

**OLENTANGY RIVER DISTRICT  
UNITED WOMEN IN FAITH  
WEST OHIO CONFERENCE FOR THE YEAR 2025  
STANDING RULES**

These standing rules are a supplement to the Constitution and Bylaws of the National United Women in Faith of the United Methodist Church. It is important to understand this is a supplement to the Constitution and Bylaws, Handbooks, and the Conference UWF Standing Rules and should be consulted and used in conjunction with this document.

**ARTICLE I: ELECTIONS, NOMINATIONS AND APPOINTMENT  
PROCEDURES**

**Section 1. Elections**

A. Election of officers shall take place by acclamation or by ballot (in the event of nominations from the floor) by voting delegates at the District Annual Meeting in accordance with the Conference Standing Rules, making sure to follow the Pattern of Election and include the effective dates.

B. It is imperative that the district leadership reflects the diversity of women throughout the church. Elements of this diversity are age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expressions, disabilities, and employment in and outside the home. In order to achieve diversity in leadership, districts are urged to follow inclusiveness in nominations for the district organization.

C. Lack of previous experience as an elected leader in United Women in Faith will not be a barrier to nomination and/or election. This will include members of the committee on nominations.

D. Only laywomen who are members of United Methodist churches, or who were members of United Women in Faith within the boundaries of the district are eligible to be elected. A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Women in Faith (The Book of Discipline of The United Methodist Church).

**Section 2. Term of Office**

District leadership shall be elected at the Annual Meeting.

- A. All officers shall serve for a minimum two-year term.

## **ARTICLE II: DISTRICT LEADERSHIP RESPONSIBILITIES**

Section 1. Common Responsibilities: In addition to responsibilities stated in the Constitution and Bylaws, Handbooks and Conference Standing Rules, each District Officer/Team member shall:

- A. Communicate with her local counterparts by newsletter or other means.
- B. Consult with the President before distributing communications, handouts or other printed materials.
- C. Supply the President with a copy of any materials to be mailed or emailed prior to distribution.
- D. Supply the Secretary with written reports and motions to be included in the Minutes prior to presentation to the team.
- E. Attend all District Executive Committee meetings, Conference and District Annual Meetings, all leadership development opportunities (both Conference and District) and the Conference Cooperative Mission unit (either for the week or by virtual.)
- F. Self-register for Conference UWF events.
- G. Carpool whenever possible.
- H. Provide a job description and timeline to the President and Chair of Nominations after completing the first year of their term of office.
- I. Provide an article for the newsletter at least every quarter.
- J. Complete minimum of level 1 in the Reading Program.
- K. All written requests for reimbursements must be given to the District UWF Treasurer within thirty (30) days of the event or service if possible.
- L. Each officer shall keep the information pertaining to her office, other than materials for the Archives, for a period of four years, after which time the oldest year of information may be discarded as the information for the new year is added.
- M. Newly elected officers and outgoing officers shall attend all District meetings between election and January 1.
- N. Any officer who does not meet the requirements as set forth in Article 11, Section 1 of the officer's job description will meet with the District President and the Chair of Nominations for review and

may be asked to submit a letter of resignation to the District President.

Section 2. PRESIDENT SHALL:

- A. Officiate Leadership Team Meetings in the absence of the President.
- B. Review the minutes before distribution by the Secretary.
- C. Appoint officers to various committees as deemed necessary, including but not limited to the Standing Rules Committee, Finance Committee, and the Program Committee.
- D. Appoint coordinators (Mission, Program Resources, Communications) and Nominating Committee members.
- E. Complete an Officer Evaluation Form, as received from the Conference Chairperson of the Committee on Nominations and return by October 15<sup>th</sup>.
- F. Receive letters of resignation from District Executive Committee members.
- G. Preside over all District Executive Committee meetings.
- H. Serve on West Ohio Conference United Methodist Women Executive Committee.
- I. Sign all official, legal, and financial documents; have signature authority on checking account(s); have accessibility to account(s) and bank statements.

