



United  
Women  
in Faith

**THE STANDING RULES of  
UNITED METHODIST WOMEN  
NORTHERN ILLINOIS CONFERENCE  
dba UNITED WOMEN IN FAITH  
2022-2026**

**PREFACE**

The United Women in Faith of Northern Illinois Conference will function in accordance with the *Constitution and Bylaws* for the conference organization of the United Methodist Women dba United Women in Faith as adopted by the United Women in Faith national organization. These Standing Rules are supplementary thereto, as found in the *2021-2024 Constitution and Bylaws of United Methodist Women* found online at:

[uwfaith.org/resources](http://uwfaith.org/resources) (Downloads and Resources/Handbooks))

**Article I**

**INTRODUCTION**

See the *Bylaws of United Methodist Women in the Conference*, Article I, p 32 of the *Constitution and Bylaws of United Methodist Women*.

**Article II**

**RELATIONSHIPS**

See the *Bylaws: Conference*, Article II, pp 33-34 of the *Constitution and Bylaws of United Methodist Women*.

**Article III**

**LEADERSHIP**

**Section 1. Elected Leaders**

These are the leaders to be elected: president, vice president, secretary, treasurer, a committee on nominations, communications coordinator, membership coordinator, spiritual growth coordinator, social action coordinator and mission resources coordinator per the Constitution of United Methodist Women in the Conference in the Constitution and Bylaws of United Methodist Women, p 30, Article 5. Mission u dean is elected by the Mission u committee, per Article IV, Section 7a, pp41-42.

**Section 2. Duties of elected leaders**

(In addition to those listed in the *Constitution and Bylaws of United Methodist Women*, Article III, Section 2) pp 34-36.

The **president** will:

- a) chair the executive committee/board of directors of the United Women in Faith of Northern Illinois Conference. Should the secretary resign or be unable to serve, the president will serve as its registered agent until a new secretary is elected.
- c) appoint a historian, Korean and Spanish language coordinators, social media coordinator, web page coordinator, technology support coordinator, members of the grant committee per Article IV Section 8a of the Standing Rules of United Women in Faith of Northern Illinois Conference and any other appointed leaders as directed by the leadership team.
- d) register as a signatory on all conference financial accounts.
- e) serve as the contact person for district presidents and conduct training at least annually, as
- f) determined by the leadership team.
- g) serve (or name a representative to serve) on the Northern Illinois Conference Annual Conference committees, as requested.

The **vice president** will:

- a) serve as chairperson of the committee on program.
- b) serve in the absence of the president.
- c) secure and maintain the translation/interpretive equipment.
- d) serve as the contact person for district vice presidents and conduct training at least annually, as determined by the leadership team.
- e) serve on the executive committee/board of directors of the United Women in Faith of Northern Illinois Conference, the finance committee and the Mission u committee.

The **treasurer** will:

- a) chair the grant committee.
- b) order leaders' resources as determined by the leadership team.
- c) serve as the contact person for district treasurers and conduct training at least annually, as determined by the leadership team.
- d) serve on the executive committee/board of directors of the United Women in Faith of Northern Illinois Conference.
- e) encourage participation in the Legacy Fund.

The **secretary** will:

- a) forward the names and addresses of the newly elected leaders to those specified in the bylaws, the president of Church Women United in Illinois, and the secretary of Northern Illinois Conference of the United Methodist Church.
- b) collect and maintain membership information and provide this information to the communications coordinator to produce, publicize and distribute the annual yearbook, per the *United Women in Faith of NIC Procedures, Communications Distribution, Section 2 Yearbooks, p 3*.
- c) serve on the executive committee/board of directors of the United Women in Faith of Northern Illinois Conference. She will serve as a registered agent of the United Women in Faith of Northern Illinois Conference a nonprofit corporation.
- d) register as a signatory on all conference financial accounts.
- e) prepare copies of the Standing Rules and the Procedures, which she will distribute to all new members of the leadership team by each January leadership team meeting or following approved revision to all members of the leadership team.
- f) preside at leadership team meetings in the absence of both president and vice president.
- g) serve as the contact person for district secretaries and conduct training at least annually, as determined by the leadership team.

The **chairperson** of the **committee on nominations** will:

- a) serve as chairperson of the committee on nominations.
- b) secure and maintain accurate term and tenure records with help from the nominations committee.
- c) serve as the contact person for district committee on nominations members and conduct training at least annually, as determined by the leadership team.
- d) serve on the executive committee/board of directors.

