

The Constitution and Bylaws Of the Saint Mark



United
Methodist
Women

FAITH • HOPE • LOVE IN ACTION

Version date: 03/06/2017

Constitution of United Methodist Women In the Local Church

In every local church, there shall be an organized unit of United Methodist Women. The following is the authorized constitution:

Article 1 - Name

The name of the organization shall be United Methodist Women.

Article 2 - Relationships

The unit of United Methodist Women in the local church is directly related to the district and conference and national organizations of United Methodist Women.

Article 3 – Purpose

United Methodist Women 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; and to expand concepts of mission through participation in the global ministries of the church.

Article 4 – Membership

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. The pastor(s) shall be an ex officio member of the local unit and its Executive Committee.

Article 5 – Officers and Committees

The local unit shall elect a president, vice president, a secretary, a treasurer, and a Committee on Nominations. Additional officers and committees shall be elected or appointed as needed, in accordance with the plans of the United Methodist Women's national organization as set forth in the bylaws for the local unit of United Methodist Women.

Article 6 – Funds

- A) United Methodist Women shall secure funds for the fulfillment of its purpose.
- B) All funds, from whatever source secured by the unit of United Methodist Women, belong to the organization and shall be disbursed only in accordance with its constitution and by its order.
- C) The total budget secured and administered by United Methodist Women shall include
 - 1) Pledges and other money for the programs and responsibilities of the United Methodist Women's national organization to be directed through regular channels of finance of United Methodist Women; and
 - 2) Funds to be used in mission locally, which shall include amounts for administration and membership development.
- D) The organized unit in the local church shall make an annual pledge to the total budget of the district or conference organization of United Methodist Women.
- E) All undesignated funds channeled to the United Methodist Women's national organization shall be appropriated by the organization.

Article 7 – Meetings

The organized unit in the local church shall hold such meetings for implementing the PURPOSE and transacting its business as the unit itself shall decide.

Article 8 – Relationship in the Local Church

United Methodist Women shall encourage all women to participate in the total life and work of the Church and shall support them in assuming positions of responsibility and leadership.

Article 9 – Amendments

Proposed amendments to this constitution may be sent to the recording secretary of the United Methodist Women's national organization before the last annual meeting of the organization in the quadrennium.

Note: For a description of the national organization of United Methodist Women and its subsidiary organizations, see ¶¶ 1318-1329.

From *The Book of Discipline of The United Methodist Church* 2012, ¶ 256.5

The following Bylaws exceed and expunge all prior rules and policies of the Saint Mark United Methodist Women:

**Bylaws of
United Methodist Women
In Saint Mark United Methodist Church**

Article 1 – Organizational Format

Section 1 – Executive Committee

The Executive Committee shall involve women in mission emphases and shall coordinate all program and other activities towards the fulfillment of the PURPOSE. The President serves as the chairperson.

The Executive Committee shall:

- a. Transact interim business
- b. Prepare and recommend the total budget to the United Methodist Women for adoption
- c. Fill vacancies which occur *ad interim*, upon nomination of the Committee on Nominations
- d. Encourage all women to participate responsibly in the total church program.

The Executive Committee determines the schedule for its meetings. A special meeting of the Executive Committee may be called by the President to consider urgent business.

Saint Mark United Methodist Women will annually elect the following leaders. These leaders will compose the Executive Committee.

President
Vice President
Secretary
Treasurer
Nominations Chairperson
Projects Coordinator
Membership Coordinator
Communications Coordinator
Nurture Chairperson
Good Neighbors Coordinator
Fair Haven Coordinator
Historian
Event Coordinator(s) - May include:
 Women's Retreat
 Women's Celebration
 Dessert Auction
 Staff Appreciation Luncheon
 Shrimp Supper Desserts
 Discovery Weekend Meal
 Confirmation Dinner
Mission Project Coordinator(s) - May include:
 Feeding the Homeless
 Senior Adult Centers
 NoKidHungry
 Imagine No Malaria
(ex officio) Missions Coordinator

When the need arises, it may be necessary to elect more than one person to a position.

