Minnesota Conference United Women in Faith

2026-2028 Standing Rules We are **United Women in Faith,** a powerful and fearless force driven by God's love and united in sisterhood. With a focus on women, children and youth, we act for justice and transform communities.

We seek to connect and nurture women through Christian spiritual formation, leadership development, creative fellowship and education so that they can inspire, influence and impact local and global communities.



The following Standing Rules shall govern the action of the MN Conference UWFaith and Area Teams which are in harmony with the current Constitution and Bylaws of UWFaith National Organization.

Minnesota Conference UWFaith Standing Rules Committee 2025:
 Conference President Marion Hansen; Area Presidents Jane Baker,
 Betty Stancer and Myrna Kuehl; Secretaries Sophia Mahowald, Mary Wiegand, Deb Anderson, Virginia Vandervest; Membership team:
 Carol Miller, Priscilla Lutijens, Louise Johnson, Sylvia Farrell, Thalia Duffield; Treasurer Linda Oberg; Fresh Connection Editor Jessica Allen

STANDING RULES FOR 2026-2028 UNITED WOMEN IN FAITH MINNESOTA CONFERENCE AND AREA TEAMS

Approved by the Membership at Annual Meeting 10/11/2025

ARTICLE 1 – ELECTIONS

Section 1. Elections will be held at the respective Conference or Area Executive Team meeting at their Fall Annual Gathering. Interim appointments may be made until the next election by action of the Committee on Nominations (CON)/Executive team. Elections shall be made by acclamation unless more than one name for an office is presented, in which case a written ballot shall be required for that office.

Section 2. The Committee on Nominations will recommend a slate of elected, Appointed, and Assigned Officers to be presented to the Executive Team prior to publication. The slate will be shared with MN UWFaith members through appropriate media at least 30 days prior to the Annual Gathering. The slate of officers to be elected shall be voted on as well as the slate of appointed and assigned officers to be acclaimed by the body at the respective Conference and Area Annual Gathings.

A. Elected Officers for a two -year term will take office January 1 of the following year. President, Secretary and Chair of Nominations may serve up to two 2-year terms. The Treasurer may serve up to six years or three 2-year terms. One-year terms can be considered.

- Treasurer
- Chair of Nominating Committee
- President
- Secretary

President and Secretary will, whenever possible, be elected in the same year and the Treasurer and Chair of Nominations elected in the alternating year. Note: Since the Treasurer may serve up to six years,

whenever possible, arrange the service time so the President and Treasurer are not elected in the same year.

B: Appointed and Assigned Officers shall be approved at the Annual Meeting for a 2-year term beginning January 1 of the following year. Terms are subject to continuation upon agreement of the individual and the respective Conference or Area Executive Team.

APPOINTED OFFICERS: All Appointed Officers have the same privileges as Elected Officers and are members of the Executive Team.

- Program Coordinator/Vice President
- Spiritual Growth Coordinator
- Education and Interpretation Coordinator
- Social Action Coordinator
- Membership Nurture and Outreach Coordinator
- Lending Library/Reading Program Coordinator

ASSIGNED OFFICERS: Women in this category perform a particular task. An individual may provide service in one or more categories as needed. Assigned Officers attend Leadership Development Retreat, Visioning Retreat and Executive Team Meetings as needed.

- Communications Coordinators
- Fresh Connection Newsletter Editor
- Area Newsletters Editors
- Directory Coordinator
- Web Manager
- Registrar
- Tech Coordinator for Zoom, Power Point etc.
- Facebook Coordinator
- Data Base Coordinator

- The Minnesota Conference Executive Team can also appoint a Language Coordinator and a Historian
- Emma Norton Representatives (one for each Area Team)
- Other officers may be assigned as needed by action of their respective Executive Teams to carry out specific tasks.

C: The Committee on Nominations (CON) or, in the absence of a CON team, the respective Conference or Area President will call a team meeting to carry out these functions:

- Ask each Elected Officer who is completing their first 2year term if they can serve a second 2-year term. In the event that the President, Secretary, Treasurer or Chair of Nominations is not elected, leaving the position open, a lay person shall be assigned to serve in that role to complete the term by actions of the respective Executive Team.
- For the person filling an unexpired term of office for President, Secretary, Chair of Nominations and Treasurer: If the period served is greater than one year, that period would be considered the first year of the first term of service. If less than one year, that period of service would not be counted.
- Eligibility to serve in an office will be determined by the respective Committee on Nominations or Executive Team.

