

TEXAS UNITED METHODIST WOMEN LEGISLATIVE COMMITTEE/EVENT GUIDELINES

Sponsoring Conferences are those who pay district contributions

EVENT COMMITTEE

1. Members will consist of Legislative Event Chairperson, Chairperson Elect, President of Rio Texas Conference, Treasurer of Rio Texas Conference, Secretary of Program Resource of Rio Texas Conference, Registrar, Local Arrangements Chairperson, and Social Action Coordinator or a designated person from each conference in Texas.
2. Legislative Event Chairperson and Chairperson Elect will be elected at the January Legislative Event Committee meeting to serve no more than two years, consecutively in either office.
3. Committee meeting dates: Spring: March/April, Summer: early August, and Winter: early January/December.
4. Arrangements for the hotel, food, etc. will be the responsibility of members of the committee as follows:
 - Rio Texas President shall be the contact person for hotel arrangements and sign contracts with the hotel;
 - Local Arrangements Chairperson shall be the contact person for food, obtaining menu options and reporting back to the hotel;
 - Local Arrangements Chairperson along with the Rio Texas President shall be responsible for arranging for the buses to take participants to the Capitol on Tuesday morning.

PROGRAM

1. Texas Impact will be responsible for current action speakers involved in governmental affairs. (Committee will suggest areas that they wish to pursue).
2. Committee will be responsible for all speakers pertaining to matters of United Methodist Women's issues.
3. Morning Praise and meal blessings will be the responsibility of a committee member, requesting different conferences to participate.
4. Only the Legislative Event Committee may initiate a campaign under the name of the Texas United Methodist Women Legislative Event.

REGISTRAR

1. Registrar is responsible for registration of participants and will send out confirmation letters. She shall send money to treasurer/ deposit money as received.
2. Registrar will contact the Capital District UMW President for airport shuttle on opening day of meeting.
3. Registrar will ask persons to assist in registration at the meeting if needed.
4. Registrar will provide nametags for those registered

FINANCIAL

1. Treasurer shall keep complete records and supply a written report to all committee members at each committee meeting.
2. Expenses shall be paid for guest speakers, as required, including accommodations, food, and travel (reimbursed at the Rio Texas United Methodist Women rate).

3. Expenses for Committee Meetings and the Legislative Event incurred by committee members shall be paid and may include printing, copying, postage, travel, and lunch at committee meetings as follows:
 - a. Each Conference is responsible for expenses of their Social Action Coordinator or designated representative to Committee Meetings and to the Event.
 - b. Expenses for **COMMITTEE MEETINGS** shall be paid, as follows:
 - TRAVEL for the Rio Texas President, Rio Texas Treasurer, Rio Texas person designated for program resources, Registrar, Local Arrangements Chairperson, and the Event Chairperson and Chairperson Elect if she is not a Social Action Coordinator or designated representative from one of the conferences.
 - LUNCH as provided by the local arrangements chairperson.
 - a. Expenses for the **EVENT**, shall be paid as follows:
 - REGISTRATION Fee for ALL Committee members shall be the Event Administration Fee .
 - TRAVEL and REGISTRATION (*the Event Administration Fee*) shall be paid for the Rio Texas President, Rio Texas Treasurer, Rio Texas Secretary of Program Resources or person designated for program resources, Registrar, Local Arrangements Chairperson, the Legislative Event Chairperson and Chairperson Elect.
 - LODGING will be provided for Rio Texas President, Rio Texas Treasurer, Rio Texas Secretary of Program Resources or person designated for program resources, Registrar, Local Arrangements Chairperson, the Event Chairperson and Chairperson Elect.
4. The Legislative Event Registration Fee and the Event Administration Fee will be determined annually.
5. Sponsoring Conferences will contribute \$50.00 per district annually.
6. The membership fee of the Event Chairperson to the Texas Impact Board of Directors will be paid from the Legislative Event Committee funds.
7. An annual contribution shall be made to Texas Impact to help defray expenses incurred in coordinating the Event. The Legislative Event Committee will determine this amount each year.

Revised August 9, 2000
Revised August 16, 2005
Revised August 15, 2006
Revised January 6, 2010
Revised March 31, 2014
Revised November 23, 2015
Revised March 8, 2016