Section 2 – Circles

Circles are small groups of women who meet on a monthly basis to study, pray, discuss projects for missions, and fellowship. The bonds that form in these small group meetings help support and nurture the women at Saint Mark.

You do not have to be a member of a circle to be a member of the United Methodist Women. There are Link Up meetings (See Article 4.b) throughout the year, plus many other events and activities.

Article 2 – Job Descriptions

Section 1 – President

- a. Preside at all meetings, including those of the Executive committee and serve as an ex officio member of all other committees, where they exist, except the Committee on Nominations.
- b. Sign with the Secretary all official and legal papers and orders on the treasury.
- c. Serve as the secondary account owner of the United Methodist Women's checking account. The Treasurer is the primary account owner.
- d. Prepare reports as necessary with the elected officers.
- e. Represent the United Methodist Women in all meetings, or name a substitute.
- f. Be a member of the Church Council.
- g. Coordinate United Methodist Women Recognition activities.

Section 2 – Vice President

- a. Coordinate and/or plan programs, special times and events for worship, prayer and meditation, ecumenical worship, retreats, and devotions at meetings.
- b. Perform the duties of President when the President is unable to do so.
- c. Serve on the Executive Committee.
- d. Work with the Executive Committee to select several priority social issues on which to focus prayer, study, and action, taking into consideration district and conference priorities;
 - a. Coordinate activities related to feeding the homeless
 - b. Support UM Centers for Senior Citizens and coordinate activities with the Fair Haven representative

Section 3 – Secretary

- a. Keep accurate minutes of all meetings including those of the Executive Committee and give notice of these meetings. Retain records and minutes of meetings in the church office.
- b. Serve as custodian of all records.
- c. Sign, with the president, all orders on the treasury and all official and legal papers, making certain each is properly dated.

- d. Keep an accurate up-to-date roll of membership (in the Yearbook).
- e. With the help of the Yearbook Committee publish the Yearbook annually to the membership.
- f. Send a list of elected leaders of the unit, including addresses, zip codes and telephone numbers to the secretary of the district organization immediately upon their election.
- g. Serve on the Executive Committee.

Section 4 – Treasurer

- a. Receive and disburse funds on order of the unit, account for all funds of the unit, and work with the Executive Committee to develop a plan for receiving funds from individuals or subgroups on a regular basis.
- b. Maintain and serve as custodian of all financial records, transactions, and contracts.
- c. Send funds, except those designated for local missions and for local Administration and Membership Development, to the district treasurer. These remittances shall be made monthly or quarterly as the conference organization may direct.
- d. Make itemized financial reports to the Saint Mark United Methodist Women at regularly scheduled meetings and annual reports to the unit.
- e. Prepare a recommended budget for the ensuing year for review of the Executive Committee, presented at their November meeting.
- f. Prepare a recommended distribution of funds for review of the Executive Committee, presented at their November meeting.
- g. Chair the Executive Committee when dealing with matters related to finance.

Section 5 – Nominations Chairperson

The chairperson is elected for a minimum two-year term. She shall:

- a. Develop plans to help members of the Nominations Committee see their task as an ongoing one;
- b. Provide information to the committee concerning vacancies that need to be filled;
- c. Guide the committee in its work to discover new leadership. Annually provide a slate of officer nominations to the Executive Committee.
 - a. A Nominations Committee will be nominated each year consisting of at least two members each serving a minimum two-year term.
 - b. Other committees may also be nominated by the Nominations Committee to meet the needs and goals of Saint Mark United Methodist Women. These committees may be:
 - i. Special Missions Recognition (consisting of former recipients) headed by the President
 - ii. Link Up Planning Committee headed by the Vice President
 - iii. Yearbook Committee headed by the Secretary
 - iv. Fair Haven Birthday Party Committee headed by the Fair Haven Coordinator
 - v. Good Neighbor Christmas Party Committee headed by the Good Neighbor Coordinator

- vi. Missions Project(s) Planning Committees headed by the Missions Project Coordinator
 - vii. Event Planning Committee for each event planned for the following year.
- d. Serve on the Executive Committee.