Section 3. VICE PRESIDENT SHALL:

- A. Be responsible for inviting and making arrangements for the following guests at both the Annual Day Apart and the District Annual Meeting: host pastors and associate pastors; Conference UWF officers; National UWF Directors; representatives of the General Board of Global Ministries and the General Board of General Ministries residing within the district; and the District Superintendent and spouse.
- B. Plan the District Annual Meeting, Leadership Training, and Annual Day Apart in conjunction with the Mission Coordinators of Membership, Nurture and Outreach and Spiritual Growth and the appointed Program Committee.
- C. Invite and make arrangements for the following guests at the Spring Event and the District Annual Meeting: host pastors, associate pastors, Conference UWF Officers, and National United Methodist Women Directors residing within the district, and the District Superintendent and spouse, Bishop and spouse, and any others serving with the District

Superintendent.

Section 4. THE SECRETARY SHALL:

- A. Prepare and send minutes of Executive Committee Meetings to the District President for review within seven days of the meeting, electronically whenever possible.
- B. Send the reviewed minutes of the Executive Committee meeting to the Executive Committee, Conference President, and Conference Secretary, electronically whenever possible.
- C. Prepare a Directory listing District and local officers to be distributed to District Officers, the District Superintendent's office, Conference President, Conference Secretary and Presidents of all local organizations within the district. Said publication shall be prepared and distributed no later than February 28<sup>th</sup>, electronically whenever possible.
- D. Retain tenure records, and job description of all offices, past and present provided by the Chair of Nominations.
- E. Serve as chairperson of the Standing Rules Committee consisting of the Secretary, the President, and three other officers appointed by the President. Ensure changes are ready for a vote thirty days before Annual Meeting. Be responsible for reviewing the Standing Rules, annually, or more often, as needed; and present the revised Standing Rules, after approval by the Executive Committee.
- F. Keep attendance records of Executive Committee Meetings.
- G. Keep records from district Secretary predecessor(s)
- H. Keep Secretary's Material - minutes for four years, program books, Directories and other pertinent information that may have historical significance for four years.
- I. Sign, with the President, all vouchers on the treasury and all official and legal papers, making certain they are properly dated.
- J. Serve as a contact person for local group secretaries; provide resources and annually conduct training for local group secretaries at the District Annual Meeting, and as determined by the Executive Committee.

Section 5. THE TREASURER SHALL:

- A. Call the meeting of the Committee on Finance to set the District Pledge and the Annual Administrative and Membership

- Development Budget to be presented to the District Executive Committee, the Conference Committee on Finance (August meetings) and the District Annual Meeting.
- B. Provide the District President and the Conference Treasurer with a monthly financial report (even if the team does not meet monthly) and a copy to each member of the Executive Committee at Executive Committee meetings.
  - C. Send Conference Treasurer yearly financial reviews, monthly remittances, and Quarterly Administration and Membership Development (AM&D reports). Proper forms are provided in the UWF Handbook.
  - D. Make reservations for all elected District UWF for Leadership District events.
  - E. Receive registrations as well as record attendance for all District sponsored events.
  - F. Submit an annual Financial Report for publication in the District Newsletter.
  - G. Submit a Mission Giving Report for publication in each District Newsletter.
  - H. Each year will order a Program Book, a Prayer Guide and the Mission study book for each member of the Exec. Committee.
  - I. Order gifts honoring District leadership as stated in honoring Conference Leadership of the Conference Standing Rules.
  - J. Supply District Missions Team members with vouchers/expense forms at all meetings and receive completed vouchers with receipts for reimbursement /payment.
  - K. Order all Gift to Mission cards and Special Mission Recognition Certificates and pins.
  - L. Serve on the Executive Committee and other committees when dealing with financial matters.
  - M. Be prepared with the necessary records to answer financial questions that arise at Executive Committee meetings, including a detailed financial report of monies received and dispersed for each special event.
  - N. Retain records and reports for 7 years as recommended by the Comptroller of UWF National.
  - O. Shall include in the A&MD budget at the beginning of each quadrennium the cost of purchasing the UWF Handbook for all

District Team Members, including the Nominations Committee.

