

1 **EAST OHIO CONFERENCE UNITED METHODIST WOMEN**  
2 **STANDING RULES**  
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4 The United Methodist Women of East Ohio Conference shall function in accordance with the Constitution and Bylaws for Local, District,  
5 Conference, and Jurisdiction of United Methodist Women adopted by the United Methodist Women, Inc. of the United Methodist Church.  
6 These Standing Rules are supplemental thereto.  
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8 **I. NOMINATIONS, ELECTIONS, AND APPOINTIVE PROCEDURES**

9 **A. The voting body of the Annual Celebration and/or any specially-called meeting** shall be a designated member from  
10 each Local Unit of the United Methodist Women of East Ohio Conference in addition to those persons stated in the Book of  
11 Discipline, i.e. members of the Conference Leadership Team (President, Vice-president, Secretary, Treasurer, Chair of the  
12 Nominations Committee), members of each District Leadership Team (same officers as Conference Team) plus members  
13 ‘residing within the of the bounds of the Conference’ serving on the Board of Directors of the United Methodist Women, on the  
14 United Methodist Women Program Advisory Group, and the Jurisdictional Leadership Team. If a Local Unit has one or more  
15 members serving in a position for which the Discipline specifically gives a vote, the Local Unit may designate one additional  
16 voting member to specifically represent the Unit.

17 **B. Conference leadership, except the Committee on Nominations, shall be elected at the Annual Celebration for a**  
18 **term of two years.**

- 19 1. All officers, upon retiring from their office, shall deliver to their successors all record books, papers, or other  
20 properties belonging to the appropriate Conference, within one month of termination of office.  
21 2. Newly elected and out-going officers will attend all Conference meetings between the time of election and January  
22 of the following year. (Newly elected officers are without vote.)

23 **C. Committee on Nominations shall:**

- 24 1. Under the leadership of the Chair, the Committee shall prepare thumbnail sketches for printing and provide for  
25 distribution at the Annual Celebration.  
26 2. A minimum of 30 days prior to Annual Celebration, the Chair shall provide for the slate of nominees to be submitted  
27 to East Ohio Enews, East Ohio United Methodist Women Website, and Conference United Methodist Women’s newsletter.  
28 Requirement for written consent for nominations from the floor shall also be included.  
29 3. Newly elected officers shall be published in East Ohio-Enews, East Ohio United Methodist Women Website, and the  
30 Conference United Methodist Women’s newsletter.  
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1 **D. Nominations**

- 2 1. Nominations may be made from the floor if written permission has been secured from the prospective nominee if  
3 she is not present. The nomination requires a second to be accepted by the body.  
4 2. Only open positions are eligible for nominations. Each open position will be considered for additional nominations  
5 on an individual basis. However, the ballot will be done as a whole with the voters choosing with in the category(ies) if  
6 more than can serve in the position(s) are nominated. For example, if two persons should be nominated for Conference  
7 President, only one can serve in that position. But if three persons are nominated as members on the Committee of  
8 Nominations for a particular year, all three may serve.  
9 3 Should a person be nominated and running unopposed not receive a majority of votes, she shall still be considered  
10 elected.

11 **E. Jurisdiction Delegates**

- 12 1. Delegates shall be selected from the eligible Conference elected leadership by the Executive Committee. Eligible  
13 leadership means serving in the year of the Jurisdictional Meeting. The first alternate shall be the person receiving the  
14 next highest vote, etc. During the appropriate year for election of said delegates, this slate will also be published as above  
15 and voted on at Annual Celebration.  
16 2. The Jurisdiction delegates shall be presented to the voting body of the Annual Celebration during the third year of  
17 the Quadrennial.

18 **F. United Methodist Women, Inc. Nominees**

- 19 1. The Nominating Committee will present the slate to the Annual Celebration preceding the Jurisdictional  
20 Quadrennial Meeting for election. The number to currently be elected shall be determined by instructions received from  
21 United Methodist Women, Inc. corporate office and the United Methodist Women North Central Jurisdiction. Should there  
22 be a tie which exceeds the maximum number, a runoff election will be immediately held.  
23 2. Nominations shall be determined, published, and elected the same as the above.  
24 3. Those names elected by the Annual Celebration shall be submitted to the Jurisdiction and United Methodist Women,  
25 Inc. corporate office as nominees for United Methodist Women, Inc. Directors.  
26 4. The Secretary shall keep the names and record the voting tallies.

27 **G. Leadership Developments Days is open to all.**

- 28 1. United Methodist Women, Inc. Corporate Office will pay for lodging, meals, reasonable transportation costs, and  
29 program expenses for up to seven (7) leaders from each conference.  
30 2. Those who should attend are: conference presidents, new conference treasurers, district treasurers who plan to  
31 use the online accounting system, new chairs of the Committee on Nominations, new conference secretaries, and others  
32 selected by the conference mission team which may include emerging leaders, district leaders, and new conference  
33 leaders.  
34 3. More than seven (7) may attend at the conference's expense. Anyone may attend at their own expense.  
35 4. Additional training is available through online classes.

