

Accepted Policies of the Harpeth River District of the
Tennessee-Western Kentucky Conference United Women in Faith

DATE OF ADOPTION

Adopted September 24, 2022, by the Harpeth River District of the Tennessee-Western Kentucky Conference United Women in Faith.

PREFACE

The United Women in Faith (hereinafter identified as UWF) of the Harpeth River District shall function in accordance with the *Bylaws of United Methodist Women in the District, 2021-2024* (hereinafter identified as *Bylaws*) for the district organization of the United Methodist Women dba United Women in Faith as adopted by the United Women in Faith national organization. These Accepted Policies are supplementary thereto and shall be forwarded to the conference secretary to be maintained on file.

Section I. Elections, Tenure, and Appointive Procedures

- A. The slate of nominees shall be presented to the Leadership Team at a team meeting or via email and to the membership by the district newsletter no less than 30 days prior to the District Annual Meeting.
- B. Officers shall be elected biennially at the District Annual Meeting based on the term of the individual office.
- C. Those elected shall assume their duties on Jan. 1.
- D. No elected officer shall hold the same office for more than four (4) years, except the treasurer, who can hold the same office for six (6) years as noted in the *Bylaws* (Article V, 2a).
- E. If a woman has already completed her eight-year tenure in positions other than president, she shall have the opportunity to be elected as president so noted in the *Bylaws* (Article V, 2b).
- F. Service of six months or more in an officer year by an interim or acting officer shall be counted as one year of tenure as stated in the *Bylaws* (Article V, 2d).
- G. Appointed leaders not specified in the *Bylaws* shall serve no more than four (4) years on the Leadership Team in any combination of such appointed responsibilities according to the requirements in the *Bylaws* (Article V, 2e).
- H. No elected/appointed leader of the district organization shall hold any other office beyond the local unit of United Women in Faith according to the *Bylaws* (Article V, 2g).

Section II. Committees

- A. The Leadership Team shall consist of elected district officers and the Executive Team shall consist of elected conference officers.

B. Leadership Team

1. Members of the conference committee on nominations residing within the boundaries of the district shall serve as non-voting members of the Leadership Team.
2. The Leadership Team shall identify and set timelines each year for the required reports from the local units.
3. The Leadership Team shall establish a date and participate in the annual update and training for the local unit officers.

C. Committee on Nominations

1. The committee on nominations shall make every effort to be composed of five elected members, including the chairperson.
2. Members of a new class shall be elected annually to replace the class that is rotating off, with members being elected to fill any vacancies in the other three (3) classes as per the *Bylaws* (Article IV, 3a).
3. When there is a vacancy in a position during a term, it shall be filled to complete the remainder of that term.
4. Geographical location shall be considered when selecting nominees for any office.
5. It shall be the duty of the committee on nominations to acquaint all leaders with the duties of the office so noted in the *Tennessee-Western Kentucky Conference United Women in Faith Standing Rules, 2022* (hereinafter identified as *TWK UWF*) *TWK UWF* (Article I, B 2).

D. Accepted Policies Committee

1. The Accepted Policies Committee shall be comprised of up to three (3) members appointed by the president annually, if needed.
2. The committee shall recommend revisions to the District Accepted Policies (hereinafter identified as Policies) that integrate changes adopted by the district and conference bylaws, as well as the national organization.
3. The committee shall present the recommended revisions to the Policies to the Leadership Team on or before July 1 for approval.
4. The committee shall present the recommended revisions to the Policies to the communication coordinator for publication.

Section III. Elected Officers

A. Elected Officers

1. Elected officers shall be expected to know their individual responsibilities and the Policies of the district organization.
2. Elected officers shall be expected to attend Leadership Team meetings and events.
3. In addition to the requirements found in the *United Methodist Women Handbook, 2021-2024* (hereinafter identified as *Handbook*) and the *TWK UWF*, the following elected officers shall serve as members of the Leadership Team with the given responsibilities:
 - a. President shall
 - i. Set agenda and preside at meetings of the Leadership Team; lead the team in setting goals.