- P. Provide each officer the documentation of the tax-free status to be presented when making purchases.
- Q. At the end of the year ORD District shall retain approximately \$1200.00 in its checking account. Any amount over that figure must be sent to Conference Treasurer.

#### Section 6. THE CHAIR OF THE COMMITTEE ON NOMATIONS SHALL:

- A. Call a meeting of the Committee on Nominations as soon as possible following the Spring Day Apart for the purpose of team building and formulating plans of action. Consult with the President prior to the first meeting of the committee
- B. Keep a list of potential officers.
- C. Present the slate of nominees to be approved at the August Executive Committee meeting. Send contact information of the approved slate to the Conference Secretary,
- D. Supply newly elected officers with a packet containing the following items: a list of ORD District Officers, a calendar of District and Conference events, local organizations officer Directory, and a copy of the latest District Standing Rules.
- E. Supply the Treasurer with a list of those officers who are to receive Special Mission Recognition or Gift to Mission, as outlined in Section 7 of the District Standing Rules no later than August 1.
- F. Collect brief biographies of those nominated for distribution at the District Annual Meeting. These may be printed in the Program Book.
- G. Supply the Secretary with an electronic copy of tenure records and job descriptions to be kept in her files.
- H. Communicate to the Executive Committee that letters of resignation are to be sent to the President, which can be done electronically and NOT to the Chairperson of the Committee on Nominations.

#### Section 7. PROGRAM RESOURCES COORDINATOR SHALL:

- A. Recognize with a certificate District officers as well as local organizations that complete a minimum of level 1 in

the Reading Program as reported by officers or units as of the January 1 deadline and that women are recognized at the District Spring Day Apart.

- B. Promote the Reading Program through virtual book studies and book summaries in the newsletter.

Section 8. MISSION COORDINATOR FOR EDUCATION  
INTERPRETATION/SOCIAL ACTION SHALL:

- A. Shall promote and coordinate a Mission Enrichment Day at least twice during a quadrennium.
- B. Promote subscriptions to and use UWF Action Network and other National UWF Publications.
- C. Coordinate with the District Vice President and the Program Committee a biannual Charter for Racial Justice District event and promote the West Ohio Conference event.
- D. Prepare a list of Social Action issues to be adopted by the District Executive Committee at the first Executive Committee meeting of the year and forward it to the appropriate Conference Coordinator.

Section 9 THE MISSION COORDINATOR FOR MEMBERSHIP, NURTURE AND OUTREACH  
SHALL:

- A. Assign, coordinate and evaluate the Shepherdess assignments, maintaining continuity of assignments for returning officers.
- B. Ensure officers are actively working with their assigned local organizations, providing information and problem resolutions as needed as well as gathering needed membership and local officer information needed by the District and Conference.
- C. Nurture to equip women in organizations to support each other in areas of leadership.
- D. Determine needs of local organizations to enlist new members and develop new ways for inactive members to participate.
- E. Maintain current information on churches without UWF organizations and maintain communication through a contact person. Update information as needed.
- F. Assist our local organizations to report their year-end total membership to both the Conference Mission Coordinator and



the census entered into the National UWF website.

**Section 10. THE MISSION COORDINATOR FOR SPIRITUAL GROWTH SHALL:**

- A. Provide for or give the opportunity for members of the Mission Team to present a meditation as part of the agenda at Executive Committee meetings.
- B. Use the Prayer Calendar as part of devotions for meetings.
- C. Plan District Day Apart to include language and images in worship that affirm women youth, and young women, people of color and different ethnicities and people with physical challenges in cooperation with the Vice President and Program Committee.
- D. Plan and implement in cooperation with the Program Committee an annual Wild Church or other spiritual service.
- E. Organize a spiritual retreat at least once a quadrennium.
- F. Coordinate displays for District Annual Meeting.

