**2023 STANDING RULES of**

**GNJ UNITED WOMEN IN FAITH OF GREATER NEW JERSEY CONFERENCE**

Approved at the 2023 Annual Fall Meeting

Originally adopted October 15, 2016 by the Conference Organization of Greater New Jersey Conference GNJ United Women in Faith and supersedes previous Standing Rules.

The GNJ United Women in Faith of the Greater New Jersey Conference shall function in accordance with the Constitution and Bylaws for Local, District, Conference and Jurisdiction Organizations of GNJ United Women in Faith\* (?) adopted by the The National GNJ United Women in Faith. These Standing Rules are supplementary thereto.

**I. Nominations, Elections and Appointive Procedures**

a. All members present at the annual meeting are eligible to vote, including those who are on Zoom or other virtual media.

b. The Committee on Nominations shall report the slate to the Leadership Team at the first meeting preceding the Annual GNJ United Women in Faith.

c. A copy of the slate shall be available for publication in the newsletter at least 30 days prior to the Annual GNJ United Women in Faith meeting.

d. Nominees shall be informed by the Committee on Nominations of the date of the election and installation and shall attend and be introduced at the Leadership Team meeting immediately following election,

e. Officers are elected for a two-year term, maximum four years in one office.

Exceptions:

1. Treasurer may serve six years.

2. Chair of the Committee on Nominations serves only a two-year non-renewable term.

3. Members of Nominating Committee serve 4 years term, unless filling a vacancy, and are elected in classes.

f. If a person is elected to fill an un-expired term and serves six months or longer by the expiration of that term, it shall be interpreted that she has served a complete year. (Article V, Section 2)

g. Elections shall take place at the Annual Meeting.

h. Newly elected officers shall assume office on January 1st.

 i. Delegates to Jurisdiction shall be named based on instructions in

 Article 5 Section 3a.

1. The Nominating Committee shall present three names for election at the Annual Meeting prior to the Northeast Jurisdiction quadrennial meeting. In addition, a reserve delegate shall be elected. If a regularly elected voting delegate cannot attend, the reserve shall be seated with the same rights and benefits as the woman she is replacing.
2. Voting delegates at NEJ quadrennial meeting shall be comprised of four (4) officers from the Leadership Team, President, Chair of Nominations, Secretary, and Treasurer, plus one (1) alternate.

j. At the annual meeting prior to the Quadrennial meeting of the Jurisdiction organization, the Committee on Nominations shall present three conference elected officers’ names as voting delegates for the jurisdiction organization. At the same annual meeting, two women are to be elected by our Conference for membership in the GNJ United Women in Faith National Organization as indicated per by-laws. (Article V, Section 4a see page 46.) The Nomination Committee prepares the slate for presentation at the Annual meeting prior to the NEJ Quadrennial meeting.

In like manner at the same meeting, three women named by the Nominations Committee shall be elected to serve on the Program Advisory Group. Nominations can be accepted from the floor. Names of those elected shall be sent to the GNJ United Women in Faith National Organization. [See page 46.]

**In addition to the elected officers** listed in BYLAWS OF GNJ UNITED WOMEN IN FAITH IN THE CONFERENCE, Article III Section 2, the following officers shall be elected and serve under the same terms:

Vice President/Program Coordinator

Christian Social Concerns Coordinator (CSAC)

Spiritual Enrichment Adviser

Membership and Outreach Coordinator

Communications Coordinator

**II Committees**

a. Leadership Team/Executive Committee – Article 4 Section 1

i. Two Hispanic Coordinators and two Korean Coordinators shall also be included with voice and vote.

ii. Nominating Committee members shall be members with voice and vote.

iii. In the absence of a District President, her representative

 shall be entitled to vote.

iv. Immediate Past President

v. Historian

vi. Chairpersons of appointed Committees/Task Forces during

 term of office.

vii. Webmaster of UWIF website (if a member of United

 Women in Faith)

ix. The President is authorized to approve a conference telephone call when deemed necessary or other technology

b. Committee on Program Membership - Article 4 Section 5

i. When there is no elected Vice-President, a chairperson is to be nominated by Nominating Committee to serve a term of two years with one re-election allowed and will be a member of Leadership Team.

