

**2025 Proposed Standing Rules of the  
West Ohio Conference United Women in Faith**

United Women in Faith (UWF) of the West Ohio Conference (WOC) is governed by the Constitution and Bylaws of the National United Women in Faith of the United Methodist Church. Constitution of the United Women in Faith in the Conference is found on pages 30–31 and the Bylaws of United Women in Faith in the Conference on pages 32–37 in the Constitution and Bylaws of United Women in Faith 2021–2024.

The complete Handbook will be forthcoming after the General Conference 2024 and will incorporate changes resulting from General Conference decisions.

These Standing Rules are supplementary and shall serve as a guide for UWF of the WOC except in certain areas, such as finance, or in areas not covered in a district's standing rules, in which case these Standing Rules prevail.

**ARTICLE I. ELECTION OF OFFICERS**

**Section 1. Voting**

- A. Voting membership of the Annual Celebration of the West Ohio Conference United Women in Faith shall be all members of the local organizations and district members of West Ohio Conference in attendance.
- B. Voting **will may** be completed prior to Annual Celebration. Access to the e-ballot will be via the website: **westohioumw.com. westohiouwf.org**. Announcement for voting will be posted in an email one month prior to the event. Voting will close one week prior to the event.
- C. "Ex officio" member is defined as having voice and no vote.

**Section 2. Pattern of Election**

Conference leadership shall be elected at the Annual Celebration in the following pattern:

- A. Elected in the uneven-numbered years for a two-year term are President; Secretary; Chairperson, Committee on Nominations.
- B. Elected in the even-numbered years for a two-year term is Treasurer.

**Section 3. Effective Date**

- A. Conference leadership shall take office on January 1 of the year following election.
- B. Newly elected and outgoing officers shall attend all Conference meetings held between the time of election and January 1.
- C. Each retiring Conference Officer shares the responsibility of **her the** office and transfers all property belonging to the Conference to the incoming officer by January 1, except to the Treasurer by January 15.

**ARTICLE II. CONFERENCE ELECTED LEADERSHIP**

**Section 1. General Responsibilities of Elected Leadership**

- A. Officers are encouraged to be lay delegates at large from their district for the West Ohio Annual Conference and to attend the Annual Conference Session at the officer's expense.
- B. Each officer, unless excused by the President, attends all Leadership Team Meetings and the meetings of the various committees of which **she-the officer** is a member.

- C. Each officer, unless excused by the President, attends the following events:
  1. National UWF Leadership Development Days (if applicable)
  2. Mission u
  3. Conference Leadership Development Event
  4. Conference UWF Annual Celebration
- D. Any officer not able to meet the responsibilities as set forth in the Standing Rules and the officer's task description will be asked to meet with the conference president and conference chair of nominations for review and may be asked to submit a letter of resignation to the conference chair of nominations.
- E. Officers shall send a copy of any correspondence going to district counterparts to the Conference President and the District President for their information.
- F. Each officer, except the treasurer, shall retain information pertaining to ~~her~~ **the** office, other than materials designated for the Archives, for a period of four years, after which time the oldest year of information may be discarded as the new year's information is added.
- G. Team Members must submit a written copy of their report to the Conference UWF Secretary at least 3 days before the meeting; exceptions are nominations committee, district presidents, and other committees that meet the same day as the Leadership Team.
- H. Any Officer or appointed representative acting as an agent responsible for receiving or dispersing monetary funds (i.e., registrar) at events or meetings shall submit a detailed financial report to the treasurer within two weeks after the event, for presentation at the next Leadership Team and/or Program Committee meeting.
- I. Required to carpool whenever possible.
- J. Shall attend District Executive Committee Meetings in ~~her~~ **the officer's** district as a voting member.

## **Section 2. President**

- A. .With the Mission Coordinators and the Treasurer, shall be responsible for the Gifts to Designated Persons-in-Mission.
- B. Shall recommend to the Leadership Team, persons for appointed positions.
  1. Term of appointed person shall be no more than two years.
  2. Tenure of appointed position shall be no more than four years.
- C. Encourage districts to implement Racial Justice programming and education.
- D. Along with the Secretary, shall receive a copy of the minutes of each District Executive Committee meeting after that meeting.
- E. Shall send to all District Superintendents the names of Conference Officers from their Districts and the name of the respective District President.
- F. Shall receive conference officer resignations submitted in writing.

