, i.e., Celebrate.
- b) Promoting a supportive community among all members.
- c) Providing assistance in the formation of new circles and small groups if requested.
- d) Membership and Outreach Coordinator shall be a member of the Grant Committee.

**3. Mission Education and Giving Coordinator**

Concerning Mission Education, the Coordinator will be responsible for planning and promoting learning opportunities within and beyond the Unit. She will:

- a) Encourage involvement of women in UMW mission at all levels of the Unit.
- b) Plan and promote relevant mission education opportunities and programs.
- c) Promote UMW mission studies for Circles and Small Groups including:
  - Mission u studies
  - Local mission opportunities
  - National Mission Institutions within the Great Plains Conference including: Della Lamb, Big Garden, Cornerstones of Care
  - Leadership Development Days
  - Material resources for mission programs on UMW website

Concerning the Giving component of the position, the coordinator will work to actively involve women in supporting the Mission Giving of United Methodist Women. She will:

- d) Coordinate the annual Unit Pledge Program, World Thank Offering, and other unrestricted mission giving opportunities.
- e) Generate enthusiasm about mission giving including both special designated and undesignated giving.
- f) Provide mission giving materials to members.
- g) Co-lead the Unit grant process with the Unit Vice President, as defined in the Standing Rules and make recommendations to the General Board for the disbursement of funds to grant recipients.
- h) The Mission Education and Giving Coordinator shall be a member of the Grant Committee.

**4. Community Action Coordinator**

The coordinator will facilitate involvement in advocacy and justice issues in keeping with the Vision of the Unit. She will:

- a) Identify opportunities to work for justice through service and advocacy and may provide awareness on local, national, and international issues. These opportunities may include programs and events around the issues of mercy and justice.
- b) Work with Circles, Small Groups, and other community groups to address social action needs.
- c) Present opportunities for learning about and engaging in community action activities.
- d) The Community Action Coordinator shall be a member of the Grant Committee.

5. **Reading Program Coordinator**

The Reading Program Coordinator will:

- a) Promote the UMW Reading Program by providing book reviews and suggesting titles that correspond with national and local programs.
- b) Order an assortment of books from each year's Reading Program and maintain these books on the UMW book cart for UMW member access.
- c) Mentor Circle and Small Group reading leaders.
- d) Provide the year-end report on the Unit's Reading Program to the Kansas City District Reading Coordinator.
- e) Recognize participants who complete the Reading Program and issue the appropriate certificates.

6. **Ways and Means Leader**

The leader and her team are responsible for:

- a) Planning and implementing fundraising event(s).
- b) Establishing the guidelines and policies relative to the event(s) in accordance with the financial and operational policies of UMW and Resurrection.
- c) Reviewing the budget at the beginning of the event and requesting additional funds from the General Board, if needed.

7. **Planning and Hospitality Leader**

The leader and her team will work closely with the Executive Board and/or Coordinators to plan and host special events. These duties may include:

- a) Recruiting volunteers to serve as greeters, work at registration tables, etc. to meet general hospitality needs of Unit sponsored events.
- b) Organizing food and drink needs for Unit sponsored events.
- c) Reviewing the budget at the beginning of the event and requesting additional funds from the General Board, if needed.

8. **Communication Coordinator**

The coordinator will be responsible for communicating news of programs, upcoming events, opportunities for service, and the work and purpose of the District and National United Methodist Women organizations. She will:

- a) Coordinate all Unit-level communication media.
- b) Maintain, update, and revise as needed the Unit Communication Plan. This plan is retained with the Communication Coordinator.
- c) Work closely with the General Board, Standing Committee Leaders, the Coordinators, Circle and Small Groups, and Resurrection Women's Ministry on communication needs.
- d) Submit articles, photos, and news requests to Resurrection Women's Ministry to be included in their publications, social media, and website.
- e) Create and publish the UMW Newsletter monthly from August – May of each year.
- f) Submit proposed news articles to the President for review prior to publication.

9. **UMW Unit Historian**

The Historian is responsible for curating the history of UMW at Church of the Resurrection. This is an elected position.