Section 6 – Projects Coordinator

- a. Determine fundraising opportunities for Saint Mark United Methodist Women.
- b. If necessary, form a committee to plan and organize the fundraiser. These activities may include but are not limited to
 - i. Work with the Treasurer on all financial aspects of the project
 - ii. Advertise the event
 - iii. Schedule activities to ensure the event “happens” as desired
 - iv. Coordinate all activities with the church office and staff as appropriate
- c. Involve as many women as possible in the fundraising event.

Section 7 – Membership Coordinator

- a. Work with the Executive Committee to determine the needs of the membership.
- b. Create United Methodist Women brochure to include in visitors’ packet for women visitors.
- c. Contact new women church members about membership in United Methodist Women.
- d. Contact current women church members who support United Methodist Women in projects and events.
- e. Search for and enlist new members.
- f. Recommend ways for inactive members to participate.
- g. Seek contact with all women of the church to discover their needs and special interests and keep the Executive Committee informed about those needs/interests.

Section 8 – Communications Coordinator

The Communications Coordinator will be responsible for the publication and distribution of information related to United Methodist Women meetings, events, and fundraisers. This shall include, but not limited to:

- a. Publishing the newsletter as needed.
- b. Advertising events and meetings via
 - i. Bulletin board
 - ii. Newsletters
 - iii. Announcements
 - iv. Newspapers, etc.
 - v. Electronic media and internet
- c. At the direction of the President, publish agenda and programs for meetings

- d. At the direction of the Treasurer, create and publish pledge cards annually

Section 9 – Nurture Chairperson

- a. Nurture the current membership and equip women in the church to support each other in leadership roles.
- b. Work with the Executive Committee and church staff to become a supportive community and to provide regular creative fellowship activities for the unit.
- c. Use the following guidelines in assisting United Methodist Women members:

Nursing Home Residents or Home Bound

- Send cards quarterly
- Send flowers on birthday

Hospitalized

- Send cards to hospitalized weekly
- Upon release from hospital, contact by phone to see if anything is needed such as running errands, food preparation, etc. Interface with Helping Hands if additional help is needed.

Death of United Methodist Women member

- Make donation to missions in honor of member. If family requests specific donations, honor their requests.
- Interface with Saint Mark Nurture Committee regarding food for family

Death of spouse

- If family requests specific donations, honor their requests.
- Interface with Saint Mark Nurture Committee regarding food for family

Section 10 – Good Neighbors Coordinator

The Good Neighbors Coordinator will

- a. Ensure that meals are provided for the monthly Good Neighbor Fellowship gatherings, including the Christmas party, at Saint Mark by enlisting the aid of Sunday school classes and other small groups within the church.
- b. The coordinator will publish the list of groups providing the meals to the church office annually.
- c. The coordinator will send reminders to all groups throughout the year.

Section 11 – Fair Haven Coordinator

- a. Work with Fair Haven Auxiliary to determine how Saint Mark United Methodist Women can help.
- b. Organize an annual birthday party for the residents of Fair Haven.
- c. Advertise and encourage participation in Fair Haven's Fall Frolic.

Section 12 – Historian

- a. Maintain files and memorabilia depicting the history of Saint Mark United Methodist Women.
- b. Document current events, articles, pictures, etc. that should be retained for historical purposes.

Article 3 – Elections

- a. Nominations of all leaders to be elected for the ensuing year shall be presented to the Executive Committee by November 1st for review. Additional nominations may be made by the Executive Committee at that time. Upon approval by the Executive Committee, the nominations will be presented to the United Methodist Women at their next meeting.
- b. There shall be opportunity for nominations from the floor. Election may be made by acclamation or by ballot. A majority vote is sufficient for election.
- c. Those elected shall assume their duties on January 1 following their election.
- d. The term of office for all positions shall be one year unless otherwise noted.
- e. Vacancies occurring ad interim shall be filled by the Executive Committee upon nomination of the Nominations Chairperson and submitted to the United Methodist Women for confirmation.