## **Section 3. Treasurer**

- A. Calls two meetings of the Committee on Finance annually. The first meeting will be for training, goal setting and analysis. The second meeting is to accept districts' pledges and budgets and to set the budget and pledge for the conference. Presents the conference pledge and the conference and district budgets to the Conference Leadership Team for approval. Presents the conference pledge and budget at the Conference Annual Celebration.

- B. For the Conference, orders Gift to Mission cards, Special Mission Recognition certificates and pins.
- C. Remits monies to the National UWF by the 15th of each month, except January and February, which shall be remitted in March.
- D. Retains records and reports for 7 years as recommended by the Comptroller of UWF National.
- E. Answers financial questions that arise at Leadership Team meetings, supported by the necessary records.
- F. Updates Five Star Mission Giving certificate annually and sends to the District Treasurers.

#### **Section 4. Secretary**

- A. Prepares current lists of elected leaders on Conference and District Executive Committees and other persons as designated and distributes electronically via email whenever possible.
- B. Receives from the District Secretaries the lists of district elected leadership immediately after election. The Secretary shall distribute lists of district officers to all conference officers.
- C. Sends a copy of the Annual Celebration minutes to the President for editing within 10 days of the Celebration, then sends to the Executive Committee for approval within 15 days.
- D. Sends names and contact information of elected conference officers to National UWF after Annual Celebration.
- E. Keeps a complete permanent tenure record of all past and present conference officers along with the Chairperson of Committee on Nominations.
- F. Serves as the chairperson of the Standing Rules Committee.
- G. The minutes of the Secretary are designated as permanent records. The secretary is to keep the minutes of the current quadrennial and the quadrennial immediately preceding the current one **on the Cloud** before taking to the archives.

#### **Section 5. Chairperson, Committee on Nominations**

- A. Provides the prospective nominees with pertinent information that fully explains the duties and participation required by virtue of that office, including:
  1. Copy of present West Ohio Conference UWF calendar.
  2. Job description and responsibilities as listed in the Standing Rules, and the Constitution and Bylaws.
  3. Requirement to attend all Leadership Team meetings.
  4. Importance of attending all Conference UWF-sponsored events.
  5. Committees on which they serve as ex-officio members.
  6. Requirement to sign a contract committing **her the officer** to fulfill the obligations of that office and other designated Conference UWF responsibilities.
  7. ~~Requirement to attend District Executive Committee Meetings in her district as a voting Member.~~

- B. Keeps a permanent tenure record of all past and present conference officers. The tenure year shall be listed on the Nominations report given to the Conference Leadership Team. A copy of this tenure report is given to the Secretary for **her the** records.
- C. Consults with the President before the first meeting of the Committee.
- D. Responsible for
  - 1. Assuring that the selection of incoming officers is not announced until the slate is complete.
  - 2. After the approval of the slate of nominees by the Leadership Team, the slate will be distributed to all districts so it can be publicized at least thirty (30) days before the Conference Annual Celebration.
  - 3. Sending to the Conference Secretary the names, addresses, ZIP codes (including +4 numbers), telephone numbers, and e-mail addresses of all nominees and the classes of the Committee on Nominations.
  - 4. Asking nominees to prepare a bio. This will be sent to the conference communications coordinator or designated person by August 31.
  - 5. Supplying each district president with an evaluation form **for her** to evaluate all officers on **her the** district team. The Chair of the District Nominations Committee will evaluate the president. This form is due back to the conference chair of nominations by the Annual Celebration.
- E. Obtains a revised task description from each officer at the end of each term. Description is to be dated and signed at the time of revision.

### **ARTICLE III. APPOINTED POSITIONS**

#### **Persons in appointed positions have a voice and vote.**

#### **Section 1. Task Forces**

- A. Appointed by the president with the approval of the Leadership Team as needed.
- B. Responsible as needed to oversee the planning of Conference UWF Annual Celebration, Leadership Development Days, and other events or for specific tasks, expansion of specific areas, or needed services.
- C. Receive mileage for trips made while performing assigned duties.