The **communications coordinator** will:

- a) coordinate all appointed communication positions: social media coordinator, web page coordinator, technology support coordinator.
- b) collect, edit, and distribute all conference publications and publicity materials, and find creative ways to assist communications within United Women in Faith.

- c) work with the secretary to produce, publicize and distribute the annual yearbook, per the *United Women in Faith of NIC Procedures*, Communications Distribution, Section 2 Yearbooks, p 3.
- d) work with elected leadership in promoting the organization and activities of United Women in Faith.
- e) publicize the availability of the grant fund, criteria, and deadlines for application, based on information given by the treasurer.
- f) establish and maintain contact with church and secular press.
- g) serve as editor of the conference United Women in Faith's E-news.
- h) serve as the contact person for district communications coordinators, and conduct training at least annually, as determined by the leadership team.
- i) serve on the following committees: leadership, program, and Mission u.

The **membership coordinator** will:

- a) serve as a member of the Northern Illinois Conference Evangelism Work Area of the Nurture Team and will be one of the United Women in Faith representatives to the Conference Commission on the Status and Role of Women.
- b) chair the membership committee, keep the leadership team informed about needs and concerns of the membership, and plan for membership cultivation.
- c) work with district membership coordinators to organize new district and local units.
- d) serve as the contact person for district membership coordinators, and conduct training at least annually, as determined by the leadership team.
- e) serve on the following committees: leadership, program, grant, and Mission u.

The **mission resources coordinator** will:

- a) serve as a member of the Northern Illinois Conference Board of Global Ministries to educate and interpret the mission giving and outreach of the church.
- b) promote mission education opportunities: mission studies, local mission opportunities, Mission u, mission encounters, and supply material resources for mission programs and projects.
- c) promote and utilize printed and audiovisual resources of United Women in Faith to tell the mission story.
- d) promote fulfilling our purpose utilizing the conference Mission Today Goals, Green Unit Pledge and receive district reports regarding local participation.
- e) promote the United Women in Faith Reading Program and the mission magazine **response**.
- f) display and promote program materials at conference meetings.
- g) serve as the contact person for district mission resources coordinators (or the equivalent) and conduct training at least annually, as determined by the leadership team.
- h) serve on the following committees: leadership, finance, program, grant and Mission u.

The **social action coordinator** will:

- a) serve as a member of the Northern Illinois Conference Board of Church and Society and
- b) is one of the United Women in Faith representatives to the Commission on the Status and Role of Women.
- c) work with the leadership team to select priority issues on which to focus conference prayer, study, and action, taking into consideration United Women in Faith priorities and current local, national, and international issues.
- d) participate in meetings, programs, and webinars offered by National regarding issue priorities.
- e) serve as the contact person for district social action coordinators, and conduct training at least annually, as determined by the leadership team.
- f) serve on the following committees: leadership, program, Mission u, and Charter for Racial Justice Policies.

The **spiritual growth coordinator** will:

- a) serve as a member of the Northern Illinois Conference Spiritual Formation Work Area of the Nurture Team.
- b) coordinate opportunities for spiritual and theological development related to mission.

- c) understand and communicate the connection between personal spiritual development and mission as expressed through social and global involvement.
- d) coordinate and/or promote special times and events for worship, prayer and meditation, such as A Call to Prayer and Self-Denial, ecumenical worship, retreats, and meeting devotions.
- e) incorporate language and images into worship that are inclusive of and affirming to women, people of color, and people with disabilities.
- f) involve women in biblical and theological growth and study, encouraging use of the United Women in Faith **response** magazine, the Program Book, and the Reading Program.
- g) serve as the contact person for district spiritual growth coordinators and conduct training at least annually, as determined by the leadership team.
- h) serve on the following committees: leadership, program, and Mission u.

### Section 3. Appointed Leaders

These are the leaders that will be appointed by the president: Korean language coordinator, Spanish language coordinator, historian, social media coordinator, web page coordinator, technology support coordinator, members of the grant committee.

The **Korean language coordinator(s)** will:

- be a liaison to the United Women in Faith of Northern Illinois Conference.
- serve on the leadership team for a two-year term with voice and one vote.
- serve on the following committees: Mission u and The Charter for Racial Justice Policies.

The **Spanish language coordinator(s)** will:

- a) be a liaison to the United Women in Faith of Northern Illinois Conference.
- b) serve on the leadership team for a two-year term with voice and one vote.
- c) serve on the following committees: Mission u and The Charter for Racial Justice Policies.