ii. Christian Social Action Coordinator and will be a member of Leadership Team.

iii. Spiritual Enrichment Advisor

iv. Communications Chairperson

v. Five additional women named by the President and confirmed by Leadership Team.

vi. Local president (or a designee) of the district where annual meeting will be held – calendar year. Our Fall Annual meeting is currently held at the GNJ Mission Resource Center in Neptune, NJ. This is in Northern Shore District.

vii. When it is determined the district for Spring meeting, the District President and the UMW President (or her designee) of the church where it will be held shall be a member of the Program Committee from September through June of that year.

c. Finance Committee- Article 4 Section 2

i. Shall also include the District Treasurers or their representative and the District Presidents.

ii. Shall prepare the budget for presentation and approval at the first fall meeting of the Leadership Team which is held in August in preparation for the October Annual Fall meeting.

iii. Shall present the financial policies annually for approval of the Leadership Team.

iv. Shall have Conference Books audited annually as soon as possible after January 1st.

v. Shall turn over books and all records to new treasurer as soon as audit is complete.

d. Membership Committee Article 4 Section 4

i. The President will appoint a chairperson for a two-year

 term and be confirmed by Leadership Team.

ii. Each District shall name a member to this committee.

e. Committee on Nominations

i. Shall consist of 9 to 11 members reflecting the districts and diversity of the conference.

ii. Shall be divided into four classes.

iii. Shall work with the district committees to provide a list of

 candidates for a talent bank.

1. The talent bank shall be kept current, and each year made available to the Conference President and the District Presidents.

2. The committee on Nominations shall determine the procedure.

iv. Shall meet, preferably by March to:

1. assess the needs and performance of the current committee

2. update the talent bank

3. become informed as to the duties of each officer

4. begin to assign tasks of contacting nominees

a. The contacting member shall know the duties of any position for which a nominee is sought

v. Shall determine additional meetings

vi. Members of the committee are urged to attend their District

 and all Conference events to become aware of

 potential leaders.

vii. Chairperson shall have been a member of the committee

 for at least a year prior to election as chairperson.

f. Committee for Mission u

 Article 4 Section 7

1. There shall be a Mission u Committeebased on its Guidelines

g. Committee on the Charter for Racial Justice Policies – Article 4 Section 6

1. Membership: There shall be a committee on the Charter for Racial Justice as stated in the Constitution and Bylaws.

a. There will be seven (7) members of the committee, one-third of whom will be women of color, insofar as possible.

b. The seven members will include the president, who will serve as chairperson or co-chair, plus the chairperson of the committee on nominations and a language coordinator, where one exists.

c. The additional members will be nominated by the committee on nominations. There will be one district president, one member of the leadership team and two (2) members (or three (3), in the

case of a conference without districts or a language coordinator) selected to ensure inclusiveness and/or special expertise in the skills necessary to accomplish the task. Additional members will

serve no more than three years.

2. Functions: The committee will:

1) Develop and recommend to the Leadership Team:

 a) Plans for the implementation of the Charter of Racial Justice.

b) Plans for training district and local leadership in the implementation of the charter.

2) Monitor conference-approved action plans to implement the charter.

3) Regularly evaluate progress made on conference, district, and local implementation plans.

3. Meetings: The committee will meet at least semiannually and on

 call of chairperson.

 h. Christian Social Action Committee

1. CSAC Chairperson elected for 2-year term with a two-year renewal option.

 2. One person from each District named by District

 3. Up to three additional persons named by President in

 consultation with Nominating Committee.

**III. Elected/Appointed Leaders**

Each officer shall:

A. Maintain a procedure book. This book shall contain a copy of

a. Standing Rules

b. Handbook

c. Constitution and Bylaws

d. minutes of the Leadership Team meetings

e. copies of her reports to the Leadership Team

 The book shall be given to the incoming officer upon her election.

B. Each officer shall update her job description once each quadrennium

a. use the Bylaws as a guide

b. place one copy in her procedure book

c. provide one copy to the Chairperson of the Committee on Nominations in order to facilitate the work of the committee.