#### **Section 2. Program Resources Coordinator (**Appointed Position**)**

- A. Promotes the Reading Program among the conference officers.
- B. Promotes *response* magazine.
- C. Coordinates Book Club events by scheduling events within the overall conference schedule. Recruits hosts/facilitators for Book Club events.
- D. Keeps informed about Conference on-line resources and how to access them.
- E. Serves as contact person for district Program Resources coordinators/managers and provides resources to them.

#### **Section 3. Mission Coordinators (**Appointed Position**)**

- A. Promote and plan events for Education & Interpretation, Social Action, Membership Nurture and Outreach, and Spiritual Growth.
- B. Liaison to National and support District Mission Coordinators by meeting 2–3 times per year for planning and to disseminate information.

#### **Section 4. Communications Coordinator (~~Appointed Position~~)**

- A. Submits news articles to the Conference Director of Communications for the West Ohio News.
- B. Receives copies of all district newsletters in an electronic format and posts them on the WOC UWF District pages.
- C. Maintains website and Facebook page for West Ohio Conference UWF.
- D. Supports District Communication Officers.
- E. Responsible for monthly ENews and other communications as necessary.
- F. Promotes awareness of National and Local Mission institutions.

#### **ARTICLE IV. COMMITTEES**

Committee chairpersons may call committee meetings after consultation with the President.

##### **Section 1. Leadership Team**

- A. Besides members listed on page 37 of 2021–2024 Conference Constitution and Bylaws, members include WOC Mission u dean or assistant dean with voice and vote.
- B. Meet at least four times during the year.
- C. Each member shall attend every meeting.

##### **Section 2. Committee on Finance**

Follows Committee on Finances pages 38–39 (available at: <https://www.unitedmethodistwomen.org/members-leaders/2021-2024-handbook.pdf>.)

##### **Section 3. Committee on Nominations**

- A. Consists of five members and follows guidelines on pages 39–40 in the Handbook.
- B. Members are required to attend every meeting of the committee, unless excused by the Chairperson.
- C. Members are required to attend the following, for the purpose of assessing potential leadership:
  - 1. Conference Annual Celebration, at conference expense
  - 2. Conference Mission u, ~~at conference expense~~
  - 3. Conference Leadership Development Event, at conference expense
  - 4. District events within their districts
  - 5. District Annual Day, executive meetings, and district nominations committee to which they have been appointed to serve as a liaison.
- D. Members shall attend National Assembly of UWF with financial compensation for registration.
- E. Members attend all Leadership Team meetings during the year with voice and vote.
- F. A member of the Committee on Nominations shall contact each nominee and submit ~~her~~ **the name of the nominee** only after an affirmative answer is received in writing and the nominee has signed a statement agreeing to uphold the Purpose of UWF. ~~and the Purpose of the National UWF.~~
- G. After the slate has been approved, the Committee on Nominations shall invite **nominees** and **appointees** to attend the Conference Annual Celebration at Conference expense for registration.

- H. Provides a form for, and receives, annual evaluations of the elected leadership of the conference and districts.
- I. After personal contact, notifies in writing an officer who is not to be elected to a second term.

#### **Section 4. Committee on Program**

Follows guidelines on pages 40–41 in the 2021–2024 Handbook.

#### **Section 5. Charter for Racial Justice Committee**

- A. Follows guidelines on page 41 in the 2021–2024 Handbook.
- B. Plans and implements a Conference-wide event on odd-numbered years. Said event may be in conjunction with another event or another organization, agency, or group.
- C. Supports each district team as they plan a charter event in the even-numbered years.

#### **Section 6. Committee on Mission u**

- A. The committee follows the guidelines on pages 41 and 42 of the 2021–2024 Handbook.
- B. The West Ohio Conference Mission u is **planned**, supported, **and administered** by the Conference UWF.

#### **Section 7. Executive Committee**

- A. Consists of President, Secretary, Treasurer, Chair of Nominations, and one member appointed by the President.
- B. Meets on call by the President.
- C. Transacts emergency business and other business referred to it by the Leadership Team or the President.