- ii. Serve on the Executive Team as the district representative at the conference meetings. If unable to go to a conference meeting, a designee shall be appointed as per *TWK UWF* (Article II, A 4).
 - iii. Serve on the conference Communication Committee and the Spiritual Growth Committee.
 - iv. Sign all official, legal, and financial documents.
 - v. Assist vice president with date and location of the District Annual Meeting.
 - vi. Preside during the business portion of the District Annual Meeting.
 - vii. Develop a plan and promote the annual update and training for the local unit officers.
 - viii. Work with the district education and interpretation coordinator in maintaining a list of persons eligible for teaching as noted in the *TWK UWF* (Article V, B 2b).
 - ix. Send the names and addresses of the president of each new or reactivated unit to the conference secretary and conference treasurer. New or reactivated units should be provided one program resource book, the link to or a printed copy of the *Handbook*, and a year's subscription to **response** magazine by the district.
 - x. Compile and distribute an annual packet for the local unit presidents and the communication coordinator containing a cover letter, all relevant forms, and reporting documents no later than the date of the officer training.
- b. Vice President shall:
- i. Guide the Leadership Team in its responsibility for planning and implementing programs and events to strengthen missions and fulfill the Purpose.
 - ii. Plan the District Annual Meeting.
 - iii. Work cooperatively with and assist the president when needed.
- c. Secretary shall:
- i. Keep accurate minutes of business for all meetings; and when votes are called for and received electronically.
 - ii. Provide and collect the Local Unit Officers Form identifying the unit officers' contact information for the upcoming year.
 - iii. Compile, publish, and distribute the Membership Directory.
 - iv. Serve as custodian of all records and official papers; properly store and maintain files as permanent records until archived.
 - v. Sign all official and legal documents, making certain they are properly dated.
- d. Treasurer shall:
- i. Write checks for all disbursements as approved by the president and/or the secretary, recording the date, payee, reason for payment, and amount on the check stub. All disbursements should be entered in the cashbook or in the computer records in accordance with the *Handbook*.

- ii. Promote and encourage Five Channels of Giving.
 - iii. Attend the conference budget meeting.
 - iv. Provide detailed financial reports for approval at the Leadership Team meetings.
 - v. Prepare and present a budget for recommendation by the Leadership Team.
 - vi. Present the budget for approval by the voting delegates at the District Annual Meeting for the upcoming year.
 - vii. Present district financial records to be audited or reviewed as per guidelines stated in the current UWF National Handbook and submitted according to the conference timeline.
 - viii. Establish deadlines for quarterly remittance forms and financial review forms which shall be submitted by the local unit treasurers.
 - ix. Collect financial review forms and supporting documentation from the local units.
 - x. Provide and collect forms documenting each local unit's estimate of pledge to the district for the next year.
 - xi. Compile and distribute an annual packet for the local unit treasurers and the communication coordinator containing all relevant financial reporting forms no later than the date of the officer training.
- e. Education and Interpretation Coordinator shall:
- i. Promote and interpret the need for Mission Giving to fund the program of collective mission outreach of UWF with women, children, and youth.
 - ii. Serve on the conference Mission u Committee.
 - iii. Understand and interpret UWF mission projects and concepts of mission.
 - iv. Promote local, district, and conference UWF mission opportunities.
 - v. Promote local and district mission studies and the conference Mission u.
 - vi. Plan and secure a leader for the annual Mission Study.
 - vii. Work with the president in maintaining a list of persons eligible for teaching the Mission Study as noted in the *TWK UWF* (Article V, B 2b).
 - viii. Provide and collect the Mission Study Record annually for each local unit participating in a currently approved Mission Study.
 - ix. Plan, coordinate, and promote the Partners in Mission event every even-numbered year to advance unity between clergy and UWF. The event shall include a meal and a program or activity emphasizing a supported agency or issue of concern to UWF.
- f. Membership, Nurture and Outreach Coordinator shall:
- i. Keep the Leadership Team informed about needs and concerns of membership.
 - ii. Serve on the conference Membership, Nurture and Outreach committee.