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## **II. Committees**

### **A. Executive Committee**

1. The Executive Committee of the Conference shall consist of those stated in the Bylaws. It shall also include the Assistant Dean of Mission u.
2. Each District President shall attend Executive Committee Meetings. If the District president cannot attend, the Vice President or another member of the District Executive Committee shall attend and will have a vote.
3. The Executive Committee will meet two times a year, one each in August and in February.
4. Nominating Committee Members shall attend the August meeting.
5. Representatives shall be appointed by the president to the Seminary Task Group, liaisons to National Division Institutions, Mission Outreach, COSROW, and Church Women United are to attend and report at the August Meeting.
6. Representatives appointed by the president to the Seminary Task Group, liaisons to National Division Institutions, Mission Outreach, COSROW, and Church Women United are to attend and report at the August Meeting.
7. The vice-President shall preside in the absence of the president. In the absence of both officers, the Secretary shall preside.
8. This Committee shall execute duties as listed in the Constitution and Bylaws.

### **B. Administrative Committee**

1. The Committee shall consist of the President, Vice-President, Secretary, and Treasurer.
2. The President shall have the power to initiate conference calls.
3. This Committee will serve as consultants to the President when necessary between regular Executive Committee meetings.

### **C. Program Committee**

1. The Committee shall consist of the Vice-President as Chair, the President, Treasurer, Secretary, the four Mission Coordinators, the Communications Coordinator, and the Secretary of Program Resources.
2. The Committee shall meet at least two times per year, in January, possibly March, and as needed.
3. The Committee shall execute the duties listed in the Constitution and Bylaws.

### **D. Finance Committee**

1. The Committee shall consist of the Treasurer as Chair, the President, the Vice-President, the Secretary, the four Mission Coordinators, the Communications Coordinator, and the Secretary of Program Resources. It shall also include the District Treasurers and the Dean of Mission u.
2. The Committee shall meet prior to the August Executive Committee to prepare the budget.
3. On behalf of the Committee, the Treasurer or her representative shall present the budget for the following year to the Executive Committee at the August meeting for acceptance and approval to forward to Annual Celebration for adoption.

1 **E. Membership Nurture and Outreach**

- 2 1. In addition to those named in the Bylaws, membership shall also include Vice-President, Program Coordinator for  
3 Teen-University Women, and all District Membership Nurture and Outreach Chairpersons.  
4 2. It shall carry out the duties outlined in the Bylaws.  
5 3. The Conference Coordinator shall chair the committee.  
6 4. The Committee shall meet two times per year.

7 **F. Committee on Nominations**

- 8 1. Membership of the Committee on Nominations shall consist of nine (9) members divided into four (4) rotating  
9 classes elected for a four-year term.  
10 2. At the February Executive Meeting, the Chair shall advise the District Presidents that each Mission Team should  
11 submit names for consideration as member of the Conference Nominating Committee. The Conference Chair of the  
12 Committee on Nominations must receive the names no later than April 1.  
13 3. The Committee shall develop a talent bank containing names and qualifications of persons to be considered for  
14 conference offices.  
15 4. The Nominating Committee Chair is responsible for keeping accurate and updated records of term and tenure of  
16 elected/appointed leaders and reporting of this record annually to the Executive Committee.  
17 5. The Committee shall provide nominees with a full job description including a list of duties/responsibilities and a  
18 copy of the current year's Calendar of Events.  
19 6. The Committee shall meet at least twice during the year.  
20 7. The Chair shall have the power to initiate conference calls.

21 **G. Committee for Mission u**

- 22 1. The Committee shall consist of those named in the Constitution and Bylaws and the Mission u handbook and shall  
23 also include all elected officers of the Conference organization.  
24 2. Methods for elections of officers and all other standing rule are listed in the Mission u Handbook.

25 **H. Committee on *The Charter for Racial Justice***

- 26 1. The Committee shall have a minimum of seven (7) members, one third whom shall be women of color, insofar as  
27 possible.  
28 2. Membership on this Committee shall consist of the President as Chair. Coordinator for Social Action, Nominations  
29 Committee Chair, and four other members nominated by the Nominating Committee: One District President, one  
30 Executive Committee member, and two others.  
31 3. The Committee shall promote and encourage use of the Charter as outlined in the Bylaws.  
32 4. The Committee shall meet at least once, but preferably two or more times per year.  
33 5. With the President's blessing, meetings may be done through conference call, Skype, or other technology, if the  
34 equipment is available.  
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1           **I. Standing Rules Committee**

- 2           1. The Committee shall consist of five and shall include the President, Treasurer, Secretary, and two others appointed  
3 by the President. The President shall designate the Chair and the 2 Board Members prior to the printing of the Current  
4 Directory.
- 5           2. The Conference Secretary shall send a copy of the Standing Rules to the head of the Administrative area of the  
6 United Methodist Women, Inc. Corporate Office when they are revised.
- 7           3. It shall be the task of this Committee to develop and maintain the Standing Rules and to monitor the ongoing work  
8 of the Conference to insure compliance.