Article 4 – Meetings

- a. Saint Mark United Methodist Women shall hold meetings of the total membership as needed, with three meetings per year a minimum. The time of meetings shall be flexible to permit attendance and participation of both employed and non-employed women.
- b. The name of the Saint Mark United Methodist Women's meetings of the total membership will be referred to as Link Ups in all advertising and announcements.
- c. A special meeting for a stated purpose may be called by the President with the approval of the Executive Committee. At such meetings, no business shall be transacted except that for which the meeting is called.
- d. Subgroups (Circles) of the membership may be organized out of the needs of the membership or develop out of the interests of the members. The Circles shall meet as needed.

Article 5 – Funds

The funds of the Saint Mark United Methodist Women are managed by the Saint Mark United Methodist Women and are completely separate from those of Saint Mark United Methodist Church.

Section 1 – Pledges

Each member determines the amounts and forms of her giving: pledge, gifts, and special donations.

Funds received from pledges throughout the year shall be channeled quarterly through the Treasurer to the District Treasurer to satisfy their annual Global UMW Missions, i.e., Pledge to Mission, Special Mission Recognition, Gift to Missions, Gift in Memory, and World Thank Offering. Additionally, the funds received from pledges are applied to "District Missions" designated by the Saint Mark UMW, i.e., Methodist Children's Home, Camp Sumatanga, NAC Campership, Good Neighbor Fellowship, and Saint Mark Missions.

If the funds received from pledges are not sufficient to cover the budgeted amounts for Global UMW Missions and District Missions, funds from projects should be used to cover the deficit.

Section 2 – Projects

Another source of funds is project fundraisers. This money will be used for local missions and Saint Mark ministries.

Funds generated from project fundraisers will be distributed the following year in which they were raised. Portions of the project money may be used as seed money to generate future projects.

Section 3 – Budget

A budget will be generated each year. The Treasurer will generate a recommended budget to be presented to the Executive Committee in their November meeting. Upon their approval, the proposed budget will be presented to the Saint Mark United Methodist Women at their final meeting of the year for their approval.

The budget will be effective from January 1 through December 31.

Every effort should be made to budget funds for the Five Channels of Giving for the Global UMW.

The format and details of the budget will be determined by the Treasurer, using the recommendations of the Executive Committee.

A printed current status report of the budget will be ~~reported~~ presented by the Treasurer during each Executive Committee meeting and each Link Up. The status presented to the Executive Committee should show the details of all funds and transactions. The status presented at a Link Up can be a summary, unless the members request more details.

Any expenditures not covered by the budget are subject to approval of the Executive Committee or general membership.

Section 4 – Banking

A checking account shall be opened at a local bank for the Saint Mark United Methodist Women for deposits and check transactions.

The Treasurer will be the primary account owner with the President as the secondary.

The reconciliation of the UMW account must be reviewed at least quarterly by an officer other than Treasurer.

An audit will be performed as scheduled by the Saint Mark Finance Committee for the church-wide audit, although the UMW funds are separate from the Saint Mark church funds.

Article 6 – Amendments

Proposed changes to the bylaws must be made in writing and presented to the Executive Committee. If the Executive Committee approves the changes, the revised Bylaws shall be presented to the United Methodist Women membership at the next Link Up for approval.

Article 7 – Recognition Guidelines and Process

Recognition pins are given to honor individuals' work for and commitment to mission. They are given to members of United Methodist Women and beyond to others in churches and society. They recognize the important roles individuals play in mission in their local and/or global communities.

The following Saint Mark United Methodist Women Recognition guidelines are effective August 1, 2012, and should not be applied retroactively prior to that date.

Section 1 - Special Mission Recognition Guidelines:

A woman receiving a Special Mission Recognition pin should be one who

- has been active in mission work,
- is a contributing member to the United Methodist Women as a whole, and
- a person that represents the purpose of the United Methodist Women.

Non-UMW recipients, including men, may also receive a Special Mission Recognition pin. This person should

- be active in mission work and
- support United Methodist Women in their mission and ministry efforts.