D: The Minnesota Annual Conference Commission on the Status and Role of Women (COSROW) appoints a representative to serve on the Minnesota Conference UWFaith Executive Team.

Section 3. Board Of Directors and Program Advisory Group Nominees

A: Two nominees plus an alternate for the position of Director to UWFaith National shall be presented to the Conference Executive

Team by the CON. The Executive Team shall vote to approve the slate prior to the Conference Annual Meeting. The membership vote on this slate will take place at the Conference Annual Meeting that precedes the North Central Jurisdiction Quadrennial.

B: Three nominees for the Program Advisory Group of UWFaith National shall be presented to the Conference Executive Team by the CON. The Executive Team shall vote to approve the slate prior to the Conference Annual Meeting. The membership vote on this slate will take place at the Conference Annual Meeting that precedes the North Central Jurisdiction Quadrennial.

Section 4. Voting Delegates for Jurisdiction: By action of the Conference Executive Team, three members of the Conference Executive Team shall be selected by vote of the team as voting delegates. Consult the North Central Jurisdiction Committee on Nominations Chair for eligibility requirements for voting delegates.

Section 5. All elected, appointed and assigned Conference Officers are to attend their respective Area Meetings at the expense of the Area Executive Team.

ARTICLE 2 – MEETINGS

Section 1. Determination of meeting dates: Dates for Conference and Area Meetings are determined by the respective Executive Teams, shared at the Fall Visioning Retreat and published in the Directory and respective newsletters.

Section 2. Changes to established meeting dates will be made via action of the respective Conference or Area Executive Team and published accordingly.

Section 3. At the Conference or Area Annual Meeting, the voting body of the Annual Meeting shall consist of all members of the Minnesota Conference who are present in person or via zoom. Clergy, Assigned Lay Person, Conference District Superintendents and the MN Annual Conference Bishop are non-voting members of UWFaith. If electronic voting will be available, this will be published with the Annual Meeting materials along with voting instructions. People attending a live stream program will not have the ability to vote. However, a different avenue may be made available at the discretion of the Conference or Area Executive Team with consideration of the available technology at the meeting site.

Section 4. The respective Conference and Area Executive Team shall meet quarterly to carry out necessary executive functions. One meeting will be held in conjunction with the Annual Gathering. A quorum of 50% or more of Elected and Assigned Team members must be present to vote on items that impact finance/disbursement of funds. A record of all meetings and decisions will be recorded by the Secretary or her designee.

Section 5. Finance Team: The combined Conference and Area Treasurers will meet annually in April and July.

Section 6. Membership Team: Formed of Conference and Area Team members which meet at least twice a year (See Committee Listing in Directory).

Section 7. Other Counterpart Teams: Meet annually and as needed (See Committee Listing in Directory).

Section 8. Annual Leadership Training Provided by UWFaith National: The following Conference and Area officers are required to attend Leadership Training as scheduled by the UWFaith National Office: President, Secretary, Treasurer and Mission u Dean/Assistant Dean. UWFaith National will inform the Conference which other offices are invited to training.

Section 9. All Conference and Area Officers are required to attend a Mission u offering, the Conference Annual Gathering and Leadership Development Retreat (LDR) training. They are also expected to attend their respective Area Gatherings when possible.

Section 10. Presenting at Meetings: All agencies, organizations or groups that wish to display or present at UWFaith events must have prior authorization by the Executive Team in charge of the meeting where the presentation will occur.

ARTICLE 3 – FUNDS

- A. Each Area will make an Annual Pledge to Mission and set an Emma Norton Goal. The Pledge monies will be joined together as a Conference Pledge to Mission and distributed to UWFaith National. The Emma Norton Goal monies will be joined together and submitted to UWFaith National for subsequent payment for Emma Norton Services (National Mission Institution).
- B. The MN Conference will form an Administration and Membership Development Fund (A&MD). This fund is developed with input from the respective Area Treasurers, adopted by the respective Area Executive Teams and voted on as part of a final budget at the Conference Annual Meeting.
- C. A&MD funds are distributed quarterly by the Conference Treasurer to the Area Treasurers.
- D. All UWFaith monies are handled by a bonded person. This bond is managed through the UWFaith National Organization. Annually, or if changes occur, all Conference and Area Presidents, Conference and Area Treasurers and the Mission u Dean are to be bonded.
- E. Mission u funds are budgeted and managed by the Mission u Dean/Team and the Conference Treasurer.