**Section 11. THE COMMUNICATIONS COORDINATOR SHALL:**

- A. Coordinate preparation of Program Books for the Day Apart and District Annual Meetings and other program leaflets, promotional flyers, registration forms and signs as directed by the Executive Committee.
- B. Submit rough draft of newsletters to the President for review before publication.
- C. Ensure a calendar of dates of District and Conference events is published and distributed early in the year to assist local organizations in planning. This may be done in the newsletter.
- D. Maintain the mailing list for the district newsletters. Anyone can receive the newsletter electronically when requested including all District Executive Committee members, all local organization officers in the District, all Conference officers, District Superintendent and others as deemed appropriate by the Executive team.
- E. Retain a copy of all printed programs and publicity as well as historical memorabilia. Take and collect photos of district events for displays.
- F. Send District newsletters and any forms, event flyers, and pictures to the Conference Communications Coordinator for



posting on the Conference website.

- G. Ensure that the Women in Mission Nomination Form is included in the Fall District Newsletter and Receive completed forms and that returned nominations are reviewed and recognized at the District Annual Celebration.

## SECTION 12. LIAISON FROM CONFERENCE NOMINATING COMMITTEE SHALL:

- a. Attend district Executive Committee meetings as a voting member.

## **ARTICLE III. APPOINTED POSITIONS**

### Section 1. Program Planning Committee

- A. Shall be appointed by the President with the approval of the Executive Committee as needed.
- B. Shall be responsible for assisting the Vice President in overseeing the planning of UWF District Events, Leadership Development Days, and other events as needed.
- C. Other leaders may be appointed by the President with the approval of the Executive Committee for specific tasks, expansion of specific areas, or needed services on recommendation and or approval of the Executive Committee.
- D. Shall receive mileage for trips they make while performing duties assigned to them.

## **ARTICLE IV: COMMITTEES**

Section 1. In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, the Executive Committee shall:

- A. Encourage the spouse of the District Superintendent to be a member of the District Executive Committee without vote.
- B. Meet a minimum of six times a year. Consideration shall be given to scheduling meetings at times that make it possible for any woman to serve. Those present constitute a quorum.
- C. Encourage local organizations to implement Racial Justice programming and education.

- D. Consist of elected officers including the President, Vice President, Secretary, Treasurer and all Mission Coordinators; Communications Coordinator; Secretary of Program Resources; Chair of Nominations; and Members of the Nominating Committee.
- E. Attend all meetings unless excused by the President.
- F. Prepare by November 30, list of goals to be in place for the following year. These goals should reflect the areas of emphasis as set forth by the Conference as well as those specific to the District.

Section 2. The Administrative Committee shall:

- A. Consist of the President, Vice President, Secretary, Treasurer and a member appointed by the President.
- B. Meet at the call of the President.
- C. Transact emergency business and other business as referred by the Executive Committee or the President.

Section 3. In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks and Conference Standing Rules, the Standing Rules Committee shall:

- A. Consist of the Secretary, as chairperson, the President and three others appointed by the President.
- B. Be responsible for reviewing the Standing Rules annually or more often as needed.
- C. Submit revisions to the Executive Committee for approval. Approved revisions shall be given to the local organizations 30 days prior to the District Annual Meeting for vote.
- D. Present the revised Standing Rules after approval by the Executive Committee, for vote at the District Annual Meeting.

Section 4. THE COMMITTEE ON NOMIATIONS:

- A. Can consist of up to five members, elected in classes, one for each calendar year and the Chair of the Committee on Nominations.
- B. Make every effort to provide an inclusive slate without regard to age, marital status, employment, geographic area, handicap conditions, or race.
- C. Meet at the call of the Chairperson. All committee members

are required to attend all meetings of the committee unless excused by the chair.

