

STANDING RULES
South Carolina (SC) Synodical Women's Organization (SWO)
of the Women of the Evangelical Lutheran Church in America (WELCA)
Adopted August 22, 2015

FINANCES:

1. In addition to the treasurer, the president is authorized to sign checks in an emergency.
2. Twenty-five cents a mile shall be allowed for Board approved travel connected with the work of the SWO. Board members are encouraged to minimize expenses by car pooling.
3. Mileage, meals, and housing expenses shall be paid for the members of the Board when attending meetings and other functions authorized by the Board. Expenses shall likewise be paid for any person appointed by the SWO president to serve in an official capacity.
4. The president's expenses shall be approved by the vice president by signature on the expense voucher.
5. The expenses of the Board and other authorized representatives shall be approved by the president by signature on the expense voucher.
6. All expenses of the Board incurred during the year must have prior approval of the president and turned in to the treasurer within 60 days of incurred expenses. Expenses incurred after November 15 must be turned in by January 15 of the fiscal year in order to be reimbursed.
7. The treasurer shall be a member of the Stewardship Committee.
8. No member of the Board shall make a financial commitment on behalf of the Board without prior approval of the Board.
9. Each month the bank reconciliation will be reviewed as to bank and book balances by the president or a member of the Stewardship Committee other than the treasurer.
10. The handling of gifts and bequests in amounts over \$5,000 shall be as follows:
 - a) Gifts that are not specifically designated by the donor as to how the principal or interest is to be spent become Restricted Funds and will be used as directed by the Board.
 - b) Endowment Funds are typically a gift received in which the donor has stipulated that the principal is to be maintained in perpetuity and only the income from the investment may be expended. Most endowment gifts stipulate that the income be used for specific purposes. These wishes will be adhered to by the Board.
 - c) There shall be a separate account maintained for these funds.
11. The budgeted Benevolence is for unforeseen or emergency needs and disbursed with Board approval. Unused benevolence funds will be sent to Churchwide at the end of each fiscal year.

12. All monies for all approved events or functions are to be forwarded to the SWO treasurer for deposit within one (1) month of receipt. Monies received after December 15 must be turned in by January 15 of the fiscal year.

13. A VISA Credit card has been established for the SC SWO and handled according to the credit card policies listed below.

CREDIT CARD POLICIES:

1. Two credit cards are to be issued on the BB&T VISA account and are to be used only for budgeted items purchased for SC SWO. The cards are to be held by the president and the treasurer. They can be used with prior approval of the Board by other Board members who need to purchase items for the SC SWO.

2. Items under \$200.00 may be purchased for the SC SWO without prior approval. Any item over \$200.00 should receive approval from all the other officers before purchase. A Credit Card Voucher with the purchase receipt shall be mailed to the treasurer within five days of purchase.

3. The Treasurer will receive the credit card bills and make full payments within the pay by limits to avoid interest charges.

SWO CONVENTION:

1. Registration fees for the Convention shall be approved by the Board upon the recommendation of the convention planning committee.

2. No refund shall be made on Convention fees (registration and meals) unless the written request is received thirty (30) days prior to the first day of Convention.

3. The secretary shall submit an official announcement of the SWO Convention to the *South Carolina Lutheran* and/or e-News not less than three (3) months prior to Convention.

4. Pertinent Convention materials shall be mailed to the delegates by the secretary four (4) weeks prior to Convention. The Bulletin of Reports will be made available at the Convention and to each congregational unit not represented at the Convention.

5. "Convention Highlights" (Summer *Ripple*) will be published and distributed to *The Ripple* subscribers within six (6) weeks after Convention.

6. Minutes of Convention will be sent by email or US postal mail to each delegate within three (3) months after Convention and posted on the website.

7. Payment of reasonable expenses will be offered to all persons invited to appear on the program, including Board members and Convention chairpersons. Speaker fees and honoraria must be agreed upon with the individual and have Board approval prior to Convention. Workshop leaders will be offered a meal and reimbursement for mileage at the current IRS business mileage rate.

8. All Convention expenses will be covered for the following: Board members, convention chair(s), host conference coordinators (up to 2), registrar and assistant registrar, chaplain, Young Women

Guests coordinator, First Timer Guests coordinator, nominating committee chair, convention musicians(s), parliamentarian, and *The Ripple* editor / circulation manager. Others will be considered on a case by case basis with the approval of the Board.

9. A Board member shall not serve:

- a) As a congregational unit delegate to the SWO Convention,
- b) As a conference officer or as a congregational unit officer.

CONFERENCES:

1. Each conference leader shall be elected for a two (2) year term in the fall of each even year and will be eligible for re-election.
2. Meetings shall be held each fall on a date, time, and place selected by the conference leaders and agreeable with the host church. Other meetings are encouraged.
3. Offerings shall be remitted to and disbursed by the SWO treasurer within 30 days after the meeting.

BOARD RESPONSIBILITIES:

1. The officers shall appoint the standing committees and select the chair for each.
2. The proposed Board meeting agenda shall be distributed to Board members at least two weeks before the scheduled meeting.
3. All reports shall be prepared by committee chairs with twelve (12) copies for distribution at Board meetings.
4. Minutes of all Board meetings shall be sent within two (2) weeks to members of the Board and published on the SC WELCA website.
5. The Board will express sympathy for a death in the family of a Board member (i.e., spouse, child, or parent) by making a donation from each Board member to the treasurer, or by making a donation from Board Expense line item, to be forwarded to a Designated Gift or to the family's charity of choice in memory of the deceased.
6. Each standing committee shall submit budget figures to the Stewardship Committee prior to the budget preparation meeting. The Stewardship Committee shall prepare the proposed budget and submit it to the Board for approval and adoption at the first meeting of each fiscal year.
7. *The Ripple* shall be mailed to all congregational unit presidents or contact persons, pastors of congregations, conference coordinators, Board members, paid subscribers, and such other persons as shall be determined by the president and the editor. The electronic version of *The Ripple* shall be emailed at no charge to all email subscribers. There shall be four (4) issues published annually, to include the "Convention Highlights."
8. The mailing lists of the SC WELCA will be shared with other Lutheran organizations operating within the SC Synod upon request and with the approval of the Board.