Section 1. Special Mission Recognition (SMR) Pins

- A. SMR pins are ordered by the respective Area Treasurers for Area recognitions and paid for through the MN Conference. The Conference Nominations Chair submits to the MN Conference Treasurer a list of pins to be ordered.
- B. Upon election of a Conference President, a president's pin and the Conference gavel will be given. An area president, when elected, will receive the Area gavel or other designated symbol as a sign of their

- office. The Conference and Area gavel or symbol will be handed on to successor presidents.
- C. Upon completion of a two-year term, the Conference or Area President will be offered a Gift to Mission or an SMR pin. Upon completion of four years of service as President, Conference or Area President will be offered a Gift to Mission. See the Policy Page for Gift to Mission recognition amounts.
- D. Conference or Area Officers (Elected and Appointed) completing a two-year term in office are offered a Gift to Mission or an SMR pin. Subsequent service recognition for years of service will be made in two-year service blocks as a Gift to Mission. (See Policy Page for Gift to Mission recognition amounts). Assigned officers will receive Gift to Mission recognition amounts as noted in the Policy Page.
- E. Treasurer recognition: A Treasurer may serve up to six years. Conference or Area treasurers receive the choice of a Gift to Mission or an SMR pin after two years of service and subsequently a Gift to Mission for each additional two years of service.
- F. Dean of Mission u: After two years of service, a choice is offered of a Gift to Mission or a Special Mission Recognition Pin. The Assistant Dean of Mission u, after two years of service, is recognized with a Gift to Mission amount outlined in the Policy Page.
- G. Committee of Nominations team members: After four years of service each member will receive a Gift to Mission or SMR pin. The Chair of Nominations (Conference or Area), after two years of service will be offered a Gift to Mission or SPR Pin. (See Policy Page for amounts)

Section 2. Opportunity Funds

This fund is available for use by women outside the Conference or Area Executive Teams for study and enrichment opportunities. Application to this fund is through the Conference Treasurer who will make recommendations to the Conference Executive Team regarding distribution of funds in this area.

Section 3. Appeals for Funds

No organizations may appeal for funds through Conference or Area newsletters, at meetings or via social media unless previously authorized by the MN Conference Executive Team.

Section 4. Officer Reimbursement

- A. There are no salaries for UWFaith Officers (National, Jurisdiction, Conference and Area). Expenses are to be vouchered to the respective treasurer for review and payment subject to amounts determined for reimbursement by the MN Conference.
- B. All officers will submit expenditures using the official voucher provided by the treasurer. Vouchers must be signed and submitted with appropriate documentation within 30 days after the expense occurred. Vouchered expenses with appropriate documentation are to be paid within 30 days of the voucher being received.
- C. All vouchers are reviewed by the Conference or Area President for their respective teams and authorized for payment by the President. The Conference or Area Secretary may, in the absence of the President, authorize payments. The Secretary will review and authorize payment of vouchered expenses of the President.
- D. Officers that are invited to speak and/or provide service to a local unit would be reimbursed by that local unit as negotiated between the officer and the unit.

Section 5. Honorariums and Reimbursement to Tech Assistants and Pianists

- A. Speakers for Conference and Area Gatherings shall be allowed expenses and given an honorarium as noted in the Policy Page.
- B. The hosting church's tech person and pianist may be offered an amount for their services at Conference or Area Gatherings at an amount noted within the Policy Page.

Section 6. Child or Family Care Requests for Stipend

All child or family care requests for a stipend need to be made at the time

of pre-registration. The Registrar and Conference or Area President will determine eligibility for the stipend and make notification to the person requesting the stipend before the event. Payment will be made after the event to attendees only. (See the Policy Page for stipend amounts)

Section 7. Reimbursement for Assembly and Jurisdiction Events

- A. An Assembly and Jurisdiction fund to support payment for registration, meals, lodging and travel will be managed by the MN Conference Treasurer. Area Teams may set aside monies to assist Area Officers in attending these programs as well. The rate of reimbursement will be determined by the Conference Executive Team for Conference Officers and Area Presidents. Area Teams will determine the amount of support for Area Team Members.
- B. The MN Conference will determine the amount available for scholarship funding for those not eligible for vouchered reimbursement. MN Conference pays vouchered expenses up to allocated amounts for President, Treasurer, Secretary and Committee on Nominations Chair. Other Appointed Officers on Conference teams may be substituted if those originally selected are unable to attend and/or additional funds are available in the Assembly and Jurisdiction fund.