- iii. Work with the Leadership Team to become a supportive community, provide regular creative fellowship activities for the team, and work with them to create and encourage mentoring strategies.
 - iv. Include time and space for members to share their concerns and experiences with one another at gatherings.
 - v. Recommend to the Leadership Team plans for membership cultivation.
 - vi. Seek opportunities to organize new district units and local units; receive information about units in jeopardy of becoming inactive; and follow up with necessary intervention, nurture, and support.
 - vii. Send the president's contact information of new or reactivated units to the district president.
 - viii. Promote the Local Membership Census Report, which each unit shall complete online for the upcoming year.
 - ix. Provide and collect the Memorial Report annually from each unit identifying members that were deceased during the reporting period.
 - x. Coordinate a Memorial Service for the District Annual Meeting.
- g. Social Action Coordinator shall:
- i. Promote and interpret the biblical basis for social action. Encourage engagement in service and advocacy for priorities established by the national organization of UWF.
 - ii. Serve on the conference Social Action Committee.
 - iii. Plan district-level work on issues, including educational events and district-wide research on local concerns, with discernment of how to respond locally.
 - iv. Serve as the main contact in the district to catalyze local work, to gather insights to enable units to learn from each other, and to help them locate resources from UWF.
 - v. Resource the communication coordinator for emails and other communication to educate members.
 - vi. Plan, coordinate, and promote the Campaign for Children district event every odd-numbered year that is informative about children's issues, i.e., education, health, protecting, or advocating for children.
- h. Spiritual Growth Coordinator shall:
- i. Understand and communicate the connection between personal spiritual development and mission as expressed through involvement.
 - ii. Serve on the conference Spiritual Growth Committee.
 - iii. Promote special times and events for worship; prayer and meditation, such as A Call to Prayer and Self-Denial; ecumenical worship; retreats; and devotions at district events.
 - iv. Provide devotions at Leadership Team meetings.
 - v. Develop and curate spiritual growth resources, e.g., devotionals, worship services, retreat ideas, books, websites, etc., to share with the local units.
 - vi. Plan, coordinate, and promote an annual Faith Lift event.

- vii. Provide an entry, e.g. devotion, spiritual book review, prayer, etc., for each district newsletter.
- i. Program Resources Coordinator shall:
 - i. Learn about and promote the use of print and online resources, which are available on the UMWOnline website (www.umwonline), the UWF website (www.uwfaith.org), and the Harpeth River District website (www.hrumw.weebly.com).
 - ii. Promote the Reading Program Plans.
 - iii. Provide and collect the Reading Program Plan reports for the annual reporting period, which identifies the number of participants in the local units.
 - iv. Promote **response** magazine (print and online).
 - v. Publicize online videos and podcasts.
 - vi. Serve as the contact person for the local units regarding resources.
- j. Communication Coordinator shall:
 - i. Work with the Leadership Team to promote the organization and Purpose.
 - ii. Serve on the conference Communication Committee.
 - iii. Secure a designated person from each local unit to receive and share communications by Dec. 1.
 - iv. Serve as editor of the newsletter, which shall be published Jan., March, June, and Aug.
 - v. Serve as webmaster of the website: hrumw.weebly.com
 - vi. Maintain and update a database of contact information for persons receiving newsletters and other communications.
 - vii. Publicize activities of UWF in the newsletters and on the website.
 - viii. Publicize recommended revisions to the Policies in the newsletter no less than 30 days prior to the District Annual Meeting.
 - ix. Publicize the slate of nominees and other pertinent information in the newsletter no less than 30 days prior to the District Annual Meeting.
- k. Committee on Nominations Chairperson shall:
 - i. Keep accurate and updated records of term and tenure for each elected officer and/or appointed position. Report this record annually to the Leadership Team.
 - ii. Observe that a two-year term as chairperson of the committee on nominations shall not count towards tenure as described in the *Bylaws* (Article V, Sections 2a and 2d). The two-year term shall count as part of the maximum four-year term for leadership on the committee on nominations as noted in the *Bylaws* (Article V, 2f). (Section 2a defines tenure; Section 2d refers to service of six (6) months or more shall be counted as one (1) year of tenure.)

- iii. Designate two members of the committee on nominations to attend each Leadership Team meeting to observe.
 - iv. Recruit officers, provide leadership interest forms, and maintain a database of identified potential leaders.
 - v. Lead the committee on nominations meetings, as needed, and coordinate the work of the committee.
 - vi. Encourage committee members to participate in district and conference events to identify and report on active prospects.
 - vii. Seek diversity and geographic inclusion when considering nominees.
 - viii. Present the slate of nominees at the Leadership Team meeting or by email prior to July 1.
 - ix. Submit the slate of nominees and other pertinent information for publication in the newsletter no less than 30 days prior to the District Annual Meeting.
4. An officer vacating a position shall give the succeeding officer the link to the *Handbook*, all relevant forms, and essential documents necessary for that position.
 5. Members of the Leadership Team shall enlist help, as needed, to clarify expectations and responsibilities regarding their duties as an officer.

Section IV. Meetings

A. Leadership Team Meetings

1. The president shall have the authority with the approval of the Leadership Team to call a special meeting electronically to vote for a stated purpose. A majority of the Leadership Team shall respond to constitute a quorum.
2. Executive Team members should attend their respective district meetings as a member of the Leadership Team.