Section 5. PROGRAM COMMITTEE SHALL:

- A. The executive Committee of Olentangy District of Ohio shall function as the Committee on Program Planning, and shall be responsible for planning and implementing the mission emphases of the district organization to fulfill the PURPOSE.
- B. Plan District Annual Meeting, Leadership Training, Day Apart and/or spiritual service.
- C. Invite the following guests at the District Annual Meeting: pastor and associate pastors of host church, Conference UWF officers, National United Methodist Women Directors residing within the District and the District Superintendent and spouse.
- D. Will implement the plans and evaluate the effectiveness of each event.

Section 6. COMMITTEE ON FINANCE SHALL:

- A. Be called and chaired by the Treasurer and will include the District President and one other District Officer appointed by the President. The Committee on Finance will meet to set the District Pledge and the annual Administrative and Membership Development Budget.
- B. Present the budget and pledge for vote to the District Executive Committee, to the August Conference Committee on Finance and at the District Annual Meeting.

Section 8. COMMITTEE ON THE ANNUAL YEARBOOK:

- A. Chaired by the District Secretary and shall consist of the President and Chair of Membership, Nurture and Outreach.
- B. Responsible for collecting, compiling, and editing, data for the District Annual Directory.

**ARTICLE V.  
MEETINGS**

Meetings by Remote Communications

Members of the district organization or any committee of the district organization may

participate in or conduct a meeting by means of conference telephone or similar communications equipment or technologies, or by electronic video screen communication, provided that all persons participating in the meeting are able to hear and communicate with each other at the same time. Each person must be able to participate in all matters before the district organization or committee, including without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the district organization or committee.

#### Section 1. DISTRICT ANNUAL MEETING

- A. The Executive Committee shall determine the date of the District Annual Meeting. Business, which must be conducted includes, election of Officers, acceptance of the Pledge and Budget and the revision of the Standing Rules. All members of the Executive Committee are expected to participate.

#### Section 2. ASSEMBLY, JURISDICTION AND MISSION U.

- A. District officers are encouraged to attend Assembly, Jurisdiction Events, and Mission U at their own expense.

#### Section 3. LEADERSHIP/OFFICER TRAINING

- A. Leadership and Officer Training for the local organization by District counterparts shall be held every year throughout the district.

#### Section 4. 13 STEPS OF SUSTAINABILITY

As United Women in Faith we shall at all gatherings:

1. Make sure venue is accessible
2. Make sure venue is affordable
3. Make sure we reduce our carbon footprint
4. Serve healthy food and beverages
5. Pay attention to just economic practices
6. We are in solidarity with the local community
7. We are multigenerational
8. We will minimize paper use
9. We are socially just
10. Reduce toxins
11. Reduce waste

- 12.Reduce water use
- 13. Provide for the well-being of participants

## **ARTICLE VI: ADMINISTRATIVE AND MEMBERSHIP DEVELOPMENT FUNDS**

Upon presentation of a completed voucher, countersigned by the President, Secretary or Vice President (or next available officer in the absence of either of these officers or when the voucher is for the President, Secretary or Vice President), the Administrative and Membership Development Fund will cover the following items for all Elected Officers.

### **Section 1. TRAVEL**

- A Mileage - round trip mileage at a rate consistent with the rate paid by the Conference mileage. Mileage is paid for District Committee Meetings, Special Days, Leadership training events, Conference and District Annual Meetings and visits to local units. Members are encouraged to carpool.

### **Section 2. POSTAGE**

- A. Postage necessary for carrying out the responsibilities of the offices shall be reimbursed.

### **Section 3. SUPPLIES**

- A. Supplies and copying at the most competitive rates, necessary for carrying out the responsibilities of the offices shall be reimbursed.