The President, in consultation with the Committee on Nominations and the Leadership Team, shall appoint the following offices yearly: 1. Historian, 2. Chairperson of Standing Rules, and 3. Web Technician to serve for a quadrennium. After consultation with the Nominating Committee and the Leadership Team, the President shall name up to five members to serve as the Task Force on Standing Rules.

1) The Historian shall annually place all permanent records in the Greater New Jersey Conference archives according to the archival policy of the Annual Conference (See “Permanent Records and Files”).

2) The Task Force on Standing Rules, appointed by the President shall revise and update the Standing Rules as needed. Amendments and/or additions to the Standing Rules shall be approved by a majority vote of the Conference Leadership Team prior to presentation at a conference meeting. (See also X)

 3) The web technician shall develop, maintain, and update the Greater New

 Jersey Conference UWIF web site for use as an effective communication

 and education tool to include member database.

**IV. Meetings**

1. All officers are expected to attend the Leadership Team meetings. They are usually scheduled in February, April, September, and November. Members of the Leadership Team shall notify the President if they will be unable to be present.

B. In the absence of the President and Vice President, the Secretary shall convene the meeting until the body elects a presiding officer for the day.

C. At each Leadership Team meeting, each officer shall give an oral report as well as submit three copies of a written report (Unless said reports have been e-mailed to the secretary for distribution prior to the meeting.). These reports shall list all meetings attended and include any work the officer has done since the last meeting. (Note: The copies are for the President, the Secretary and Communications Coordinator.)

D. A Conference Leadership Team member calling a meeting of corresponding district members shall notify the Conference President and each District President. Any plans for future action shall be reported to the absentee members and the Conference and District Presidents.

E. A Spring Meeting shall be held each year with the location determined by the Program Committee.

i. The Spring Meeting shall be rotated within: Metro Highlands Region (Meadowlands, Raritan Shore, Skylands) or Coastal Plains Region (Central, Cape Atlantic, Delaware Bay.

ii. It is recommended that the Program Committee, in consultation with the districts, set a four-year calendar for locations.

F. There shall be a Conference Spiritual Retreat at least biannually.

G. A Conference Leadership Training Day for District officers shall be scheduled during annual date setting. All Conference and District Officers shall attend.

H. The following meetings shall be supported by members of the Leadership Team in so far as possible:

a. Spring Meeting,

b. Mission u,

c. Spiritual Retreat,

d. Fall Annual Meeting,

e. District Events in district where the member resides,

f. District Mission Team meetings where member resides,

g. Assembly (once a quadrennium),

h. Northeast Jurisdiction meeting (once a quadrennium).

1. The Annual Meeting shall be held in the Fall with the location determined by the Program Committee.

J. Dates for all Conference and District organization meetings to be included in the Greater New Jersey Annual Conference calendar shall be submitted for approval at a Leadership Team meeting in time to meet the deadline, if any, set by the Greater New Jersey Annual Conference.

K. Childcare shall be provided at all conference organization meetings to which local unit members are invited.

L. At each annual meeting of the conference organization a brief service shall be held in memory of deceased members.

**V Funds**

1. The Leadership Team shall approve all financial policies at least annually and copies will be distributed to all conference officers and all district officers. They will be distributed to local presidents on request. Financial policies may be added or amended during the year as needs arise, however, each will require referral to the Finance Committee and a 2/3 affirmative vote by the Leadership Team.
2. All proposals for financial policies shall first be referred to the Finance Committee for discussion, amendment, and approval or denial. All votes, either positive or negative, shall be by 2/3 of the Finance Committee members present.
3. When any report/recommendation on a proposal is made to the Leadership Team, there may be discussion and amendment/s before a vote is taken or the proposal may be referred to the Finance Committee for additional amendment or clarification.
4. All votes on Financial Policies by the Leadership Team, either in support of a proposed policy or for referral back to the Finance Committee, must be approved by 2/3 vote in the affirmative.