B. District Annual Meeting

1. The date and location of the District Annual Meeting shall be determined by the president, the vice president, and the president of the host unit, subject to the approval of the Leadership Team.
2. Priority shall be given to meeting in different areas of the district, provided requisite space is available.
3. Proposed resolutions to be brought before the District Annual Meeting shall be sent in writing to the district president no less than 30 days prior to the date of the annual meeting.
4. All motions made on the floor at the District Annual Meeting shall be given in writing to the recording secretary when the motion is made.
5. Each local unit shall select two (2) members to represent them as voting delegates at the District Annual Meeting. Members of the Leadership Team are voting delegates and shall not represent their local unit as a delegate.
6. Local Unit Recognition:
 - a. Reading Program - Certificates shall be presented to the local units reporting members completing a Reading Program Plan during the reporting period.

- b. Mission Study - Certificates shall be presented to the local units reporting members participating in an approved Mission Study during the reporting period.
 - c. Five Star Giving - Certificates shall be presented to the local units reporting contributions to the Five Channels of Undesignated Giving during the reporting period.
 - d. Memorial Remembrances - Local units reporting members that were deceased during the reporting period shall have those members remembered in a Memorial Service during the District Annual Meeting.
- C. District Events
- 1. Child care shall be provided at all district events when registration is required. Two (2) child care workers shall be present with the children in order to meet Safe Sanctuary requirements.
 - 2. A Mission Study shall meet the requirements for a current Mission Study. To receive credit for a local unit mission study, the person teaching shall have attended Mission u or shall follow the guidelines, and use the study materials, as outlined by UWF (national).

Section V. Funds

- A. The out-going treasurer shall turn over the financial record books to the newly elected treasurer by Jan. 31.
- B. The president and the treasurer shall be bonded through the national organization and shall be authorized signatories for checks.
- C. Honorariums and Other Gifts
 - 1. Retiring officers with one (1), two (2), or three (3) years of service shall be honored with a \$5.00 Gift to Mission card. Retiring officers with four (4) or more years of service shall be honored with a Special Mission Recognition basic pin.
 - 2. A Gift in Memory in the amount of \$20.00 shall be given for a deceased past president or member of the current Leadership Team.
- D. Event, Meeting, and Visitation Expenses
 - 1. The district shall reimburse the Leadership Team for valid travel vouchers for meals, lodging, and mileage, as well as postage, telephone calls, copies, and supplies.
 - 2. Final vouchers for expenses shall be submitted by Nov. 30. Mileage shall be documented with a printed copy from an online map program, e.g., MapQuest, Google Maps, etc., and shall be reimbursed at the rate used by the UWF National office.
 - 3. Honorariums and approved vouchers shall be paid the day of the event. The Leadership Team shall not receive event honorariums.
 - 4. The District Annual Meeting registration fee shall take into account the cost of the meal, honorariums, child care, and incidental expenses for the Leadership Team and the committee on nominations. The keynote speaker shall receive an honorarium of

- \$75.00 and reimbursement for mileage at the rate used by the UWF National office. The host unit shall receive an honorarium of \$100.00. Requested musicians and song leader shall receive an honorarium of \$25.00.
5. The speaker for the Mission Study shall receive an honorarium of \$100.00 and reimbursement for approved expenses. The host unit shall receive an honorarium of \$75.00.
 6. Guest speakers for other events, e.g., Faith Lift, Partners in Mission, and Campaign for Children, shall receive an honorarium of \$75.00 and reimbursement for mileage at the rate used by the UWF National office. The host unit shall receive an honorarium of \$75.00. Requested musicians and song leader shall receive an honorarium of \$25.00.
 7. Catered meals shall be pre-arranged with the host unit and shall be reimbursed at the rate used by the *TWK UWF*.
 8. Child care expenses of \$25.00 per child care worker shall be paid by the district when that cost is not covered by the host unit or church.
 9. Conference officer's expenses shall be paid by the district when invited to participate in a district event as per *TWK UWF* (Article IV, E 9b).
 10. The Leadership Team shall register for district events when registration is required for attendees. The cost for registration and meals shall be covered by the district.
- E. Non-budgeted or unanticipated district expenses shall be considered on a case by case basis. Non-budgeted expenses greater than \$100.00 shall require advance approval by the Leadership Team.
 - F. Remittance of district funds to the conference shall be in accordance with the requirements established by the *TWK UWF*.
 - G. District budgets and procedures for Conference Administration and Membership Development Funds shall be in accordance with the requirements of the conference organization.
 - H. If, at the end of the fiscal year, the administration and membership development fund of any district exceeds \$250, the overage shall be returned to the conference treasurer. The year before the Southeastern Jurisdiction meeting and Assembly, each district shall keep \$750 in addition to the \$250 to assist participants of the district to these events. In the event the district does not have the money, the district shall ask the conference for help.
 - I. Offerings received at district meetings or events shall be allocated in accordance with the Purpose upon recommendation of the committee on finance to the Leadership Team. The offering shall be either Mission Giving through Pledge to Mission or designated for a program or project related to the work of UWF as provided in the *Bylaws* (Article VII, Sect. 8).
 - J. There shall not be any salaries for the district officers. Their time and talents shall be voluntary, just as those of the local officers in the local unit.
 - K. Scholarships
 1. District scholarships shall be offered for the conference events. The deadline for the scholarship application shall be reported in the newsletter. The district shall award scholarships in variable amounts, in accordance with the expense of the event per

