

STANDING RULES
South Carolina (SC) Synodical Women's Organization (SWO)
of the Women of the Evangelical Lutheran Church in America (WELCA)
Adopted May 21, 2022

FINANCES:

1. In addition to the treasurer, the president is authorized to sign checks in an emergency.
2. Board Members shall be reimbursed mileage for work of the SC SWO Board at the current IRS Mileage rate for miles driven in the service of charitable organizations. Board Members are encouraged to minimize expenses by carpooling, using telephone/zoom when possible while conducting work outside of face-to-face meetings and/or events.
3. Mileage, meals, and lodging expenses shall be paid for the members of the SWO Board Members when attending mandatory meetings/functions or when representing the SWO Board. Expenses shall likewise be paid for any person appointed by the SWO president to serve in an official capacity.
4. Any expenses incurred by the President shall be approved by the Vice President. The President shall submit an expense voucher with receipts to the Vice President for approval. The Vice President shall then forward the approved vouchers and receipts to the Treasurer for reimbursement.
5. The reimbursement of incurred expenses by a Board Member or other authorized representatives shall be approved by the President, then forwarded to the Treasurer for reimbursement.
6. All expenses of the Board incurred during the year must be submitted to the treasurer within 30 days of incurred expenses. Expenses incurred between November 15 through January 14 must be submitted by January 15 of the fiscal year.
7. The Treasurer shall be a member of the Finance Committee.
8. No member of the SC SWO or SWO 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 made by the Treasurer and reviewed by the President or a member of the Finance Committee.
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 Unrestricted Funds and will be used as directed by the Board.
 - b. Endowment Funds are typically gifts 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 SWO Board.
 - c. There shall be a separate line item maintained for unrestricted funds until the Board decides where funds will be applied.
11. The SWO Board shall determine where unused benevolence funds are to be used no later than the end of the 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 will be handled according to the credit card policies found in this document under CREDIT CARD POLICIES.
14. Budget Stewards (Chairs of the 3 Mission Areas) are responsible for the budgeted dollars as assigned to them by the Officers of the SWO Board. They shall have approval authority for these expenses up to their budgeted amounts. Any expenditures exceeding the Board approved budgeted amounts must have prior approval of the Treasurer and President.
15. Any expenditures outside of budgeted items must have prior approval of the Treasurer and President.
16. The Treasurer shall send a monthly statement to the Board addressing budgeted vs actual expenses incurred during the current fiscal year.

CREDIT CARD POLICIES:

1. Two credit cards are to be issued on the Truist 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 by other Board Members with prior approval of the President or Treasurer.
2. Items under \$200 may be charged on the credit card for the SC SWO without prior approval. Any item(s) over \$200 shall receive prior approval from the President and Treasurer.
3. A credit card voucher with the purchase receipt shall be sent to the Treasurer within ten (10) days of purchase.
4. The Treasurer will receive the credit card bills and make full payment within the due date 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 unless a written request is received by the Registrar 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 Synod Communicator not less than three (3) months prior to the Convention.

4. Pertinent Convention materials shall be emailed (or mailed if no email address) to the voting members by the Secretary 20 days 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 shall be sent by email or US postal mail to each voting member within three (3) months after the Convention and posted on the SC SWO's 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, entertainment fees and honoraria must be agreed upon with the individual and have prior Board approval. Workshop leaders will be offered a meal and reimbursement for mileage at the current IRS non-profit mileage rate.
8. All Convention expenses shall be covered for the following: board members, convention chair(s), host conference coordinators (up to 2), registrar and assistant registrar, chaplain, young women guest coordinator, first timer guest coordinator, nominating committee chair, convention musician(s), parliamentarian, *The Ripple* editor/circulation manager, and the CWO representative. Others will be considered on a case-by-case basis with the approval of the Board.
9. A Board member shall not serve as a congregational unit voting member to the SWO Convention.

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. The Conference Meeting/Event Report shall be submitted to the Synodical Secretary as soon as possible after the meeting.
4. Offerings shall be remitted to and disbursed by the Synodical Treasurer within 30 days after the meeting.

BOARD RESPONSIBILITIES:

1. The officers shall appoint the standing committees and select a 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 and emailed to all Board members prior to the Board meeting.

4. Minutes of all Board meetings shall be sent within three (3) weeks to members of the Board and published after Board approval on the SC WELCA website.
5. The Secretary shall maintain the directory of Congregational Units and Leaders, Conference Leaders and SWO board members including names, addresses, email addresses and telephone numbers. A copy shall be given to each SWO board member, Conference Leaders, and the Office of the Bishop along with others at the discretion of the Synodical Executive Officers.
6. The Board will express sympathy for a death in the family of a Board member (spouse, child, or parent) by making a \$50 donation from the Board Expense line item, to be forwarded to a Designated Gift or to the family's charity of choice in memory of the deceased.
7. The Finance Committee shall include the President, Treasurer, a representative from each of the three Mission areas, and a non-board member. The Finance Committee shall prepare the proposed budget and submit it to the Board for approval and adoption at the first meeting of each fiscal year.
8. The Ripple shall be mailed to all congregational unit presidents or contact persons, pastors of congregations, conference coordinators, Board members, paid subscribers, SC Synod Office, Region 9 Archives, 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 up to four (4) issues published annually, to include the "Convention Highlights."
9. The mailing list of the SC WELCA shall be shared with other Lutheran organizations operating within the SC Synod upon request and approval of the Board.
10. The roster of Congregational Unit Leaders, Conference Coordinating Committee Members and Synodical Women's Organization Board Members will not be given or used by anyone outside the Women of the ELCA except with approval of the Synodical Executive Officers.
11. SWO Board Members and Conference Leaders, in cooperation with the Churchwide Organization, will assist with any unorganized church women's group in the process of becoming an organized Congregational Unit of Women of the ELCA.
12. Each outgoing Board Member will hand over her SC WELCA records and materials to a newly elected Board Member during the board meeting immediately following the convention.
13. SC WELCA records will be retained by Board Members for five years, after which they can be sent to J R Crumley Archives at 4201 N Main St, Columbia, SC 29203. The following SWO records are suggested for archive:
 - Convention Bulletin of Reports
 - Convention Minutes
 - Annual Financial Reports
 - SWO Minutes
 - SWO Newsletters
 - Concise Record of Conference Activities
14. A Board Retreat for team building and strategic planning shall be held after each new election at a date and place as determined by the President.