Section 8. Church Women United and Other Organizational Expenses

The MN Conference may set aside funds for the President or her designee to attend World Federation of Methodist and Uniting Church Women or Church Women United events. Vouchered expenses will be considered for registration, meals, lodging and travel within the contiguous U.S. as determined by the Conference Executive Team prior to the event.

Section 9. MN Annual Conference of the UMC

If the Conference President is not elected by the MN Annual Conference as a delegate to the North Central Jurisdictional Conference or General Conference within the contiguous U.S., the MN Conference UWFaith will

pay vouchered expenses for the Conference President or her designee to attend as a visitor at a rate determined by the Executive Team prior to the event.

Section 10. Unused Administration and Membership Development Funds

At the end of each year, Area treasurers will return unused A&MD funds to the Conference Treasurer but will retain a minimum amount necessary to begin the next year. The funds returned will be included in the UWFaith Pledge sent to UWFaith National.

ARTICLE 4 – EXPENSES OF OFFICERS

Section 1. Conference or Area Officers shall present expenses related to their office using the official voucher for their team.

Section 2. All expenses incurred before December 1 must be presented to the respective treasurer no later than December 10 of that year or the reimbursement will be forfeited.

Section 3. Pertinent expenses include mileage to and from any UWFaith Conference or Area Gathering, meal expenses as allowed, housing at two persons per room, postage for mailings authorized by the respective Executive Team, necessary phone calls, promotional materials, study books, subscription to *response* magazine, and other expenses related to her office. Registration or admission fees to meetings are allowable expenses.

Section 4. Vouchered expenses with expense receipt will be paid to the officer by the respective treasurer within 30 days.

Section 5. All persons called to a Conference or Area meeting will have expenses paid by their respective treasurer.

Section 6. Officers who make reservations for lodging and then cancel may be responsible for payment of the reservation.

Section 7. See the Policy Page for current mileage rates and meal expenses.

Section 8. If an Officer needs dependent care assistance to attend a meeting or official gathering, see the Conference Policy Page for stipend information.

ARTICLE 5 – CONFERENCE COMMITTEES

(Note: Conference Teams include Area members in many cases. Area Teams can form committees that meet their needs)

Section 1. The Conference or Area Executive Committee shall be composed of the President (Chair), Secretary, Treasurer and the Chair of Nominations. The President of each Area is a member of the Conference Executive Team as well as Conference Appointed and Assigned Officers.

- A. Additional members of the Conference Team: Members of the Jurisdiction Leadership team, National Director, National Program Advisory Group member who reside in the Conference. Members of the Jurisdiction Nominations Team who reside in the Conference may also serve as non-voting members.
- B. The immediate past President of the Conference Executive Team and Area Teams shall remain as an advisory member with vote for one year. Her expenses will be paid to attend Executive Team meetings, Conference Annual Meeting and one session of Mission u.

Section 2. Committee on Nominations

- A. Composed of up to eight members divided into four classes (two members per year).
- B. The Chair of Nominations shall be elected by the Conference or respective Area Team to serve a single term of two years.
- C. The Conference Nominating Committee shall strive to have members from all Areas. The Area Nominating Committee will strive to have members from different parts of the area on the Team.

D. The Nominating Committee members are invited to attend all respective Conference or Area Executive Team meetings.

Section 3. Standing Rules Committee

- A. Composed of the President, Secretary, Treasurer, Chair of the Committee on Nominations, Area Presidents and Secretaries.
- B. Every two years at a minimum, the Committee will review the current Standing Rules and submit changes to the Conference Executive Team.
- C. Draft revisions will be sent to the Conference Executive Team at least two months prior to the Conference Annual Gathering.
- D. The Conference/Area Standing Rules will be posted at least one month prior to the Conference Annual Gathering for member review and brought forth for a membership vote at the Conference Annual Meeting.