person. Preference will be given to first-time attendees. The selection of the scholarship recipient(s) shall be made by the president and treasurer.

Section VI. Minutes, Directory, Communications, Reporting Forms, and Records

A. Minutes

1. The secretary shall record accurate minutes of business for all meetings; and when votes are called for and received by email.
2. Minutes of Leadership Team meetings shall be distributed electronically no less than two (2) weeks prior to the next Leadership Team meeting and shall include the agenda for the upcoming meeting. Minutes shall be formally approved at the next Leadership Team meeting.
3. Approved minutes shall be saved in print form, including all attachments.

B. Directory

1. A Membership Directory shall be printed annually and shall contain the names and contact information of the District Leadership Team, the Conference Executive Team, and the officers of the local units. In addition, the Calendar of Events and the Policies shall be included.
2. All effort shall be made to distribute the Membership Directory by Jan. 15.
3. A copy of the Membership Directory shall be provided to all members of the Leadership Team; the conference president, secretary, and communication coordinator; and to each local unit president.
4. Contact information in the Membership Directory shall be for the use of UWF and shall not be shared except for provisions so noted by the United Women in Faith's national organization.

C. Communications

1. Correspondence
 - a. Each local unit shall designate a person with an email address to be the contact person for that unit to receive and share newsletters and other correspondence with the communication coordinator by Dec. 1 for the upcoming year.
 - b. The president shall receive a copy of communications sent to the local units by any Leadership Team member.
2. District Newsletter
 - a. The newsletter shall be published a minimum of four (4) times per year, corresponding to times required for promotion of events.
 - b. The newsletter shall be sent electronically to the District Leadership Team, the Conference Executive Team, the designated person of each local unit, the bishop, the district superintendent, and others as requested.
 - c. The newsletter shall be promoted so as to encourage the local units to provide information about events and mission activities they are hosting or participating in.
3. District Website

- a. The website shall promote the activities of the district organization.
 - b. The website shall contain the names of the Leadership Team, the Calendar of Events, the Policies, reporting forms, newsletters, and other postings that promote the mission of UWF.
 - c. The website shall be maintained and promoted so as to encourage members to utilize the available resources.
- D. Reporting Forms
- 1. Local Membership Census Report
 - a. The local unit president shall complete the Local Membership Census Report online annually. The report shall provide membership data and information from each local unit for the calendar year.
 - b. The report shall be completed by the deadline set by the national UWF.
 - 2. Memorial Report
 - a. The membership, nurture and outreach coordinator shall receive a Memorial Report from each local unit providing the names of members who were deceased Aug. 1 of the previous year through July 31 of the current year.
 - b. The report shall be received by Aug. 15, unless otherwise specified in written communication.
 - c. Persons named in the Memorial Report shall be remembered at the District Annual Meeting.
 - d. The membership, nurture and outreach coordinator shall compile the information from the local unit reports and submit a report to the conference membership, nurture and outreach coordinator according to the timelines established by the conference organization.
 - 3. Mission Study Participation Report
 - a. The education and interpretation coordinator shall receive a Mission Study Participation Report from each local unit hosting a currently approved Mission Study.
 - b. The report shall be received by Aug. 15, unless otherwise specified in written communication.
 - c. The reporting period shall be for the current calendar year.
 - d. Local unit members participating in a Mission Study at the conference Mission u shall report the unit's participation.
 - e. Local unit members participating in a district Mission Study shall be identified on a Mission Study Record at the time of registration.
 - f. If a Mission Study has been planned and scheduled after the reporting deadline and members of the local unit plan to attend, it shall be reported by the local unit for the current reporting period.
 - g. Local units with Mission Study participants reported shall receive a Certificate of Recognition at the District Annual Meeting.
 - 4. Reading Program Local Unit Report
 - a. The program resources coordinator shall receive a Reading Program Local Unit Report from each unit identifying the number of members completing any of the four Reading Program Plans.