#### **Section 8. Standing Rules Committee**

- A. Consists of Secretary as chairperson, President, and three other members of the Leadership Team appointed by the President.
- B. Reviews the Standing Rules, annually, or more often, as needed.
- C. Posts revised standing rules, after approval of the Leadership Team, on the WOC Conference UWF website at least thirty (30) days before the Annual Celebration.
- D. Presents revised Standing Rules for vote at the Annual Celebration.

### **ARTICLE V. MEETINGS**

The 13 Steps to Sustainability should be incorporated as much as possible into planning and conducting all meetings.

#### **Section 1. Meetings by Remote Communication**

Members of the conference organization or any committee of the conference organization may participate in or conduct a meeting by means of **conference telephone or similar** communication equipment or technologies or by electronic video screen communication, provided that all persons participating in the meeting are able to participate in all matters before the conference organization or committee, including without limitation, the ability to propose, object to, and vote on a specific action to be taken by the conference organization or committee, to the extent such persons would be entitled to vote at a physical meeting. Participation by such means shall constitute presence in person at a meeting.

#### **Section 2. Conference Annual Celebration**

- A. The time and place of Annual Celebration of the WOC UWF shall be determined by the Conference Leadership Team.
- B. In planning for the Annual Celebration, the Committee on Program may include other persons as the Leadership Team may determine.
- C. The President and two other members of the Leadership Team shall review the minutes of the Annual Celebration before distribution to members of the Leadership Team for approval.
- D. Suggested Monetary Compensation for the Annual Celebration is as follows:
  - 1. Pianist (if not a Conference UWF Team member) \$50
  - 2. Special Musical Group (if not a conference UWF Team member) \$100
  - 3. Music Song Leader (if not a Conference UWF Team member) \$50
  - 4. Keynote Speaker for Annual Celebration \$150 plus transportation costs, meals, and housing if needed
  - 5. Church Custodial Staff up to \$100
  - 6. Sound Tech and/or AV person up to \$300 each
- ~~E. The time and place of the Leadership Development Event of the WOC UWF shall be determined by the Conference Leadership Team.~~
- ~~F. In Planning the Leadership Development Event, a task force may be appointed by the Leadership Team.~~

### **Section 3. District Annual Meetings**

- A. Members of the Conference **Mission Leadership** Team may be assigned to attend District Annual Meetings that may be other than their own.
- B. The assigned rotation attendance of conference officers to these meetings shall be the responsibility of the conference President.
- C. Mileage for these officers shall be paid by the WOC UWF.

### **Section 4. Conference Leadership Development**

- A. The time and place of the Leadership Development Event of the WOC UWF shall be determined by the Conference Leadership Team.
- ~~B. In Planning the Leadership Development Event, a task force may be appointed by the Leadership Team.~~
- C. Suggested monetary compensation for the Leadership Development Event is as follows:
  - 1. Pianist (if not a Conference UWF Team member) \$50
  - 2. Music Song Leader (if not a Conference UWF Team member) \$50
  - 3. Participants (panelists, etc, if not a conference UWF Team. member) a Gift to Mission in the amount of \$25 plus lunch costs and travel expenses
  - 4. Church Custodial Staff up to \$100
  - 5. Sound Tech and/or AV up to \$300 each

### **Section 5. Assembly**

- A. Funds, in the amount of \$1000, shall be placed in the savings account annually in December to apply against Assembly expenses.
- B. All officers in good standing to include conference officers, members of the Conference Committee on Nominations, the immediate past Conference President, district officers, and members of the District Committees on Nominations shall have their registration paid.



- C. Any remaining funds at the conclusion of Assembly shall be remitted to the National UWF to assist with the WOC UWF pledge goal.

### **Section 6. North Central Jurisdiction Quadrennial Meeting**

- A. Funds, in the amount of \$500, shall be placed in the savings account annually in December to reimburse officers eligible for the meeting registration.
- B. All officers in good standing to include conference officers, members of the conference committee on nominations, nominees and alternate for board of directors, and nominees for program advisory group selected by WOC UWF, and district presidents shall have **only** their **basic early-bird** registration paid. [This addition is to prevent confusion for the additional activities like Soul Care being paid as we had this year.]
- C. Funds shall not be available for persons substituting for the above-mentioned officers who attend the event.

