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I. **FINANCIAL POLICIES**

All monies collected from local units belong to the conference organization. These funds are to be disbursed by the conference according to the PURPOSE.

A. **DUTIES OF SYMPATHIES SENT IN THE NAME OF THE DISTRICT/CONFERENCE PRESIDENTS**

1. The district presidents shall send a “Gift in Memory” card to a member of the current Conference Executive Committee residing within her district in the event of the death of a parent, child, or husband, stating that a gift has been sent to National United Methodist Women from the conference organization. The amount shall be determined annually by the Conference Committee on Finance and approved by the Conference Executive Committee. The president shall notify the conference secretary and treasurer. The treasurer shall pay the designated amount from the conference budget.

2. In the event of the death of a member of the Conference Executive Committee, or a past conference president of United Methodist Women or predecessor organization residing within the district, the district president shall send a “Gift in Memory” card to the family. The card shall state that a gift to mission has been sent to the National united Methodist Women from the conference organization. The amount shall be determined annually by the Conference Committee on Finance and approved by the Conference Executive Committee. The president shall notify the conference secretary and treasurer. The treasurer shall pay the designated amount from the conference budget.

3. In the case of illness of a member of the Conference Executive Committee residing within her district, the district president shall send a card. She shall notify the conference president and mission coordinator for Membership Nurture and Outreach.

4. The conference president shall send a “Gift in Memory” card to a member of the current Conference Executive Committee in the event of the death of a parent, child, or husband, stating that a gift has been sent to the National United Methodist Women from the conference organization. The amount of the gift shall be determined annually by the Committee on Finance and approved by the Conference Executive Committee. The conference president shall notify the conference secretary and treasurer. The treasurer shall pay the designated amount from the conference budget.

5. In the event of the death of a member of the Conference Executive Committee, or a past conference president of United Methodist Women or predecessor organization, the conference president shall send a “Gift in Memory” card to the family. The card shall state that a gift to mission has been sent to the National United Methodist Women from the conference organization. The gift shall be determined annually by the Committee on Finance and approved by the
Conference Executive Committee. The conference president shall notify the conference secretary and treasurer. The treasurer shall pay the designated amount from the conference budget.

6. In the case of illness of a member of the Conference Executive Committee, the conference president shall send a car. She shall notify the Mission Coordinator for Membership Nurture and Outreach.

B. **HONORARIA**

1. Honoraria for the speakers, leaders, pianists, song leaders, focus group leaders and other special groups at the Annual Meeting, Spiritual Enrichment Retreat or other events planned by the Committee on Program shall be an amount determined annually by the Committee on Finance, plus travel, lodging and food.

2. Speakers, leaders, pianists, song leaders, focus group leaders and other special groups shall be notified as soon as practical of the amount of the honorarium to be awarded.

3. The treasurer shall deliver honoraria checks to the leaders, speakers, musicians, song leaders, focus group leaders at the conclusion of the event and send checks for other expenses upon receipt of expense vouchers.

C. **AGREEMENTS/CONTRACTS**

1. Agreements/contracts shall be made between the Conference United Methodist Women and any invited speakers, leaders, pianists, song leaders, and other special groups at the Annual Meeting, Spiritual Enrichment Retreat or other events planned by the Committee on Program.

2. Agreements/contracts shall clearly state the expectations and requirements, including but not limited to the PURPOSE of United Methodist Women, or the invited speakers, leaders, song leaders and other special groups.

3. Agreements/contracts shall state the honorarium to be presented as well as any expense reimbursement limits or stipulations.

D. **TRAVEL EXPENSES**

1. Mileage for Conference and District Officers to conference events shall be recommended by the Finance Committee and approved by the Conference Executive Committee at its July meeting.

2. a. Car travel of district officers: the conference will pay for a maximum of 4 cars per district to attend conference events. The cars are to be filled first with district officers and then with local women. If a person does not return home after the meeting, one way trip to the events location will be paid.

   b. Car travel of conference executive committee members: the conference will pay car travel mileage at the established rate to attend conference United Methodist Women meetings and other conference events. Executive committee members shall carpool to the fullest extent possible.

3. Air travel: When it is necessary for invited guests and Conference Executive Committee members to travel by air, the conference will pay only coach fare. Tickets shall be purchased earlier than fourteen (14) days prior to travel. If tickets are not purchased timely, the amount
reimbursed will be the lesser of the actual ticket amount and the amount the ticket would have been if purchased timely.

4. When a conference officer or chairperson attends a district meeting to promote a program implemented by the conference, expenses shall be paid at the annual approved rate by the conference. When conference officers or chairpersons attend a district meeting at district invitation, the district pays the expense at the approved rate.

5. When district officers or chairpersons attend a meeting at a local unit to promote a program implemented by the conference or district, expenses shall be paid by the district. When district officers attend a local unit meeting at the invitation of the unit, the local unit pays the expense at the annual approved rate.

E. REGISTRATION FEES

1. There shall be a registration fee for the Annual Meeting and the Spiritual Enrichment Retreat which is to be determined annually by recommendation from the Conference Finance Committee and approved by the Conference Executive Committee. The registration fee shall be paid by all conference and district officers attending.

2. The amount of the registration fee for Cooperative Mission u shall be decided by the Cooperative Mission u Planning Committee. This fee shall be paid by conference and district officers attending.

3. Registration shall be for the full period of the event, except that registration for the Annual Meeting may be for one day.

4. Commuters to events at Blue Lake may register and pay registration fee and meals, plus any fees Blue Lake charges.

5. No refund of registration fees. A refund of lodging and food costs for any cancellation after the registration deadline shall be at the discretion of the Registration Committee. No refunds shall be given to those who register but do not attend.

6. Reservations made after the deadline will be subject to a late fee and the availability of lodging and food.

7. No one is guaranteed lodging and completed registration until the registration fees, lodging & food costs have been received by the registrar.

8. If an event is cancelled, registrants shall have credit or a refund check as they choose.

9. For events at Blue Lake Methodist Assembly – rooms rates are based on the contractual price set by Blue Lake. Any overage in the set budget for an event will be set aside in the investment.

10. Any check returned by the bank as Non Sufficient Funds, Account Closed, or other reason shall be subject to the same fee imposed by our bank to our account and the return and fee shall be paid by cash or cashier’s check.

F. SCHOLARSHIPS

1. There will be one scholarship awarded to Annual Day and one to Spiritual Enrichment Retreat. The recipient of the scholarship shall be chosen from one of these categories:
   a. First Timer  
   b. Under 39  
   c. Newly retired women.
2. Applications for these scholarships shall be obtained from the Conference Secretary or on the Conference United Methodist Women website. Applications shall be submitted to the Conference Secretary thirty (30) days prior to the event. No application shall be considered that does not meet this deadline.

3. A committee of the secretary, coordinator for spiritual growth and the vice president shall review the applications and choose the scholarship recipient.

4. The recipient and the Conference Treasurer shall be notified two weeks prior to the event.

5. The recipient shall submit a registration form immediately to the Registrar and the Treasurer will cover the expenses.

6. If the chosen recipient is unable to attend, funds will revert to the scholarship fund.

7. The Conference Treasurer shall pay the approved amount from the conference budget line item for each of the events.

G. **EXPENSE ACCOUNTS**

1. Voucher/reimbursements shall be signed by the Conference President and the Conference Secretary prior to payment. Voucher/reimbursements may be approved by the President and Secretary via email. Said email approval must be attached to voucher.

2. All expense vouchers shall include receipts attached to the voucher.

3. Expense Vouchers must be itemized to a budget line item. If the expense is more than the budgeted amount, an email must be attached authorizing the expenses by the Conference President and by the Spiritual Growth Coordinator in relation to Spiritual Enrichment Retreat or by the Conference President and Vice President in relation to the Annual Meeting.

H. **DEPENDENT CARE/CHILD CARE**

1. Dependent care of an amount to be determined annually by the Committee on Finance shall be paid per day for home care to Conference Executive Committee members who have dependent family members. This amount shall be paid for meetings at which the member’s attendance is required.

I. **LOVE GIFTS AND SPECIAL MISSION RECOGNITION**

1. Anyone leaving the leadership team after serving an elected term will receive a $40 Special Mission Recognition Pin.

2. Anyone serving eight consecutive years on the Conference or District Mission Team shall receive a $60 Special Mission Recognition Pin.

3. If a person serves as Conference or District President for four years shall receive a $60 Special Mission Recognition Pin. The conference or district may take a love offering and the pin will be determined by the amount of the offering in addition to the $60.

4. A $40 Special Mission Recognition Pin and certificate shall be presented to members of the Committee on Nominations at the conclusion of their four year term. 5. Members of the Committee on Nominations who do not complete a four year term shall be given a Gift to Mission
Card in their honor.
6. The Chair of the Committee on Nominations shall advise the Conference Treasurer of all pin recipients.

J. EXCESS FUNDS

1. When money is collected for a specific purpose and the amount collected exceeds the amount required, the excess funds shall go into the Unexpected Opportunities Account.
2. Officers shall not spend more than the amount budgeted unless the excess has been approved by the Committee on Finance and the Executive Committee prior to the expenditure.
3. All Districts Administration and Membership Development requests to the Conference Treasurer must be done on an A & MD form and a current financial statement must accompany the form. Forms for these are in the district forms section of the Workbook. No disbursements can be made until appropriate forms are sent. All requests for District A & MD Funds must be within that district’s budgeted amount. No future A & MD Funds will be disbursed until said forms are received.
4. The minimum checking balance of the Conference General Checking Account shall be maintained at the required minimum balance of the financial facility where said funds are so as not to incur monthly fees.

K. EXPENSE FOR SPECIAL MEETINGS ATTENDED BY OFFICERS

1. Members of the Conference Executive Committee shall present to the Finance Committee requests to attend unbudgeted meetings held in connection with their officer responsibility.
2. The Conference President may, upon invitation, represent the conference at the Annual Meeting of National United Methodist Women.
3. The Conference President or designated representative is authorized to attend, at conference expense any meeting of Annual Conference Boards, commissions, and committees of which she is a member, or any meeting to which she may contribute or from which she may receive information pertinent to United Methodist Women.
4. The conference shall pay travel, food and lodging expenses to a maximum amount of the annual set rate by the Finance Committee for all conference and district officers, officers elect and chairpersons at:
   a. Conference sponsored meetings of the Conference Executive Committee, standing committees, or called meetings of the conference.
   b. Meetings when designated to represent the conference and expenses are not otherwise provided.
   c. All travel, food and lodging expenses of each of the three voting delegates to Southeastern Jurisdiction Quadrennial Meeting shall be paid for by the conference not to exceed $600 per person. All expenses must be vouchered and unused funds are to be returned to the Conference Treasurer.
5. Conference officers may submit an estimate of expenses for authorized trips and draw money in advance. Estimates must be submitted in time for approval by the president and secretary.
6. Lodging expenses will be paid for district officers who do not have first night meeting responsibilities when they carpool with conference officers, if the first night expenses are more cost effective than individual mileage.

L. **SUBSIDIES**

1. Cooperative Mission shall be subsidized by the Conference United Methodist Women at a rate to be determined annually by the Committee on Finance and approved by the Conference Executive Committee.
   
   a. Conference and district officers shall receive a scholarship and travel expenses to Cooperative Mission, with the exception of the registration fee.
   b. Members of the Conference and District Committee on Nominations shall receive a scholarship and travel with the exception of registration fee to get acquainted with local women and district officers for the purpose of securing conference/district leadership.
   c. To receive a scholarship and travel full attendance to the event is required.

2. The Conference Spiritual Enrichment Retreat shall be financed by the Conference United Methodist Women according to the budget at an annual rate determined by the Conference Finance Committee and approved by the Conference Executive Committee.
   
   a. Members of the Conference and District Executive Committees shall receive travel and scholarship to the retreat with the exception of the registration fee.
   b. Members of the Conference and District Committee on Nominations shall receive travel and a scholarship, with the exception of the registration fee.
   c. To receive a scholarship and travel full attendance to the event is required.

3. Conference Annual Meeting shall be financed by the Conference United Methodist Women, according to the budget at an annual rate determined by the Finance Committee and approved by the Conference Executive Committee.
   
   a. Members of the Conference and District Executive Committees and Conference Committee on Nominations members shall receive travel expenses, with exception of the registration fee.
   b. To receive scholarship and travel full attendance to the event is required.

4. Registration fees to conference sponsored events shall be paid by conference and district officers and district and conference committee on nominations members.

5. All conference and district officer requests for conference reimbursement must fulfill the following requirements:
   
   a. Include proper receipt of expense
   b. Be on a properly completed voucher form
c. Must be authorized and/or approved by the committee chair of the event the expenses incurred if expense is other that meal/lodging or travel.
d. Must be sent to the Conference Treasurer no later than two (2) weeks after the event.
e. All reimbursement checks are void after ninety (90) days.

M. CONTRIBUTIONS TO OTHER AGENCIES

1. The conference organization shall contribute to Church Women United; Florida Church Women United and Alabama church Women United at an annual rate determined by the Conference Executive Committee and approved by the Conference Executive Committee.
2. The conference shall pay membership to Alabama Arise and Florida IMPACT at an amount to be determined annually by the Finance Committee and approved by the Conference Executive Committee for the Conference Social Action Coordinator and the Social Action coordinators for the districts within the boundaries of the state of Florida, which are currently the Pensacola and Marianna/Panama City Districts.
3. Other Agencies: In order for any agency to receive contributions from the Alabama West Florida Conference United Methodist Women they must be in compliance with the guidelines and bylaws of the National United Methodist Women’s Organization. They must also complete the yearly Financial Accounting Report sent to them by the Conference President. Failure to comply with the date due and the requirements stated on the yearly Financial Account Report will result in the immediate cease of funds to that organization.

N. GUESTS AT MEETINGS

1. Retired Missionaries and deaconesses residing within the bounds of the conference may attend the Annual Meeting, Cooperative Mission u and Spiritual Enrichment Retreat as a guest of the conference with the expense of lodging, registration and meals paid.
2. Nominees for conference office, who are NOT currently members of the Conference Executive Committee, shall be guests of the conference at the Annual Meeting including Friday evening.
3. The Bishop and District Superintendents and their spouses, past Alabama West Florida and Central Alabama Conference, Women’s Society of Christian Service and United Methodist Women Presidents, Wesleyan Service Guild Presidents/Secretary shall be invited to the one-day United Methodist Women’s Annual Meeting (Saturday) with the expense of registration and noon meal cost paid by the conference.
4. Nominees to National United Methodist Women, who are not currently members of the Executive Committee, shall have their expenses paid to the Southeastern Jurisdiction Quadrennial Meeting in the same proportion as members of the conference Executive Committee.

O. CONFERENCE PLEDGE TO NATIONAL UNITED METHODIST WOMEN

1. The Conference Treasurer shall report to the Conference Executive Committee at each meeting of the Executive Committee the amount of the Conference Pledge to Mission that has been remitted to National United Methodist Women and the balance due to meet the pledge.
P. ACCOUNTS & DESCRIPTIONS HELD BY THE ALABAMA WEST FLORIDA CONFERENCE UNITED METHODIST WOMEN

1. Alabama West Florida Operating Account Description: this account is the general operating account that all monies received are to be deposited and all checks for expenses of the conference are written on said fund as per instruction.

2. Assembly/Jurisdiction Travel Account Description: this account is for monies to be deposited and to be used to help with expenses for designated women to attend Assembly or Southeastern Jurisdiction meetings (see Standing Rules #IV) for persons with priority – let it be noted that after expenses are paid for required person to attend these events – the balance in the fund is to be equally divided to defray expenses for other conference officers wishing to attend. Money is to be transferred from the general account to this account per budget instructions. Funds shall be transferred on an annual basis.

3. Certificate of Deposit - Mobile Rural Center and Calcedeaver School Land Sale Fund located in Mount Vernon, Alabama description: This was a mission school serving Cadian (Indians in Mobile and Washington Counties from 1931-1966. Bill and Judy Hust were sent by the National United Methodist Women to serve church and community as workers from 1962-1966. Operation of the school was eventually assumed by the Mobile County School System and the center was closed in 1966. The Alabama West Florida Conference United Methodist Women sold the property on March 6, 1989 with net proceeds totaling $13,754.40. Mineral rights were reserved by United Methodist Women. Recollections of past Alabama West Florida United Methodist Women serving during that period indicate that the principal cannot be spent. Only the interest earned from the investment is to be placed in the Unexpected Opportunities Account.

4. Unexpected Opportunities Account description: Monies deposited into this account are to be used as determined by the current United Methodist Women Executive Committee for any unexpected opportunity that may arise that will further the ministry/training of the United Methodist Women of the Alabama West Florida Conference.

5. Bold Faith Account description: these funds are to be used for the explicit purpose of attending or presenting Bold Faith Seminars. These seminars are to be held every other year. Scholarships to attend a Bold Faith Seminar shall be offered first to conference/district/local Social Action Coordinators with remaining balance distributed equally among other interested women. Expenses for attending or sponsoring the event shall not exceed $3000 per event.

Q. LOVE OFFERING

1. A love offering may be given each year by each member of the Alabama West Florida Conference United Methodist Women. The distribution of this Love Offering shall be approved by the Conference Executive Committee, upon recommendation from the Finance Committee.

2. The distribution percentage shall be voted on annually. Current recipients are:
a. Dumas Wesley  
b. Cooperative Mission u  
c. Administrative and Membership Development Fund  
d. Assembly/Jurisdiction Offering 

II. OFFICER REPORTS

a. Reports of meetings and activities of mission agencies that are supported by the conference organization shall not exceed five minutes. A report that is thought to be of necessity and exceeds the five minute limit will require a suspension of the rules. 
b. Annually, at the last Executive Meeting of the year, each conference officer and each district president shall present a report of her yearly officer activities. 
c. The report shall be typed and double-spaced, not to exceed 150 words. 
d. The officer shall present a copy to the secretary, president and to her successor (if rotating off that position). Officers that are continuing in office shall include the report in the permanent file for that office. 
e. The report shall be attached to the official minutes of the conference organization. 

III. PUBLICATIONS

a. The conference quarterly newsletter and the conference directory shall be the only regular publications of the Conference United Methodist Women. 

1. Conference Newsletter
   a. There shall be a conference newsletter which shall be published four (4) times a year. 
   b. The purpose of the newsletter is to inform the membership about upcoming events. 
   c. The newsletter shall be sent to all local unit presidents (free of charge). Conference, district, local officers and all other persons may subscribe electronically at no charge or receive a printed, mailed copy at an amount to be determined annually by the Communications Committee. 
   d. The Winter issue of the conference newsletter shall include information about Annual Meeting and shall reach the readers six weeks before the date of the event. Information due to Communications Coordinator 11/10 – ALERT to be mailed 12/10 
   e. The Spring issue of the conference newsletter shall include information about Financial Interpretation. Information due to Communications Coordinator 2/10 – ALERT to be mailed 3/10 
   f. The Summer issue of the conference newsletter shall include information about Cooperative Mission u Event and shall reach the readers six weeks before the date of the event. Information due to Communications Coordinator 5/10 – ALERT to be mailed no later than 6/10. 
   g. The Fall issue of the conference newsletter shall include information about the Spiritual Enrichment Retreat and shall reach readers six weeks before the event. Information due to Communications Coordinator 7/10 – ALERT to be mailed no later than 8/10. 
   h. All subscriptions to the conference newsletter shall run from January to December. 
   i. Annually, the mailing list of ALERT subscribers shall be purged and only those who subscribe or receive a copy because of their office shall continue to receive the ALERT. Mailed copies are sent
only if cannot be sent electronically.

j. In all cases, the use of electronic communication shall be used whenever possible.

k. Dates information is due to the Communications Coordinator shall be published annually in the conference directory. ALERT articles written by the Conference Mission Coordinator for Education and Interpretation and the Treasurer shall be about national and international mission projects of United Methodist Women.

m. ALERT articles submitted by the Secretary of Program Resources focus on the Reading Program and include a brief book review of one of the reading program books.

2. Conference Directory
The following statement shall be printed in a prominent place in the Directory:

*United Methodist Women do not furnish lists of their elected leaders or members to individuals or agencies outside the organization unless authorized by the Executive Committee.*

Copies of the Conference Directory shall be sent by the secretary to the following:

a. Alabama West Florida Conference United Methodist Women Executive and District Mission Teams
b. President of the Southeastern Jurisdiction Core Planning Group
c. Bishop of the Alabama West Florida Conference and their Administrative Assistants
d. District Superintendents of Alabama West Florida Conference and their Administrative Assistant
e. Director of Connectional Ministries
f. Directors of Mission and Advocacy Ministries that the conference organization supports.

g. Alabama West Florida Conference United Methodist Women Committee on Nominations
h. Depository of Archival & Historical Materials at Huntingdon College
i. Dean of Cooperative Mission
j. Southeastern Jurisdiction Committee on Nominations Chair and committee member’s
k. Annual Conference Secretary
l. People appointed to office by the Conference United Methodist Women President
m. In all cases use of electronic communication shall be used whenever possible.

a. The secretary shall be responsible for sending the Bishops Secretary and the Chairperson for Missions and Advocacy the link information to download copies of the handbook
b. All conference and district officers shall download their copy of the Constitution and By-Laws and Standing Rules and Policies

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**IV DELEGATES AND ALTERNATE DELEGATES**

a. Alternate Delegates shall be elected for all events where delegates are specified.
b. If a delegate cannot attend the event, she is to notify the president
c. The president will notify the proper alternate.
d. If no alternate can attend the event, the president may appoint someone to attend.

V. ATTENDANCE AT MEETINGS

a. Mission Team Meetings

1. All members of the Mission Team are expected to attend all Mission Team meetings. Notification to the president and registrar of a member’s intention is required two weeks prior to the meeting. (The registrar shall remind those members expected of the deadline four weeks prior to the meeting.) Failure to notify will be reported to the treasurer by the registrar and any associated costs incurred will be deducted from the next reimbursement check.
2. The conference shall pay the expenses at the annual approved rate of the conference officers and district treasurers officer-elect and chairperson at conference sponsored meetings of the conference where attendance of the officer is required. Additionally, those officers who must travel four hours or more may spend the night before the meeting.
3. Any member of the Conference mission team, except district presidents absent from two consecutive meetings without prior approval by conference president shall be removed from office. The nominations committee will be notified to replace that member.
4. If the president is not notified in advance of a member’s planned absence, the president will communicate with them to explain the attendance policy. 5. The agenda for the current mission team meeting shall be received by the members one week prior to the meeting. Any member who does not receive an agenda one week prior to the meeting shall contact the conference president.

b. Workshops/Seminars

1. For workshops/seminars with a pattern of attendance, the registrar shall send a registration form to all expected to attend requesting specific registration. This registration form is to include a statement that a bill for the cost incurred by the conference will be sent to the one in the pattern of attendance who does not attend if cancellation occurs after the deadline, or if not alternate attends.

c. Committee on Finance

1. Pattern of attendance at the winter Committee on Finance meeting shall be all members of the Conference Executive Committee who are members of the Committee on Finance (treasurer as chairperson, president, vice president, secretary, mission coordinators, secretary of program resources, communications coordinator and representations from the district presidents). 2. Pattern of attendance at the summer Committee on Finance meetings shall be all members of the Conference Executive Committee who are members of the Committee on
Finance and all district treasurers. The agenda for the summer finance meeting shall be set by the Conference Treasurer.

d. Committee on Nominations

1. Members of the Conference Committee on Nominations may attend Leadership Development and Annual Day with expenses paid by the conference at the annual approved rate with the exception of the registration fee. The purpose for attending is to gain an understanding of the program of the conference and the responsibilities of each office.
2. Any member of the Committee on Nominations who fails to attend two consecutive meetings of the committee shall be replaced by the committee.
3. District Committee on Nominations members may attend Conference Leadership Development for district officers with cost covered by the conference, with exception of the registration fee is applicable.

VI. APPOINTMENTS

1. The conference president shall appoint one district president to each of the following committees: Communications, Finance, Membership Nurture and Outreach, Program, Registration and Standing Rules and Policies.
2. The chair of the district presidents shall serve on the Administrative Committee and the process for the district presidents who serves on the Committee for the Charter for Racial Justices is outlined in the Handbook.

VII. RESPONSIBILITIES OF OUTGOING OFFICERS

A. Each conference officer/mission coordinator and/or appointee, with the exception of the treasurer, shall deliver to their successor in the office all records and documentation pertaining to her office on or before December 1 of the year in which her term concludes. At the conclusion of the term of secretary, treasurer, chair of nominations and president, those records for the previous quadrennial shall be sent to the archives. For example: at the end of the 2008 quadrennial, the 2004 quadrennial shall be archived.

B. Conference Treasurer

1. Immediately prior to the conclusion of her term in office, the outgoing treasurer shall request the Conference Executive Committee issue a Resolution authorizing the removal of her name on accounts and certificates of deposit and adding the name and signature of the incoming conference treasurer to said accounts and certificates of deposit at the appropriate bank/foundation. A copy of the Resolution shall be made a part of the official minutes of the organization.
2. On or before the 15th day of January of the year following the conclusion of her term in office, she shall deliver to the incoming treasurer all records, including but not limited to: check books, savings accounts records, certificates of deposit and other records of accounts together with supporting documentation necessary to affect an orderly transfer of responsibility.
3. She shall see that a Full Scope Audit is performed annually by an accountant in accord with
generally accepted auditing standards using the cash basis of accounting, and present the auditor’s report to the Conference Executive Committee and to the National United Methodist Women. All district treasurers shall submit the district books, annually, to the conference treasurer by the Annual Meeting and immediately following the conclusion of her term for an audit review. 4. Immediately after taking office on January 1st, the incoming treasurer shall present the resolution of the Conference Executive Committee to the appropriate banks(s)/foundation and execute the necessary signature cards/documents as an authorized signer on behalf of Alabama West Florida Conference United Methodist Women.

These policies were presented and approved by the July 2019 Conference Executive Mission Team Meeting and superseded any otherwise dated policies.

Standing Rules and Policies Committee

Betty Helms, Chair

July 13, 2019