Section 4. Finance Committee

- A. Composed of the Conference Treasurer (Chair), Conference President, Secretary, Area Treasurers, Communications Coordinator, Program Coordinator and Dean of Mission u.
- B. The Committee will meet at least once per year. This meeting may be in concurrence with one of the Conference/Area Treasurers' meetings.
- C. The Finance Committee shall review the overall status of the Conference/Area finances, participate in the formation of the overall Conference budget as well as the Mission u budget.

Section 5. Program Planning Committee

Composed of the Program Coordinator (Chair), President, Secretary, Treasurer, Chair of Nominations or designee from CON, an Area president, a mission coordinator and additional persons as needed.

Section 6. Mission u Committee

Composed of the following Conference Officers: Mission u Dean, Assistant Dean, President, Treasurer, Spiritual Growth Mission Coordinator, Communications Coordinator, Tech Coordinator, Registrar and others as needed.

Section 7. Charter for Racial Justice Policies Committee

Composed of the Conference President or designee as chair, an Area president, Chair of CON or designee and additional members as needed.

Section 8. Emma Norton Designated Fund Committee

- A. Composed of a designated Chair, an Area president, and two Emma Norton representatives.
- B. The Conference Treasurer will inform the Chair when the fund monies have been received, and the amount that has been received.
- C. The Committee will determine which National Mission Institution will receive half of the amount distributed to the Conference and apply the current Scholarship guidelines in reviewing applications for distribution of the remaining funds.
- D. One distribution per year is made from this fund. The Committee will make a recommendation to the Conference Executive Team to authorize distribution of the funds by the Conference Treasurer.
- E. Funds remaining will be held by the Conference Treasurer designated to this effort.

Section 9. Membership Committee

- A. Composed of the Conference Education and Interpretation Mission Coordinator as chair, Area Education and Interpretation Mission Coordinators, Membership Nurture and Outreach Mission Coordinators, and the Conference President.
- B. Will coordinate the local unit and individual membership efforts as well as guide membership efforts throughout the Conference.

Section 10. Engagement Committee

- A. Serves as part of the Emma Norton Board.
- B. Composed of Conference President or designee as chair, Area Emma Norton Representatives, Aurora Sky President or designee, Emma Norton Representative from the Dakotas Conference, Emma Norton Scholarship Chair and members designated by Emma Norton Services.

Section 11. Commission on the Status and Role of Women (COSROW)

- A. COSROW Chair or Co-Chair are invited to attend Conference Executive Team Meetings.
- B. Conference President shall be a member of COSROW.
- C. Expenses to attend COSROW meetings will be paid by the Conference for the Conference President.

ARTICLE 6 - MISSION u

There will be at least an online and in-person Mission u, annually.

Section 1. The Dean and Assistant Dean of Mission u are required to attend UWFaith National Mission u leadership training.

Section 2. The Mission u Committee will determine the logistics including sites and times of Mission u.

Section 3. The Dean will coordinate the selection of Study Leaders. All Study Leaders must attend and successfully complete UWFaith National Study Leader training. The MN Conference will pay the registration fee.

Section 4. The Mission u Committee will determine the amount of honorariums provided to speakers and the amount of Study Leader compensation.

Section 5. All elected, appointed, and assigned Conference and Area Officers are required to attend one Mission u with expenses paid by the Conference for Conference Officers and by the Area for Area Officers.

Section 6. Elected leadership of UWFaith (National, Jurisdiction) residing in the Conference are invited to attend Mission u at Conference expense.

Section 7. A refund of 75% of the registration fee may be made for participants who cancel after the registration deadline. The Mission u Dean will coordinate refunds with the Conference Treasurer.

ARTICLE 7 – CORRESPONDENCE

Section 1. General mailings from MN Conference Executive Team and Area Executive Teams will be distributed via Constant Contact or email whenever possible.

Section 2. Print mailings will be authorized by the respective MN Conference Executive Team or Area Executive Team sending the mailing.

Section 3. UWFaith does not share mailing lists outside of the organization.

Section 4. The Conference will publish annually a directory of meeting dates, MN Conference and Area Team leadership, NC Jurisdiction leadership, National Director and Program Advisory Group members, UMC Conference Superintendents, Minnesota Deaconess/Home Missioners (DHMR), resource information and committee lists.

 The Directory is distributed to all Conference and Area team members, all MN Annual Conference (MAC) churches and Local Units, the MAC Bishop, the MAC Superintendents and Individual Members of UWFaith.