### **Section 7. United Women in Faith Spiritual Growth Retreat**

Funds in the amount of \$150 shall be placed in the savings account annually in December to apply against Spiritual Growth Retreat expenses.

### **Section 8. Special Meetings**

No conference officer shall make reservations to attend meetings, seminars, workshops, or events at conference expense, other than regularly scheduled conference activities, without consultation with the President and the approval of the Executive or Leadership Team.

## **ARTICLE VI. FUNDS**

### **Section 1. Conference Administration and Membership Development (A&MD) Fund**

The Conference Administration and Membership Development Fund shall include the North Central Jurisdiction Core Planning Budget and the Conference Budget and the District Budgets, amounts to be determined by the Finance Committee.

### **Section 2. North Central Jurisdiction Administration and Membership Development Fund**

**The annual pledge to North Central Jurisdiction (NCJ) is determined as 1% of the conference pledge to mission.**

### **Section 23. Honoring Conference Leadership**

- A. President
  - 1. 4 consecutive years: Ruby Special Mission Recognition pin and certificate.
  - 2. 1–3 consecutive years: Emerald Special Mission Recognition pin and certificate.
- B. Treasurer
  - 1. 6 consecutive years: Emerald Special Mission Recognition pin and certificate.
  - 2. 4 consecutive years: Pearl Special Mission Recognition pin and certificate.
  - 3. 1–3 consecutive years: Sapphire Special Recognition pin and certificate.
- C. Officer (other than President and Treasurer) and Language Coordinators
  - 1. 4 consecutive years: Pearl Special Mission Recognition pin and certificate.
  - 2. 1–3 consecutive years: Sapphire Special Mission Recognition pin and certificate.
- D. Member, Committee on Nominations
  - 1. 1–4 consecutive years: Basic Special Mission Recognition pin and certificate.
  - 2. 2-year term as Chairperson: Sapphire Special Mission Recognition pin and certificate.

### **Section 34. Gift In Mission**



In the event of serious illness and/or hospitalization of a member of the Conference UWF Leadership Team, a Gift in Mission will be made in the amount of \$25.

### **Section 5. Gift In Memory in the Event of Death**

- A. Death of a West Ohio Conference Officer, \$50 Gift in Memory
- B. Death of a member of the immediate family of a Conference Officer of the WOC UWF, or a member of National UWF residing in WOC and others as decided by the Executive Committee, \$25 Gift in Memory
- C. Death of a Past Conference Officer who served in the previous term, \$25 Gift in Memory

### **Section 56. Gifts to Designated Persons-In-Mission**

In recognition of Persons-in-Mission of the United Methodist Church in the West Ohio Conference who are newly commissioned as missionaries, deaconesses, home missionaries, and short-term Christian workers (male or female), a Gift to Mission **of \$50** will be sent in their names through the regular channels to the National UWF after receiving notification of acceptance for service or after commissioning service. The Gift to Mission cards will be ordered by the Treasurer to advise Persons-in-Mission of the gift (see Conference Elected Leadership, Treasurer). ~~Retiring Persons-in-Mission who are members of the West Ohio Conference shall be given a Pearl-Gold Special Mission Recognition pin and certificate to be ordered by the Treasurer.~~

- ~~1. Amounts shall be as follows: short term, \$150 maximum; full term (single), \$200 maximum; and full term (couples), \$300 maximum. [Taken care of above.]~~
- ~~2. Retiring Persons-in-Mission who are members of the West Ohio Conference shall be given a Pearl-Gold Special Mission Recognition pin and certificate to be ordered by the Treasurer.~~

### **Section 6. Mission u**

The West Ohio Conference Mission u is **planned**, supported, ~~and administered~~ by the Conference United Women in Faith and a minimum of three members from the Conference Lead Team: President, Treasurer, and at least one appointed member.

- ~~A. Conference Mission u, Expenses. The Mission u Committee shall pay registration and travel-related expenses for Conference UWF President, Treasurer, and 1 appointed person.~~
  - ~~1. The Mission u Committee shall pay registration and travel-related expenses for Conference UWF President, Treasurer, and 1 appointed person.~~
  - ~~2. Members of the Conference and District Teams, West Ohio Conference representatives of the North Central Jurisdiction and/or National United Women in Faith will be provided mileage and half of their registration fee to attend the in-person Mission u events, depending on meeting the previous year's pledge.~~

Martha Scholarships are available to lay women who attend the Conference Mission u for the first time. Each year the Conference United Women in Faith's budget may include funds for Martha Scholarships.