### **Section 4. NEWSLETTERS**

- A. All expenses involved in producing and distributing the District Newsletter shall be reimbursed. Newsletters shall be e-mailed whenever possible.

### **Section 5. Literature**

- A. One set of District and Local handbooks and a copy of the Constitution and Bylaws for each officer shall be purchased each quadrennial. These become part of the District Officer's files and should be passed on to incoming officers. The Treasurer and Chair of the Committee on Nominations shall also receive the Financial Handbook.

Section 6. SPECIAL DAYS

- A. Spring Day Apart and Annual District Meeting (Budget \$450.00 each)
- B. Expenses up to the budgeted amount plus lunch for the District Executive Committee (provided they meet attendance requirements), District Superintendent and spouse and any WOC Officers registration will be covered.
- C. District Annual Meeting expenses - programming, local group, travel, meals and honoraria for guest speakers, meals for District Officers, and others deemed appropriate by the Executive Committee shall be covered.

Suggested monetary compensation as follows:

|                                      |          |
|--------------------------------------|----------|
| Pianist                              | \$25.00* |
| Music Song Leader                    | \$25.00* |
| Special Music                        | \$75.00  |
| Keynote Speaker, Panelists, etc.     | \$25.00* |
| * Honorarium Gift to Mission Project |          |
| Church Custodial Staff               | \$50.00  |
| Sound Tech and/or AV up to           | \$100.00 |

Section 7. SPECIAL RECOGNITIONS HONORING DISTRICT LEADERSHIP

- A. President  
Four consecutive years: pearl special mission recognition pin and certificate in her name; one to three consecutive years: sapphire special mission recognition pin and certificate in her name.
- B. Treasurer  
Six consecutive years: pearl special mission recognition pin and certificate in her name; four consecutive years: sapphire special mission recognition pin and certificate in her name; one to three consecutive years: basic special recognition pin and certificate in her name.
- C. Officer (other than President or treasurer)

Four consecutive years: sapphire special mission recognition pin and certificate in her name; one to three consecutive years: basic special mission recognition pin and certificate in her name.

D. Member, committee on nominations

Two-year term as chairperson: sapphire special mission recognition pin and certificate in her name; one to four consecutive years: basic special mission recognition pin and certificate in her name. One year-\$10 Gift in Mission in her name,

E. District officer filling an unexpired term, continuing for a two-year term, and ineligible to serve the remaining year due to rotation - Basic Special Mission Recognition in her name.

F. In lieu of flowers, the treasurer shall send a \$25.00 gift in memory in the event of the death of an Executive team member, of the immediate family of a mission team member or past district officer in an amount determined by the executive committee.

## Section 9 FINANCIAL REVIEW

A. Expenses for an annual financial review shall be covered.

## Section 10. MISCELLANEOUS

A. Necessary expenses approved by the Executive Committee and not covered in any other section shall be reimbursed.

# **ARTICLE VII: MISCELLANEOUS**

## Section 1. AMENDMENTS

A. Amendments to the Standing Rules may be made by a majority vote at any meeting of the Executive Committee, providing a thirty-day notice is given in writing to all members of the Executive Committee.



Section 2. ARCHIVES-the district shall archive all materials as follows:

- A. Records from predecessor districts
- B. Secretary's materials (reports for the previous and current quadrennium) minutes, program book, directories/Directories and other pertinent information.
- C. Treasurer's materials- financial reports for the previous and current quadrennium (no more than seven years old)
- D. Communication Coordinator's photos/scrapbooks and other pertinent information
- E. Committee on Nominations' materials-permanent tenure records

Section 3. CONFIDENTIALITY

- A. Permission must be obtained from the Executive Committee before sharing District Officer information with other agencies, organizations or groups as stated in the district handbook.

Prepared by Peg Addington, ORD UWF Interim Secretary

Approved by the Olentangy River District

United Women in Faith Executive Committee

on August 12, 2024