The **historian** will:

- a) be responsible for historical records of the United Women in Faith of Northern Illinois Conference. These records will consist of, as a minimum:
  - i) the approved minutes of all meetings.
  - ii) a copy of each conference yearbook.
  - iii) a copy of each issue of the conference newsletter.
  - iv) a printed program of each annual meeting and each Mission u.
  - v) a copy of published articles in the Reporter, **response**, or other printed media concerning United Women in Faith of Northern Illinois Conference, World Federation of Methodist and Uniting Church Women and Church Women United, or authored by a member of United Women in Faith of Northern Illinois Conference.
  - vi) annual audit reports.
- b) serve on the leadership team for a two-year term with voice and vote.

The **social media coordinator** will:

- a) coordinate with all conference communication positions.
- b) share information, events, and photos on social media such as Facebook and others deemed necessary.
- c) may serve on the leadership team for two-year renewable terms with voice and vote.

The **web page coordinator** will:

- a) coordinate with all conference communication positions.
- b) share information, events, and photos on our conference webpage.
- c) may serve on the leadership team for two-year renewable terms with voice and vote.

The **technology support coordinator** will:

- a) coordinate with all conference communication positions.
- b) help with setup and troubleshoot technological problems at conference meetings, events, and Mission u.
- c) receive requests to schedule Zoom meetings and forward link to the requester.
- d) maintain a list of persons capable of running a Zoom meeting which can be shared with district teams.
- e) serve on the Mission u committee.
- f) may serve on the leadership team for two-year renewable terms with voice and vote.

- a) Section 4. Relationship of appointed leaders to Northern Illinois Conference of the United Methodist Church boards/committees and the leadership team
- b) Leadership team members appointed to serve on conference boards, commissions and committees will serve for the two years of their United Women in Faith of Northern Illinois Conference terms, with a limit of four years of consecutive service.
- c) Appointment by the president of individuals not currently on the leadership team to serve as a United Women in Faith representative on conference agencies does not constitute membership on the conference leadership team.

## **Article IV** COMMITTEES

### Section 1. Leadership Team

- a) Members of the leadership team are president, vice president, secretary, treasurer, nominations chairperson, communications coordinator, membership coordinator, spiritual growth coordinator, social action coordinator, mission resources coordinator, Mission u dean, Korean and Spanish language coordinators, historian, and the five district presidents. The current Northern Illinois Bishop is an ex officio member with voice and no vote. The retiring president may be a member for a period of one year, with voice and no vote.
- b) The leadership team will also include members of the jurisdiction leadership team, directors of the United Women in Faith national organization and members of the program advisory group residing within the boundaries of the conference, with voice and vote.
- c) The function and relationships of the leadership team are specified in Article IV, Sections 1b and 1c (pp 37-38) of the *Constitution and Bylaws of United Methodist Women*.
- d) The **executive committee** will consist of the president, vice president, secretary, treasurer, and nominations chairperson. This committee may make emergency decisions when time does not allow a meeting of the entire leadership team. The executive committee is also known as **the board of directors**.

### Section 2. Committee on Finance

- a) Members of the committee on finance are listed in Article IV, Section 2a, p 38 of the *Constitution and Bylaws of United Methodist Women*. Additional members include district presidents, district treasurers, vice president and mission resources coordinator.
- b) The committee on finance will publicize the proposed budget at least 30 days prior to the annual meeting where it will be presented for adoption.

### Section 3. Committee on Nominations

- a) Members of the committee on nominations will be as provided in the Article IV, Section 3, p 39 of the *Constitution and Bylaws of United Methodist Women*.
- b) The chairperson will have been a member of the committee for at least one year before her election to the chair, if possible.
- c) Members will be invited to attend one leadership team meeting to familiarize themselves with the responsibilities of the offices. They have voice but no vote in these meetings.

#### Section 4. Committee on Membership

Refer to Article IV Section 4, p 40 of the *Constitution and Bylaws of United Methodist Women*.

#### Section 5. Committee on Program

Refer to Article IV Section 5, pp 40-41 of the *Constitution and Bylaws of United Methodist Women*.

#### Section 6. Committee on Charter for Racial Justice Policies

Refer to Article IV, Section 6, p 41 of the *Constitution and Bylaws of United Women Methodist Women*.