### **Section 7. Eligible Payments**

- A. Allowable expenses for one-day Leadership Team meetings are transportation and lunch.
- B. In a two-day Leadership Team meeting, a meal allowance of \$20 per person per day is available to cover meals. Meal expenses for committee members attending one or both days of a two-day meeting and/or other approved meetings shall be paid up to that amount.

- C. Round-trip mileage for conference officers and district presidents who are required to attend events and meetings shall be paid at a rate (\$.25 per mile) to be determined annually by the Finance Committee. Travel must be in carpools, if at all possible.
- D. Necessary expenses (~~lodging~~, tips, mileage, parking, materials, copying, paper, postage, ~~telephone~~) for conference officers, ~~elected and~~ appointed **persons**, and members of the Conference Committee on Nominations in fulfilling their duties pertaining to their offices and other designated responsibilities shall be paid.
- E. Expenses of the North Central Jurisdiction Core Planning Group representative and/or Director of National United Women in Faith, if a member of WOC, in fulfilling duties as an ex-officio member of the Conference Leadership Team shall be paid.
- F. ~~Mileage to and from events or meetings (\$.25 per mile) shall be paid for conference officers and district presidents who are required to attend.~~
- G. Travel of Conference officer nominees attending the Conference Annual Celebration shall be paid.
- H. Travel, ~~lodging~~, and meal expenses for prospective nominees for election of director for National UWF attending the Jurisdiction Quadrennial Meeting shall be paid.
- I. Dependent care, defined as any child or adult family member residing in an officer's home who cannot stay alone, shall be reimbursed with the following restrictions:
  1. Dependent care is authorized when elected or appointed leaders attend conference-sponsored events or meetings after every attempt has been made to secure volunteer services.
  2. In each case of need, payment for multiple-day situations will be considered by the President and Treasurer, upon written request to the President.
- J. Any District or Conference officer who registered for an event for which the Conference UWF has paid and does not attend shall be assessed appropriate registration and cancellation fees.

### Section 8. Payment Procedure

- A. All written requests for reimbursement must be given to the Conference UWF Treasurer within sixty (60) days of the event or service.
- B. District Officers, with the exceptions of the District President or **her** representative, shall be reimbursed by the District Treasurer out of District A&MD funds for ~~her~~ the officer's travel expenses incurred when attending required in-person conference events and meetings.
- C. ~~The Conference Treasurer shall pay directly for overnight lodging where all Conference leadership is lodged at the same place or meal tickets that must be paid in advance with reservations.~~
- D. ~~The Conference Treasurer shall pay directly for meal reservations for all District Officers attending required Conference meetings/events.~~

### Section 9. Savings Accounts

Each December, the treasurer will place in savings accounts funds for the following events, unless account is fully funded, ~~beginning in 2023~~:

- A. National Assembly, \$1000
- B. North Central Jurisdiction Meeting, \$500
- C. Spiritual Growth Retreat, \$150

Remaining funds at the conclusion of the event shall be remitted to National UWF to assist with WOC UWF pledge goal.

### **Section 10. Checking Account**

**At the end of the year, the conference checking account may retain only up to \$5,000 in its checking account. Any amount over that figure shall be remitted to National UWF to assist with WOC UWF pledge goal.**

(This section is new. Rationale is that there are NO guidelines for the checking account (there is for the savings account above (section 9) and there is for district treasuries; therefore, in years past, much more money had been carried over in the checking than was necessary. With fewer districts and possible merger with East Ohio in the future, this amount is plenty)

## **ARTICLE VII. CORPORATION OF THE WEST OHIO CONFERENCE United Women in Faith**

- A. Date of initial corporation - 4/30/43, Charter #185518; incorporated as United Methodist Women in the office of the Secretary of State, Columbus, Ohio 9/7/73 and recorded on Roll B907 at Frame 623. Current renewal of incorporation is recorded on roll H 632, Frame 0651, renewed 6/30/93, renewed 2/23/10, renewed 4/18/2014, renewed 2/28/2018, renewed 1/18/2022
- B. Copy of record is in the files of the Conference President and the Conference Secretary.
- C. The Conference President shall act as the registered agent for the West Ohio Conference non-profit Corporation of United Women in Faith of the United Methodist Church.
- D. The Conference Secretary shall serve as the registered agent if the President is unable to do so.

