



“INACTIVE UNITS”

United Methodist Women allows units to transition to inactive status. The process is described below. United Methodist Women cannot endorse disbanding units as the establishment of units in every UMC church is mandated by the *Book of Discipline*, ¶ 1901.

Local Presidents will need to ensure that the following steps are performed for a unit to officially go inactive:

1. Notify Leadership

- Unit president is to contact the district president and membership nurture outreach coordinator (or the conference membership nurture outreach coordinator, if needed) to report the decision and request assistance. Depending on the reason(s), the district or conference officers/coordinators may suggest a specific course of action, for example:
 - Utilize the Census Analysis 2019 to determine where active units may be within the district for members of the unit wishing to remain active with United Methodist Women.
 - Refer to the local bylaws, Article 1 Section 4b., which identifies other types of units, including how to form a cluster or charge unit. <https://www.unitedmethodistwomen.org/members-leaders/2021-2024-handbook/constitution-and-bylaws>
 - Offer “challenges & solutions” scenarios from Leadership Development Days and develop a solution for this unit.
 - Schedule a conversation with the district membership nurture outreach coordinator

2. myUMW

- Prior to going inactive, the unit president will offer each individual unit member an opportunity to remain a member through joining a district or online unit or the newly formed cohort through the National Membership option. Have them enter their information into the myUMW database at www.unitedmethodistwomen.org/myUMW



- Unit president shall send the name of the unit and all unit members to the district membership nurture outreach coordinator and to the National Office indicating who will remain a member of United Methodist Women and who no longer is interested in membership. The National Office email is membership@unitedmethodistwomen.org.

3. Funds

- It is required that the local treasurer will notify both the district and conference treasurers of the discontinuation and maintain communication with them throughout the process.
- The local treasurer must send the district and conference treasurers a report of the unit's giving for the past 4 years, which they will forward to the national treasurer.
- Any remaining unit funds must be sent to the district treasurer. If there are designated or restricted funds, they should be sent to the national treasurer along with the original documentation describing how the funds are to be used. The district treasurer will also require copies of the final audit/review financial report.

4. Evaluate & Report

- The local president will send the reason for going inactive and any pertinent information to membership@unitedmethodistwomen.org.