D. **Group Representatives**

1. **Circles and Small Groups**

Circles and Small Group Leaders are members of the General Board and are encouraged to attend the General Board meetings. These leaders are selected to represent their respective groups. If the leader cannot attend, she should send a representative to the General Board meeting. The leaders are requested to report at their next group meeting the proceedings and news from the prior General Board meeting.

2. **Ex Officio**

Ex Officio members are members of the General Board because of a position they hold relevant to the interests of the board. They are invited to attend the General Board meetings and may report on activities of their specific area of responsibility. They are not voting members of the General Board. Representative members may include:

- a) Past Board Members
- b) Leaders of circles, reading groups, and/or other church activities
- c) Other members may be added with approval of the Executive Board

E **Requirements of General Board and Executive Board**

Elected Officers, Standing Committee Leaders, Coordinators, and circle or group leaders of the United Methodist Women Unit, must be laywomen who are willing to commit their talents, time, energy, and effort to serving God's mission. The President must be a member of Resurrection.

F. **Term of Office**

Two years shall constitute a board term of office. Board officers and Coordinators may serve up to one additional term if re-elected. Board officers may be re-elected for the same office after tenure if they have vacated the office for at least two years. No officer shall hold the same office for more than four years consecutively. Circle leaders serve for a two-year term; they may serve additional terms.

G. **Meetings**

1. The General Board will conduct monthly meetings. All General Board members are required to attend all scheduled General Board meetings.
2. The regular meeting of the General Board on the fourth Tuesday in January shall be known as the annual meeting and shall be for the purpose of long-range planning and revisions of the Bylaws as required.
3. Executive Board meetings will be held at the discretion of the President.
4. Executive Board members must notify the President in advance of absence from a General Board meeting.
5. A Standing Committee Leader, Coordinator, circle, or small group leader may send a representative in their place if they are unable to attend.

H. Elections

1. Nomination of all Officers, Standing Committees, and Coordinators to be elected for the ensuing year will be presented to the General Board by the Nominations Committee Chair in October. At that time there will be opportunity for nominations from the floor.
2. Elections will occur in the November General Board meeting. Election may be by acclamation or by ballot. A majority vote of those present is sufficient.
3. Those elected will assume their duties on January 1st, following their election.
4. A special installation ceremony will be conducted by the President during the December General Board meeting unless the President designates an alternative meeting.
5. If a vacancy occurs mid-term, the Executive Board will appoint the replacement to be approved at the next General Board meeting.

V. Conferences, Delegates, and Expenses

- A. K.C. District Meeting: Fall and Spring  
Meetings are open to all UMW members. Expenses are not reimbursed.
- B. Annual Meeting of the United Methodist Women Great Plains Conference  
Two delegates are to represent the Unit as voting delegates at the annual meeting of the Conference, one of whom shall be the Unit President, or her designee. The other delegate will be chosen by the General Board. Reimbursement for travel and lodging expenses is at the board's discretion.
- C. Mission u  
Two scholarships shall be made available for registration fees and travel to Mission u for the Mission Education Coordinator and Spiritual Growth Coordinator, or their board-approved representative, at the board's discretion.
- D. UMW National Assembly (Quadrennial)  
Expenses will be reimbursed up to \$2,000 for attendees representing the Unit at the National UMW Assembly. Five hundred dollars, as available, will be reserved annually to fund these reimbursements.
- F. Legislative Event Advocacy in Faith (LEAF)  
Expenses will be reimbursed, at the board's discretion, for registration fees and travel to LEAF for both the Mission Education Coordinator and Community Action Coordinator or their representative.

VI. Financial Management

- A. Fiscal Year  
The fiscal year of the Unit will coincide with the calendar year.



B. Disbursement Policy

1. The Unit will make an annual Pledge to Mission to the Kansas City District of the Great Plains Conference at the fall district meeting. One hundred percent of pledge dollars received will be sent to the Great Plains Conference through the Kansas City District Treasurer.
2. All UMW members' pledges will become part of the Unit pledge and will be sent to the treasurer of the district.
3. These are additional ways for members to contribute to unrestricted mission giving:
  - (1) Special Mission Recognition
  - (2) Gift in Memory
  - (3) World Thank Offering
  - (4) Gift to Mission
  - (5) Corsage for Mission
  - (6) Dedicated Light
4. All funds designated for specific programs (i.e., Legacy Fund) must be submitted as such and cannot be used otherwise.
5. The treasury will be emptied at the end of the year, keeping only the minimum amount necessary to carry it into the first few months of the next year, including anticipated funds for special events or projects.