- b. The report shall be received by Aug. 15, unless otherwise specified in written communication.
 - c. The reporting period shall be for the current calendar year. Members planning to complete a Reading Program Plan before Dec. 31 shall be counted in the report.
 - d. Local units reporting participants in the Reading Program Plan shall receive a Certificate of Recognition at the District Annual Meeting.
- 5. Five Star Unit Report
 - a. The treasurer shall receive a Five Star Unit Report from each unit that ensures the contributions to the Five Channels of Undesignated Giving.
 - b. The report shall be received by Aug. 15, unless otherwise specified in written communication.
 - c. The reporting period shall be for the current calendar year. The local units shall be allowed to report compliance if they are planning to remit contributions for all Five Channels of Undesignated Giving no later than the deadline for the 4th quarter remittance.
 - d. Local units reporting contributions to all Five Channels of Undesignated Giving shall receive a Certificate of Recognition at the District Annual Meeting.
- 6. Unit Audit Report
 - a. The treasurer shall receive a properly signed Unit Audit Report from each local unit with supporting documentation affirming that the unit's financial records have been found to meet "Agreed upon Procedures," as written in the *Handbook*.
 - b. The report shall be received by Feb. 15, unless otherwise specified in written communication.
 - c. The reporting period shall be for the previous calendar year.
 - d. The treasurer shall retain the previous three (3) years of the Unit Audit Reports for reference.
- 7. Estimate of Pledge Form
 - a. The treasurer shall receive an Estimate of Pledge Form from each local unit estimating the unit's pledge for the upcoming year.
 - b. The form shall be received by June 15, unless otherwise specified in written communication.
 - c. The reporting period shall be for the upcoming year.
 - d. The treasurer shall use the information compiled from the local unit estimates to prepare the district budget.
- 8. Remittance Form
 - a. The treasurer shall receive a Remittance Form from each unit identifying all designations for giving and a check for the amount stated.
 - b. The form shall be received on a quarterly basis with timelines specified by the treasurer.

- c. The treasurer shall distribute monies for Mission Giving and Supplementary Gifts to the conference treasurer or specified agencies according to established procedures.
 9. Local Unit Officer Form
 - a. The secretary shall receive a Local Unit Officer Form from each unit identifying the name, office, and contact information, e.g., address, phone number, and email address for all officers for the upcoming year.
 - b. The form shall be received by Nov. 1, unless otherwise specified in written communication.
 - c. The secretary shall compile the information reported by the local units to produce the Membership Directory.
- E. Permanent Records
 1. A paper copy of the approved minutes, financial records, directories, program information, if available, and things of historical significance shall be considered permanent records.
 2. Permanent records shall be maintained by the secretary in an air-tight, waterproof storage box until archived.
 3. Permanent records shall be archived at the current location of the Tennessee-Western Kentucky Conference United Methodist Church History and Archives. Storage boxes of permanent records shall be transferred to the Tennessee-Western Kentucky Conference United Methodist Church History and Archives after three years with the Leadership Team's approval.

Section VII. Resources

- A. Sale of other items at events shall be pre-approved by the Leadership Team. Requests for sale of any items shall be submitted in writing to the president no less than three weeks prior to the event.
- B. Political information and non-United Women in Faith sanctioned brochures or publications shall not be distributed at any event.
- C. The UWF logo shall be used by the organization in official business transactions and programs.
- D. The president shall receive the standard print subscription for the Annual Sampler.
- E. When a new edition of the *Handbook* is available, the district shall provide a link to each local president and to each member of the Leadership Team. This information shall be given to the succeeding member of the Leadership Team.

Section VIII. Provisions for Changes in the Accepted Policies

- A. The Policies herein shall be designed to ensure continuity of procedures. No policy shall be written that conflicts with the *Bylaws*.
- B. Requested changes to the Policies shall be presented to the district president no less than 30 days prior to the District Annual Meeting. The changes to the Policies shall be approved by the voting delegates of the organization at the District Annual Meeting.
- C. The Policies shall be amended by a vote of two-thirds of the voting delegates without previous notice or by a majority vote with previous notice. (*Roberts Rules of Order, Revised*)