**VI. Minutes, Records, Files, ~~Directory.~~ Designated Mailings, Publicity.**

1. Minutes,

The Secretary shall keep minutes of Leadership Team meetings for the five previous years on filefor ready reference as needed.

Minutes of Leadership Team meetings shall be e-mailed to the complete mailing list within two weeks. Minutes of meetings of other committees shall be e-mailed/printed and distributed as soon as possible after the meeting and no later than one week prior to the next scheduled meeting of that same committee.

i. All members of any given committee shall receive copies of the minutes of that committee. The conference President shall also receive minutes of all committee meetings except Nominations Committee.

ii. Leadership Team minutes shall also be distributed to the

1. Area Bishop

2. New Jersey Conference Past Presidents

b. Records,

The following items shall be placed annually inthe official depository for conference archives according to the archival policy of the Greater New Jersey Annual Conference.

i. Minutes of the Leadership Team meetings,

ii. A copy of the current Leadership Team members with terms of office for elected and appointed personnel

iii. Programs for all Conference Events

 iv. Financial reports

 c. Designated Mailings:

i. One copy of any correspondence e-mailed or sent by any officer shall be sent to the President

 d. Publicity

**VII. Visitations and Itineration**

a. Conference officers are encouraged to attend local unit and district

 functions. Such attendance and participation shall be included in

 their written report.

**VIII. Courtesies**

a. Upon the death of a present or former member of the Leadership Team:

i. the Treasurer shall send a Gift in Memory card from the Executive Committee to the family for undesignated giving to mission and/or a monetary gift to the Legacy Fund as well, thereby giving to both in memory of those who have served.

ii. the amount of the Gift(s) to be determined by those in office at the time

iii. a moment of silence shall be observed at the firstconference organization meeting thereafter.

b. Upon the death in the immediate family of a member of the Leadership Team:

i. the Treasurer shall send a Gift in Memory card to that member from the Mission Team:

1. The amount of the Gift to be determined by those in office at the time.

ii. Gifts of appreciation, congratulations, or farewell may be given from the Leadership Team, on vote of the team.

**IX. Equipment Owned**

a. Chalice and bread plate shall be under the care of the Spiritual Enrichment Advisor.

b. Computer shall be under the care of the Communications Coordinator. Currently in use by Standing Rules Chair.

c. Hand-made quilt in 2014 depicting the geographic GNJ districts of the former United Women in Faith and kept by the president and previously displayed at the Spring/Fall meetings, Mission u events, and GNJUMC Annual Conference.

d. Banner with mounting stand of logo for GNJ UNITED WOMEN IN FAITH. Also kept by the GNJ UNITED WOMEN IN FAITH President or her designee

**X. Provisions for Changes in the Standing Rules**

The Standing Rules of the Greater New Jersey Conference GNJ United Women in Faith are procedural statements and are supplementary to the current Constitution and Bylaws of the GNJ United Women in Faith Organization, 2021-2024. No Standing Rule is in order that conflicts with those documents.

The Standing Rules may be amended at any meeting of the Conference GNJ United Women in Faith Organization by

a. Majority vote of the voting members of the conference organization when 30 (thirty) days previous notice has been given, or,

b. By 2/3 vote of the voting members of the conference organization, when no previous notice has been given.

 c. Between annual meetings, the Leadership Team may make temporary

changes to these Standing Rules by 2/3 of the Leadership Team present

and then vote biennially to approve changes beginning at the 2024 fall business meeting of the GNJ United Women in Faith.

No changes in 2020

2021 Changes Approved in August by Leadership Team and

subsequently Approved at 2021 GNJUMW Annual Fall Meeting

8/30/2022 Draft Standing Rules sent to all Leadership Team members for review and comment

UMW changed throughout the document to reflect our new branding as GNJ United Women in Faith (UWIF). Approved at 2022 Annual Fall Meeting

2023 The Standing Rules was reviewed by the President and Standing Rules chair. We are recommending that the annual review of the GNJUW in Faith be changed to a biennial review to begin in 2024. The Executive Committee can make changes as needed in the interim for approval at a subsequent Fall Annual Meeting. Approved.