C. Annual Budget

1. An annual budget will be drafted by the Treasurer(s) in coordination with the Executive Board acting as the Committee on Finance and presented to the General Board for approval annually. The annual budget is presented at the October General Board meeting and voted on at the November Board meeting.
2. Significant budget adjustments should be pre-approved by the General Board.

D. Operating Funds

Funds for the administration of the Unit will be received from fundraising activities and will be allocated in accordance with the Purpose of UMW.

E. Banking Activities

1. Traditional Banking
  - a. An account shall be maintained at a local FDIC insured bank and will be used for the collection and distribution of all funds.
  - b. The account shall be in the name of United Methodist Women, Great Plains Conference – United Methodist Women, Church of the Resurrection. (UMWGPC-UMWCOR) and shall be accessed only by the designated signers on the account.
  - c. The bank account shall have up to four authorized signers that includes the President and Treasurer(s).
  - d. Checks written in an amount above \$5,000 shall require two of the designated signers. Checks in an amount less than \$5001 will only require one signer.
  - e. No signer is authorized to sign checks payable to herself including for the reimbursement of expenses that she has incurred.
  - f. Every check written will have the approval of the General Board, either through an approved budget or by the approval of the Executive Board.

2. Online Payment Processing
  - a. The Treasurer shall be authorized to set up and maintain an online payment processing system to enable UMW members to give online through credit card and ACH.
  - b. At no time will the Treasurer or other authorized UMW member maintain credit card or banking information of donors.
  - c. All credit card and banking information (history) will be managed by the online payment processor. Fees will be assessed by the online payment processor. Donors will have the opportunity to pay the fees. If fees are not paid for by the donor, our Unit will be responsible for the fees and receive a net payment from the online payment processor.
  - d. The Treasurer will attempt to minimize all fees incurred.

F. Reporting Requirements

The Treasurer will present to the General Board a monthly report including year-to-date income received and expenses incurred. This report will include a cash balance statement. Reference to budgeted amounts will also be included with variances noted. Financial reports are provided to the Executive Board as requested.

G. Fundraising Activities

The Treasurer will oversee the finances, collection of income and expenditures of funds involved in all fundraising activities. Funds collected through fundraising will be allocated in accordance with the Purpose of UMW.

H. Unit Donations

1. Administrative Donations – Members will have the opportunity to designate their donations to cover Unit administrative expenses that are required to further the Purpose of UMW.
2. Grant Donations – Members will have the opportunity to designate their donations go toward the Unit grant giving process. Members will not have the opportunity to apply their donation to a particular grant; the monies will go into the Unit Grant Fund. Grants will be vetted and awarded by the Grant Committee, in accordance with Grant Committee Guidelines (Standing Rules, Article IV, b.2)
3. Other Donations – Members will have the opportunity to designate their donations to be allocated to other special projects within the Unit as the need arises. All special projects will further the Purpose of UMW.

I. Financial Program

A review of the accounting records will be performed periodically as directed by the Executive Board. Results and recommendations from the audit will be presented to the General Board upon completion.

## VII. Records

### A. Year-end Procedures and Records

All outgoing officers and coordinators shall turn all files over to the incoming elected officers following their installation. Coordinators will submit reports of the year's activities to the President for inclusion in the Mission Do form required by the Great Plains Conference.

### B. Minutes

Minutes of the General Board meetings shall be kept by the Secretary and distributed prior to the next board meeting to each General Board member.

## VIII. Amendments and/or Revisions of Bylaws

Proposed amendments to the Bylaws may be made in writing by any United Methodist Women member at any time. Amendments/revisions to these Bylaws will be adopted by a 2/3rds vote of those eligible voting members in attendance at a regular meeting of the General Board. Bylaw amendments/revisions must be provided to the General Board in writing 30 days before the vote. Bylaws and Standing Rules shall be revised every four years.