9           **J. Annual Directory**

- 10          1. The Committee shall be appointed by the President with the Conference Secretary as Chair.
- 11          2. The Committee shall develop the Directory which shall include all Conference and District officers, Conference  
12 Committees, representatives, calendar, and other information deemed pertinent by the Committee and the President.
- 13          3. The Conference Secretary will forward copies of the Directory to the Area Center for the Bishop, Assistant to the  
14 Bishop, CCOM Director, Conference Office Secretary, each district Superintendent, Jurisdictional President, and the  
15 Women's Division Executive for Leadership enhancement.
- 16          4. The Secretary shall send the names and addresses of the officers assigned to the various Boards, and Committees  
17 of the Annual Conference to the Chair of the Leadership Committee for inclusion in the Leadership Directory.
- 18          5. The President shall provide the agencies the names of the assigned representative.

19          **K. Properties Committee**

- 20          1. The properties Committee shall include the Secretary of Program Resources as Chair, the President, the Vice-  
21 President, the Secretary, and the Treasurer of the Conference.
- 22          2. The Committee shall monitor and maintain a list of all properties of the Conference and shall report annually to the  
23 August Executive Committee meeting.
- 24          3. The Committee shall meet as needed.

25          **L. Communications Committee**

- 26          1. This Committee shall include the President, Vice-President, and Secretary, Deans of Mission u, Communications  
27 Coordinator, and Web Master. The Communications Coordinator shall be the Chair.
- 28          2. The Committee shall be responsible for the publication of the Conference Newsletter and maintain the Web Site.
- 29          3. The Website Coordinator shall see that a news article about United Methodist Women is submitted to the Editor of  
30 East Ohio E-News at least four (4) times per year.
- 31          4. The Committee shall print the slate of nominees in the Conference Newsletter at least 30 days prior to the Annual  
32 Celebration. It shall also include written statements that written consent is required for nominations to be made from  
33 the floor and that the President must be notified.

1 **III. ELECTED/APPOINTED LEADERS**

2 **A. Expectations for Leaders**

- 3 1. Each elected and appointed officer and committee member shall be expected to attend all appropriate meetings
- 4 and to notify the Secretary or Chairperson of inability to attend.
- 5 2. Each elected officer and/or committee chairperson is expected to have a report, with at least one written copy for
- 6 the Secretary, and to be present at meetings of committees to which she is assigned.
- 7 3. Each elected officer shall conduct training for her District counterparts at scheduled training events.
- 8 4. Unexcused absences and non-performance of duties shall be handled at the discretion of the President who, after
- 9 consultation with the Administrative Committee, shall have the authority to ask the person to resign.

10 **IV. Meetings**

11 **A. Annual Celebration**

- 12 1. The Annual Celebration shall be held the 4<sup>th</sup> weekend in October each year. The 4<sup>th</sup> weekend is to be defined as the
- 13 fourth weekend which contains both a Friday and Saturday in the month of October. Time, place, and host district shall
- 14 be determined by the Executive Committee
- 15 2. The business agenda shall be approved by the elected leadership.

16 **B. Mission u**

- 17 1. Mission u shall be held in July.
- 18 2. The time and place shall be determined by the Mission u Committee and is subject to the approval of the Executive
- 19 Committee.

20 **C. METHESCO Task Group**

- 21 1. The President, in consultation with the West Ohio United Methodist Women, shall convene a task group to plan an
- 22 educational presentation the United Methodist Women’s Purpose with METHESCO & United Seminaries. This is to be
- 23 done at least annually.

24 **D. United Methodist Women’s Sunday Planning Committee**

- 25 1. The Committee shall consist of the Conference Vice-President and the Conference Coordinator for Spiritual Growth
- 26 as Co-Chairs, the District Vice-Presidents, and the District Coordinators of Spiritual Growth.
- 27 2. The Committee shall meet annually to prepare materials for UMW Sunday to be available by for distribution at the
- 28 Fall District Meetings. These materials are prepared for the upcoming year and not the current one.
- 29 3. The Conference Vice-President will send a copy to each District Vice-President. The District Vice- Presidents will
- 30 duplicate and distribute a copy to each local unit. These materials will also be available on the website.
- 31

1 **V. REPRESENTATIVES**

2 **A. STATED:** The President shall appoint representatives to the Seminary Task Group, liaisons to United Methodist Women’s  
3 Institutions within our Conference boundaries, Mission Outreach, COSROW, Church Women United, Appalachian Area  
4 Ministries, and Conference Board of Laity.