#### Section 7. Committee on Mission u

Members of the Mission u committee will be the following officers, elected by the Mission u committee: Mission u dean, assistant dean, registrar, assistant registrar, Mission u secretary, Mission u nominations chairperson, and two district representatives as provided for in the Mission u procedures. Also, the following officers from the leadership team will be on this committee: president, vice president, treasurer, spiritual growth coordinator, social action coordinator, membership coordinator, mission resources coordinator, communication coordinator, technology support coordinator, and language coordinators.

#### Section 8. Other Committees

##### a) Grant Committee

- i) The Grant Committee will be composed of the treasurer as chairperson, the membership coordinator and mission resources coordinator, a deaconess and a clergy woman member of the Conference Board of Ordained Ministry. The deaconess and a clergy woman member of the Conference Board of Ordained Ministry will be appointed annually by the president with the approval of the leadership team.
- ii) The committee will establish criteria, administer and allocate the Grant Fund for use by one or more women of the Northern Illinois Conference who are preparing for Christian service careers.
- iii) The treasurer is to report annually to the leadership team.

##### b) Committee on Revisions

- i) The chairperson will be appointed by the president with the approval of the leadership team. The other members of the committee will be the district presidents.
- ii) The Standing Rules will be reviewed every four years. The Standing Rules should be reviewed the year of Assembly.

### **Article V**

#### **NOMINATIONS AND ELECTIONS**

##### Section 1. Elections

##### a) Procedures for Nominations

Nominations for elected leadership are specified in Article V Section 1, pp 42-43 of the *Constitution and Bylaws of Methodist Women*.

##### b) Slate of Nominees and Voting Procedure

- i) The nominated slate will be distributed by printed form and/or electronically at least 30 days prior to the annual meeting. Additional nominations may be made from the floor.
- ii) A simple majority, by the raise of hands, of those present and voting at the annual meeting will elect the slate. When there is more than one nominee for a position, that leader will be elected by simple majority vote with paper ballots. The nomination committee will serve as tellers. Each nominee may give a short oral biography.

## Section 2. Tenure

- a) Tenure is specified in Article V, Section 2, pp 43-44 of the *Constitution and Bylaws of United Methodist Women*. The term of office will be for two years and will begin on January 1 following the annual meeting.
- b) Rotation of Election of Leaders
  - i) The following will be elected in the odd-numbered years whenever possible: president, secretary, spiritual growth coordinator, mission resources coordinator, and nominations coordinator.
  - ii) The following will be elected in the even-numbered years whenever possible: vice-president, treasurer, communications coordinator, membership coordinator, and social action coordinator.
  - iii) Vacancies: If an officer is unable or unwilling to fulfill the responsibilities of the office to which she has been elected, the leadership team will declare the office vacant with a simple majority vote, if advance notice is given to the team. If no notice is given, a two-thirds (2/3) majority vote will be required to declare the office vacant. When said office is declared vacant, it will be filled pursuant to Article V Section 1g, p 43 of the *Constitution and Bylaws of United Methodist Women*.

## Section 3. Delegates to Jurisdiction

- a) The president will be a voting delegate for membership in the jurisdiction organization.
- b) In addition, two additional voting delegates will be nominated by the committee on nominations from the remaining ten elected members of the leadership team, with attention given to providing a balance in age, ethnic, racial, and geographic representation.
- c) These nominated delegates will then be elected by the conference membership at the annual meeting.

## Section 4. Nominees to the United Women in Faith National Organization

Procedures for election of nominees to the United Women in Faith national organization are specified in Article V, Section 4, p 44 in the *Constitution and Bylaws of United Methodist Women*.

### **Article VI** MEETINGS

Meetings, including meetings via telephone and/or electronic video, are as specified in Article VI, p 45-46 in the *Constitution and Bylaws of United Methodist Women*.

### **Article VII** FUNDS

Funds will be received and disbursed in accordance with Article VII, p 46 in the *Constitution and Bylaws of United Methodist Women*.

### **Article VIII** AMENDMENTS AND STANDING RULES

These Standing Rules will be reviewed every four years, with the review year being the year of Assembly. They will be amended by majority vote at the annual meeting upon recommendation by the leadership team provided thirty (30) days' notice has been given. If no advance notice is given, a two thirds (2/3) vote will be required.

Adopted with revision September 3, 2022, by the United Women in Faith Northern Illinois Conference Leadership Team.

Adopted by the membership, October 22, 2022, at Annual Celebration.