Section 2 - Distinguished Recognition Guidelines:

A recipient must

- be a former recipient of a Special Mission Recognition pin either from Saint Mark or another United Methodist Church (If they received a pin from another UMC, then their service in the Saint Mark United Methodist Women since joining Saint Mark would be the criteria used in the following guideline.) and
- exhibit continuous service in the United Methodist Women for at least two years after receiving the Special Mission Recognition pin by
 - holding office in the United Methodist Women and/or
 - coordinating/managing special projects/activities for United Methodist Women

Additional levels of distinguished recognition may be awarded to individuals who have received the lower level of distinguished recognition and continue outstanding service for additional two year intervals.

Section 3 - Who Can Nominate and How

Any member of Saint Mark United Methodist Church can nominate anyone other than family members to receive a recognition pin if the nominee meets the criteria listed above.

The person making the nomination should complete the form (Attachment 1) and submit it to the President of the Saint Mark United Methodist Women. The form should be submitted by January 31.

Section 4 - Nominations Review and Approval Process

Starting on or after February 1, the President will form a team of 3 – 5 past recipients to review the nominations received. The team will review each nomination on its own merits and determine if the guideline criteria are met.

If the nomination is not approved, the President will notify the person who made the nomination.

If the nomination is approved, the President will notify the Treasurer to order the appropriate pin(s).

The approval process should be completed by March 1 to allow sufficient time for ordering and receiving the recognition pins and certificates.

Section 5 - Recognition Presentation

The President and/or her appointee will present the recognition pins to the recipients either
(1) during a church service on the first Sunday of May (if approved by the Senior Pastor), or,
(2) during a general or special called meeting of the United Methodist Women during the month of May.

Section 6 – Recognition Pins Available

An individual or local or district can honor a special person for any amount shown in the following list. A certificate and a gold lapel pin are provided for the honoree.

- \$40 Special Mission Recognition: Small gold oval pin with a cross (basic pin), white certificate.
- \$60 Special Mission Recognition: Basic pin set with small sapphire, gold certificate.
- \$100 Special Mission Recognition: Basic pin set with small pearl, blue certificate.
- \$200 Special Mission Recognition: Basic pin set with small emerald, green certificate.
- \$500 Special Mission Recognition: Basic pin set with small ruby, pink certificate.
- \$1,000 Special Mission Recognition: Basic pin set with small diamond, yellow certificate.
- \$2,000 Special Mission Recognition: Basic pin set with two small diamonds, linen certificate.

Special Mission Recognition certificates and pins are ordered by the treasurer through the district treasurer using the spaces provided on the treasurer's remittance form.

The district treasurer sends the order to the conference treasurer, who sends it to the United Methodist Women National Office. The Special Mission Recognition is sent from the national office to the honoree or to the person whose name and address were given on the original order.

Approved by the Saint Mark UMW Executive Committee on May 2, 2011

Approved by the Saint Mark UMW membership on May 16, 2011

Updated by the Saint Mark UMW membership on July 23, 2012

Updated by the Saint Mark UMW membership on July 22, 2013

Updated by the Saint Mark UMW membership on January 24, 2016

Updated by the Saint Mark UMW membership on December 5, 2016

Updated by the Saint Mark UMW Executive Committee to add recognition pin information on March 6, 2017

UMW RECOGNITION RECOMMENDATION

Recognitions are given to honor individuals' work for and commitment to mission. They are given to members of United Methodist Women and beyond to others in churches and society. They recognize the important roles individuals play in mission in their local and/or global communities. The purpose of the United Methodist Women is as follows:

We are a community of women whose purpose is to know God, experience freedom through Jesus Christ, develop a supportive fellowship, and participate in missions of the church.

After completing this form, please sign your name at the bottom and return the form to the President or place in the UMW box outside the church office. Deadline is January 31.

I recommend that

(NAME)

be recognized for her/his service based on the following reason(s):

1. How person is active in mission work:

2. How person is a contributing member of UMW:

3. How person represents purpose of UMW:

Signature:
