

**STANDING RULES  
AND EXPENSE GUIDELINES  
LOUISIANA CONFERENCE UNITED WOMEN IN FAITH  
Revised October 7, 2023**

United Women in Faith recognize the need to be an inclusive group and to have elected leaders who represent a diversity of age, race, economic background, and status of employment. To make this possible, a Budget for Conference Administration and Membership Development is approved annually to provide expenses for those chosen to serve in leadership positions. The following guidelines for reimbursement (along with the Conference Budget) seek to expand the concept of what it means to be in mission.

Expense vouchers are available from the Conference Treasurer and must be filled out in full when applying for reimbursement and submitted to the Conference Treasurer and approved by the Conference President or Secretary. Expenses for specific meetings should be turned in at the close of that meeting, if possible, or not later than the following week. Expense vouchers should be submitted within the quarter in which the expense occurs when possible. All receipts must be attached to expense vouchers.

Leaders are advised to submit all legitimate expenses for doing their job. If someone cares to donate supplies or services, which would normally be covered under these guidelines, they can request a tax receipt and the Treasurer will provide the tax receipt for the applicable donation.

Conference officers shall pay their own registration fees to Conference events without reimbursement. They are often expected to pay for their own room, meal and travel expenses and then submit the receipt(s) with a voucher for reimbursement. If this arrangement causes a person hardship, a cash advance to cover expected costs may be requested from the Conference Treasurer. Expenses in excess of the Conference limitations require prior approval.

The following limitations should be noted:

A. Travel Expenses

1. Car-pooling: Thirty cents (\$.30) per mile plus two cents (\$.02) additional per mile for each additional qualified person, with no limit on the total amount paid for the number of persons in the vehicle. **Note: We encourage car-pooling.**
2. Lodging may be reimbursed at the rate of 1/2 of the cost of the room per person per day for travel within the time of event only. In the event there is an uneven number of team members attending a called meeting or event, and a team member is willing to share a room, and through no fault of her own, there is no other team member in attendance to share the room, the Conference shall cover the entire expense of the hotel expenses for said team member.
3. Meals may be reimbursed at the following rate: \$40.00 per day, per diem.

B. Officer Resources

Materials which are necessary for information and execution of your job (such as Resource

Center Publications) may be purchased and become the property of the conference organization. These materials should be maintained in the files you keep and passed on to successors. Utmost care should be taken that we do not needlessly duplicate materials which cover over-lapping concerns of other leaders.

C. Operating Expenses

Postage, office supplies, copy charges, long distance telephone charges and other miscellaneous charges are allowable. Receipts for these expenses are to be attached to the voucher. The use of professional secretarial services and large numbers of copies are discouraged, and prior approval is required for these expenses.

D. Dependent Care Subsidy

There is a Dependent Care Subsidy plan in the budget as follows: When a Leadership Team Members (elected or appointed) is required to attend Annual Meeting, Conference Mission U, Mid-year Leadership Team meeting, District Elected Leaders Training, or a National United Women in Faith Workshop, she may be paid a Dependent Care subsidy up to \$60.00 per day for hired care required for children 12 years of age or under/or for an invalid (ill, handicapped, blind) parent/spouse/or other dependent person residing in her home – providing this is an absolute necessity and that no other family member or friend is available to do this for her.

1. District Elected leaders attending District Elected Leaders Training are qualified to apply for Dependent Care.

**Guidelines for Honoraria**

1. National United Women in Faith Staff persons do not accept Honoraria.
2. Honoraria for leaders of the following events are:

**Conference Spiritual Growth or Social Action Retreat**

1 Leader – a maximum of	\$200.00 Total
2 Leaders – a maximum of	\$300.00 Total
Technology Person	\$100.00
Musicians and song leader – a maximum of	\$150.00

**Mission U**

Study Group Leaders	\$125.00
Study Group Leaders Registration and Mileage	Actual Cost
First Aid Assistant	\$ 75.00
Music Director	\$100.00
Pianist	\$100.00
One person serving as Music Director & Pianist	\$200.00

**Annual Meeting**

Speaker – a maximum of	\$175.00
Technology Person	\$100.00

Organist – a maximum of	\$100.00
Song Leader – a maximum of	\$100.00
Other music – a maximum of	\$ 25.00
Total music not to exceed	\$225.00

**Conference sponsored Workshops**

	\$50.00 per Leader –
not to exceed total maximum for all leaders	\$200.00

3. Special guests and speakers outside of the Louisiana Conference of United Women in Faith shall receive registration, meals, lodging and travel expenses from the Conference.
4. Leadership Team recommends that out-of-town study leaders and speakers who participate in District or local UMW meetings be paid travel expenses according to the Expense Guidelines for Louisiana Conference United Women in Faith, in addition to any gift or Honorarium the unit may choose to present.

**Guidelines for Honoring Retiring Conference Leaders  
Special Mission Recognition Pins as Indicated**

**Retiring Elected Leaders:**

A. Conference President	
Serving one (2) two year terms only	\$500.00 (Ruby)
Serving two (2) two year terms only	\$1,000.00 (Diamond)
B. Elected Leader – served 7 to 8 years	\$500.00 (Ruby)
C. Elected Leader - served 5-6 years	\$500.00 (Ruby)
D. Elected Leader – served in one office 3-4 years	\$200.00 (Emerald)
E. Elected Leader – served in one office 1-2 years	\$100.00 (Pearl)
F. Elected Treasurer – served in this position 6 years	\$500.00 (Ruby)

**Retiring Members of the Committee on Nominations**

A. Chairperson of Committee – serving 2 years	\$100.00 (Pearl)
B. Committee member serving 4 years (None as Chairperson)	\$ 60.00 (Sapphire)
C. Committee member serving 1-2 years after being Chairperson	40.00 (Gold)

**Retiring Appointive Leaders**

A. Chairperson of Conference Events	\$ 60.00 (Sapphire)
Includes:	
Annual Meeting	
Mission-U Dean	
Spiritual Growth or Social Action Retreat	
B. Appointed Leaders completing tenure on Leadership Team	\$ 60.00 (Sapphire)
Or retiring from responsibilities as:	
Editor	
Standing Rules	
Historian	

C. Assistant Mission U Dean

\$ 40.00 (Gold)

**NOTE: Anyone moving from one office to another will NOT be considered a Retiring Conference Officer.**

### **RETREAT GUIDELINES**

1. Conference Retreats are held each year in the Spring at the location selected by the Chairman of the Event.
2. No other Committees/Task Groups are to meet during the Retreats. This is strictly a time of renewal and enrichment. (The Leadership Team will meet the night prior to these events.)
3. The Spiritual Growth Coordinator or the Social Action Coordinator, or their appointed representative, will act as the Chairperson for this event. The President will appoint the remaining members of the Task Group. Every Task Group must have a members of the Leadership Team as a member.
4. The Task Group shall elect a Secretary, Minutes of meetings should be written within two weeks and mailed to members of the Task Group and the Conference President, Vice-President and Secretary.
5. Each Task Group is allowed one meeting at Conference expense. Other meetings may be held in connection with other events. Meet according to need, while being good stewards of our mission funds.
6. The Chairperson shall inform all members of the meetings, being sure to let everyone know of any change or cancellation. Encourage car-pooling. Let the designated person know who is to attend.
7. The Retreat shall be self-sustaining. Registration fees must be set in order to cover the total expenses.  
***The Committee Makes No Recommendations for Changes.***
8. Follow Conference Guidelines concerning Honoraria for guest speakers, ministers, musicians.
9. Leadership Team Members will have expenses paid for room, board and travel. Leadership Team Members will prepare their own registration forms and pay the required fees.
10. The Conference Treasurer shall be the registrar.
11. Meet all deadlines – such as information to the Conference Communication Coordinator for inclusion on the Website.
12. Refer to the Standing Rules and Conference Expense Guidelines in planning the event.

## **GUIDELINES FOR MISSION U**

1. There shall be a Mission U held annually in the Louisiana Conference, developed in conformity with Guidelines by the National United Women in Faith Office.
  - a. The Dean shall be responsible for providing a copy of the guidelines (National and Conference) to all members of the Mission U Committee.
  - b. The Mission U Committee shall be aware of the host facility's guidelines and advise participants of these.
2. There shall be an annual planning meeting of the entire Mission U Committee at a date to be announced, possibly prior to the Annual Meeting.
3. The Dean and Assistant Dean shall be elected for two (2) years at an annual planning meeting by and from the current committee. They shall attend training provided by National United Women in Faith. The Assistant Dean for the current year will be Dean for the subsequent year. An assistant will be moved to the Assistant Dean position.
4. All Conference elected leaders, Conference and School Committee appointed leaders, the District Presidents and District Treasurers are expected to attend the Mission U at Conference Expense.
5. A subsidy of fifty dollars (\$50.00) shall be paid for each District Vice-President, Secretary, the four Mission Coordinators, Program Resources, Chairman of the Committee on Nominations, and Communications person, who FULLY PARTICIPATE, in Mission U.
6. Retired Missionaries and Deaconesses residing within the Conference may attend the Annual Meeting and Mission U at Conference expense, which includes housing (room and board) and travel according to the expense guidelines. Each one is to send in their own registration form and pay the registration fee. These persons should be on the Conference mailing list and receive additional communication regarding these meetings from the Conference Education and Interpretation Coordinator.
7. The pattern for attendance for Mission U Training is the Dean, Assistance Dean of the Conference Mission U, Conference Study Leaders, Music and Song Leaders who attend as a partial satisfaction of certification requirements. All shall travel in carpools or accept pro rata payment on other travel arrangements, unless granted prior approval by the Conference Leadership Team.
8. The Conference Treasurer, or her representative who is bonded, shall serve as the Registrar for Mission U.  
***The Committee makes no recommendations for changes.***
9. All Study Leaders shall be informed of the following policies:
  - a. Leaders are expected to attend Mission U Training for certification.
  - b. Honoraria for Study Group Leaders as listed in the Conference Guidelines for Honoraria shall be reviewed by the Mission U Committee at their annual planning meeting.

- c. Each Study Group Leader shall be allowed \$100.00 (or an amount determined by the Mission U Committee) for resource books, copies and other supplies.
10. Honoraria for staff members who come from outside the United Women in Faith, Louisiana Conference, shall be paid from the School budget per Conference Guidelines.
11. Each year at the planning meeting, the Mission U Committee shall determine how the offering is to be put into service. All offerings for Conference events are to be designated.
12. Audio/Visual Technology Assistant – an appointed position for the following:
  - a. Audio/Visual Technology Assistant to Mission U Team. The appointee made by the Dean of Mission U.
  - b. Audio/Visual Technology Assistant, if necessary, to the Annual Meeting, appointed by the Chairperson.

Specific duties and compensation set forth by Conference Finance Committee Guidelines.
13. The Dean or other member of the Leadership Team should request Continuing Education Units for Ministers, Lay Speakers, Deaconesses, etc. who attend Mission U and participate in the whole program.

### **ANNUAL MEETING GUIDELINES**

The District hosting the Annual Meeting will follow the outline set forth in the Standing Rules for UMW, Louisiana Conference Section “United Women in Faith in the Conference, II, Committees, Paragraph 11”. This schedule can only be changed by the Conference Leadership Team.

#### **Task Group:**

There shall be a Task Group to plan and carry out the UMW Conference Annual Meeting. The Task Group shall meet in January for an initial planning session – preferably at the Annual Meeting site – at 9:30 a.m. – with a light lunch planned by the local people. This meal and travel will be paid following the Conference Expense Guidelines. Following the meeting, the Task Group should not expect travel, meals or housing reimbursement. All members of the Task Group must pre-register and pay the registration fee. All members of the Task Group must pre-register and pay the registration fee. Task Group members may be assigned motel rooms during Annual Meeting, if needed, and meals as received by the Leadership Team.

Members of the Task Group shall be:

1. Chairperson – a member of the leadership Team Committee. She shall become a member of the Conference Program Committee immediately following the previous Annual Meeting.
2. Assistant Chairperson / Chairperson of Local Arrangements – shall be from the local area of the host District: appointed by the Conference Committee on Program.
3. Conference UWF President.

4. Conference UWF Vice President
5. Conference Treasurer
6. Conference UWF Communications Coordinator
7. UWF District President of the host church.
8. Local President of the host church.
9. Chairperson of the Annual Meeting for the preceding year.

Others not on the Task Group may assist, as volunteers, with the plans and preparation. The Task Group will elect or appoint a secretary at the first meeting. Minutes of meetings should be written and distributed within two weeks after the meeting. Work Area assignments should be made at the January meeting. Supplies and other approved expenses will be paid by voucher with receipts.

### **Program**

Often a speaker and theme may have been selected in advance by the Conference Program Committee, under the leadership of the Vice President, as many speakers require invitation more than a year in advance. In this event, the Task Group shall continue with the projected plans. The Task Group shall select a guest speaker and theme if no one has been selected by the Conference Vice-President, as well as others to participate on the program such as:

- Worship Leader
- Song/Music Leaders
- Lighting of the Mission Candle
- Retiring Officer Tribute
- Installation of new officers / all officers
- Evaluations
- Technology Person

The Task Group shall decide if a banquet is to be held, and if so, plan the program and present the plans, place to be held, and cost to Mid-Year meeting of the Leadership Team.

The Task Group and the Local Arrangements Group shall work together on the music: Song Leader, Pianist and/or Organist. It is good to use members of UWF when possible (some churches have strict rules regarding use of the organ). It is helpful to have someone who will be in full attendance and "on call" in event of a time problem. All music should be planned in advance and a copy of the program booklet/schedule sent to the music people in advance.

The Guest Speaker shall be paid following the Conference Guidelines for Honoraria. One person from National United Women in Faith may come, with travel at no expense, once during the Calendar year, for Annual Meeting, Mission U or Retreat, etc.

Non-members taking a major program responsibility (worship, etc.) shall be paid registration, travel, room and meals (including the banquet if one is held). UWF Members asked to assist should not expect any remuneration. They are expected to make reports and participate as any other UWF member present.

All UWF members shall make their own reservations and pay their own registration fees. Retired Missionaries and Deaconesses residing within the Conference may attend the annual Meeting and Mission U at Conference expense, which includes housing (room and board) and travel according to the Expense Guidelines. Each one is to send in their own registration and pay the registration fee. These persons should be on the Conference mailing list and receive additional communication regarding these meetings from the conference coordinator for Education and Interpretation.

The Logo for the program book and mission ribbons shall be selected by the Task Group. The ribbons are the responsibility of the Task Group and will be paid for and distributed by the Conference Treasurer.

The offering shall be designated, to be determined by the Conference leadership Team.

The Conference Treasurer shall enforce the "Cell Phone Interruption Fine". Ringers on cell phones are to be turned off during meetings to limit the interruption of business proceedings. A fine of \$5.00 will be imposed for infraction and the fines collected will be used to meet the Conference Pledge through Mission Giving.

The Conference Treasurer must accompany any person who must visit a hospital/clinic due to an accident at the meeting. Insurance forms must be completed and signed by the Conference Treasurer. In the event of an accident while traveling to or from the meeting, the Conference Treasurer must be notified within three (3) weeks.

Courtesy transportation for a guest speaker, Jurisdiction representative and other special guests will be provided by a person acquainted with local area airports, to meet guests coming from out-of-town, and provide them with transportation to and from the motel and the site of the meeting during the entire visit.

**Task Group Chairperson shall:**

1. Inform all members of the Task Group regarding meetings, being sure to notify everyone of any changes or cancellations. Encourage carpooling, conduct Task Group meetings.
2. Execute the Program planned by the Task Group. Invite persons to participate, giving detailed information of expectations, time allotments, and travel arrangements, if needed, and sending copies of communications to the Conference Vice President.
3. Keep Task Group members informed and involved. Be sure the Assistant Chairperson is fully aware of all plans and procedures and meet all deadlines.
4. Be responsible for the content and printing of the Program Schedule for participants in a booklet form, following Conference Expense Guidelines.
5. Send copies of the printed Program to the Conference President, Vice President, Secretary, Treasurer, Speaker and other major participants in advance of the meeting. Four copies of the Program shall be saved for the Conference Historian in addition to copies which may be required for the Vice President to furnish to National United Women in Faith.



6. Provide publicity material to the Communications Coordinator by the time set by the Coordinator. This should include:
  - \*Article concerning total program
  - \*Invitation and Information from the Conference President
  - \*Committee on Nominations report of those nominated for election of officers
  - \*Registration and housing forms.
  - \*Information regarding costs: registration fee, meals/banquet, housing (motel) should be posted no later than 30 days prior to the Annual Meeting and earlier if possible.
  - \*Avoid September deadlines as may Units to not meet in the summer

**DETAILED RECORDS SHOULD BE KEPT AND PASSED ON TO THE TASK GROUP FOR THE ENSUING YEAR.**

**The Conference President shall:**

Write an Invitation/letter which includes information for the Conference website. Send an invitation/letter which includes information to the Leadership Team members and others who are to attend extra events, including a committee of attendance.

Provide list to Local Arrangements Chairperson and Conference Treasurer of those to attend banquet at Conference expense:

- \*Leadership Team Members  
Guest Speaker, Jurisdiction representative, non-UWF Members with major program responsibilities
- \*Host District Superintendent and spouse
- \*Host Pastor and spouse
- \*Task Group members not already included.

The Agenda for the Business Section shall be determined by the Conference President. A time for each portion of the agenda shall be designated to participants (not to be printed in the program). The chairperson and the Conference President shall work together on this.

The Conference Leadership Team, Task Group members and Guests must pre-register. Leadership Team members shall make their own reservations and will be reimbursed 1/2 of the total room expense or applicable portion.

The Conference Leadership Team, Task Group members and Guests must pre-register. Leadership Team members shall make their own reservations and will be reimbursed 1/2 of the total room expense or applicable portion, in accordance with Conference Expense Guidelines.

**Assistant Chairperson/Local Arrangements**

The Assistant Chairperson shall be responsible for the overall Local Arrangements. She should be informed of the total program and be able to assume the responsibilities of the Task Group Chairman in the event she cannot fulfill her duties.

- \*Local Arrangements
- \*Place of meeting and set up
- \*Headquarters motel arrangements – after initial meeting of the Task Group
- \*Place of banquet, if one is held. Setting up local Committees

The Task Group shall decide if a banquet is to be held. If so, Local arrangements will be responsible for finding a suitable place, making arrangements for menu, costs and decorations.

***The Committee makes no recommendations for changes.***

A Sandwich and cookie lunches are served by the Host District to all who attend Annual Meeting on Friday and Saturday Noon. A Continental Breakfast is served by the Host District to all who wish to attend on Saturday morning (sweet rolls, coffee and juice).

The Host church furnishes facilities/parking/security/extra janitor service/nursery. The District Treasurer will take care of all funds collected from and donated by District Units, as well as funds to be furnished by the Conference Treasurer to assist in covering these expenses (currently \$700.00).

**Registrar**

The Conference Treasurer shall serve as Registrar.

- \*Provide name tags
- \*Provide District name labels to be placed on program packets, to assure that those who have pre-registered will receive program materials, (Late comers will receive whatever is available)
- \*Arrange for payment of banquet expenses
  
- \*Set up registration tables by Districts for opening day – 9:00 a.m. to 1:00 p.m., plus one table for late registrations.

**Housing Chairperson**

Copies of financial agreements as to room rates, meals, meeting room charges, etc. are to be sent to the Conference Treasurer as soon as they are completed.

**GUIDELINES FOR DISTRICT ELECTED LEADER TRAINING**

There shall be a Conference wide training event (DELT) with Conference leadership training counterparts. District Officers are required to attend DELT training either in person or via Zoom, if offered.

All District Elected Officers who attend DELT will be paid travel allowance to attend, in person, in keeping with the Conference Expense Guidelines. If attending DELT via Zoom, no travel allowance will be paid.