## **ARTICLE VIII. UNITED METHODIST ARCHIVES**

Historical records, located in a portable metal file, were placed in the United Methodist Archives, Beeghly Library, Ohio Wesleyan University, Delaware, Ohio, in 1985. **In 2024, the United Methodist Archives moved to the Methodist Theological School in Ohio (MTSO), Delaware.**

- A. Records of predecessor organizations
  1. Women's Home Missionary Society, 1928–1940
  2. Women's Society of Christian Service, Ohio Conference, October 1, 1949–December 31, 1968
  3. Women's Society of Christian Service, United Methodist Church, 1969—1971
- B. United Methodist Women's records
  1. The Secretary will keep all minutes, program books, **yearbooks**, and other pertinent information from the current quadrennium and the quadrennium immediately preceding the current one on the cloud. All prior minutes, program books, **yearbooks**, and pertinent materials will be sent to the archives.
  2. Permanent tenure records of the Committee on Nominations.

## **ARTICLE IX. STANDING RULES REVIEW**

- A. Standing Rules are reviewed each year.
- B. Standing Rules can be amended by a majority vote of those members present at a Leadership Team meeting of the West Ohio Conference United Women in Faith.
- C. Proposed changes are presented for approval at the Conference Annual Celebration and are effective immediately after approval.

## ARTICLE X. DISTRICT GOVERNANCE

Leadership structure is decided by each district, but an odd number of members are needed on the Nominations Committee.

### Section 1. Responsibilities of District Officers

- A. President
  1. Represents **her the resident** district on Conference Leadership Team.
  2. If unable to attend Conference Leadership Team meeting, sends the Vice President or another member of the District team other than a Conference Officer from that district.
  3. Ensures district membership summary is sent to appropriate Conference Mission Coordinator.
  4. Participates in President's working group meetings as called by the Conference President.
- B. Treasurer
  1. At the end of the year, each district shall retain up to \$1200 in its checking account. Any amount over that figure must be sent to the Conference Treasurer.
  2. Each District Treasurer shall submit a financial statement and a copy of the financial review to the Conference Treasurer at the end of the year.
  3. Each District Treasurer shall submit a monthly statement of the District Administration and Membership Development Fund with the monthly remittance to the Conference Treasurer.
  4. Each District Treasurer shall retain records and reports for 7 years as recommended by the Comptroller of UWF National.
- C. Secretary
  1. Sends minutes of approved District Team meetings and lists of officers to Conference Secretary **and President**.
- D. Communications Coordinator
  1. Sends district newsletters and any forms, event flyers, and pictures to Conference Communications Coordinator to have posted on the website.

### Section 3. Honoring District Leadership

- A. President
  1. 4 consecutive years: Pearl Special Mission Recognition pin and certificate.
  2. 1–3 consecutive years: Sapphire Special Mission Recognition pin and certificate.
- B. Treasurer
  1. 6 consecutive years: Pearl Special Mission Recognition pin and certificate.
  2. 4 consecutive years: Sapphire Special Mission Recognition pin and certificate.
  3. 1–3 consecutive years: Basic Special Recognition pin and certificate in **her the officer's** name.
- C. Officer (other than President or Treasurer)
  1. 4 consecutive years: Sapphire Special Mission Recognition pin and certificate.
  2. 1–3 consecutive years: Basic Special Mission Recognition pin and certificate.
- D. Member, Committee on Nominations
  1. 2-year term as Chairperson: Sapphire Special Mission Recognition pin and certificate.
  2. 1–4 consecutive years: Basic Special Mission Recognition pin and certificate.
- E. The District Leadership team is encouraged to include in the Standing Rules recognition by Gift In Mission in the event of serious illness and/or hospitalization of a team member and Gift In Memory in the event of death of a team member.

Approved by Leadership Team, **August 23, 2024**  
Approved by Membership,