- 5 1. Mileage and other approved expenses shall be paid by the Conference UMW.  
6 2. Representatives are to attend scheduled meetings and to report pertinent information to the Executive Committee  
7 at the August meeting. They will attend at United Methodist Women expense.

8 **B. OTHER:** The President shall have the authority, with the approval of the Administrative Committee, to send  
9 representation to meetings not specifically mandated by Bylaws or Standing Rules where the purpose relates to the PURPOSE  
10 of United Methodist Women. Pattern of attendance and payment of expenses shall be determined at that time.  
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12 **VI. FUNDS**

13 **A. Administration and Membership Development Funds (AMDF)** shall be determined annually by the Finance  
14 Committee with the approval of the Executive Committee.

- 15 1. The Conference President and the Secretary of Program Resources shall receive the Mailing Service (Sampler). The  
16 Treasurer is responsible for the subscriptions.  
17 2. At the end of each year, the President and Treasurer shall be authorized to remit to United Methodist Women, Inc.  
18 through Mission Giving any unused AMDF except for the minimum necessary to begin the next year.  
19 3. District Administration & Membership Development Funds shall be dispersed in accordance with Explanation  
20 Sheet as approved annually by the Conference Finance Committee and the Executive Committee.  
21 4. Gift in Memory in the amount of \$ 25.00 shall be given upon the death of a Conference leader, spouse, or close  
22 relative.

23 **B. Retention Funds** – There shall be two (2) Retention Funds, the dollar amount to be determined annually by the Finance  
24 Committee with the approval of the Executive Committee. These accumulative accounts shall pay expenses of:

- 25 1. Conference Leadership Funding for Outside Meetings  
26 a. Conference leaders to the Assembly, Quadrennial Meeting of the Jurisdiction, National–led workshops, and  
27 National Seminar.  
28 b. National Assembly Reimbursement for Conference Officers currently serving during the Assembly year  
29 i. Prior to any other reimbursement, registration fees for East Conference United Methodist Women  
30 Mission Team (elected officers) shall be paid and upon proof of registration may be reimbursed prior to the  
31 Assembly itself. If this payment is made prior to actual attendance, the person will be required to sign a document  
32 stating she will reimburse the Conference United Methodist Women’s treasury if she does not attend. Should  
33 the person find someone else, she need not reimburse the Treasury if the United Methodist Women, Inc.

1 Corporate Office is willing to transfer the registration to another person and the person now using the registration  
2 would be eligible for Conference reimbursement. Any transfer fee would need to be paid by the original  
3 individual.

4 ii. NO EXPENSES OTHER THAN REGISTRATION FEES WILL BE PREPAID. Additional funding for travel and  
5 lodging may be reimbursed upon application to the Conference Treasurer. Priority funding will go to the  
6 President, Vice-president, Secretary, and Treasurer. Any balance left over should be disbursed among the other  
7 Conference officers attending. To allow for better stewardship and provide funds for persons other than officers  
8 to attend, meals and expenses other than registration, lodging, and travel will not be reimbursed. If possible,  
9 carpool and share rooms. Reimbursement for single rooms will be prorated for the same reasoning.

10 c. When not otherwise paid, full registration and reasonable travel expenses shall be paid for elected East Ohio  
11 Conference voting delegates and nominees for United Methodist Women, Inc. Director, United Methodist Woman, Inc.  
12 Program Advisory Committee, or a Jurisdictional office and attending the Jurisdiction Quadrennial Conference.  
13 Remaining funds shall be divided equally among elected leaders attending, not to exceed expenses for registration,  
14 lodging and travel.

15 d. The President shall receive \$ 100.00 for expenses at Annual Conference. She is to submit the voucher.

16 e. Other than a calculator, two lock boxes, and a small safe, the Conference United Methodist Women do not own  
17 any equipment and thus would not need retained funding.

18 f. District Leadership Training Event(s).

19 g. The President as an observer to General Conference, or those expenses not reimbursed by the East Ohio  
20 Conference UC, if the President is elected as a delegate.

21 2. District Oriented

22 a. National Assembly Reimbursement for District Officers currently serving during the Assembly year

23 i. Prior to any other reimbursement, registration fees for up to six (6) from each East Conference District  
24 United Methodist Women Mission Team (elected officers) may be paid. Priority for this reimbursement goes to  
25 the District President, Vice-president, Secretary, and Treasurer. Once the determination of these four officers is  
26 done, the remaining registration fee may be reimbursed in order of the requests. If this payment is made prior  
27 to actual attendance, the person will be required to sign a document stating she will reimburse the Conference  
28 United Methodist Women's treasury if she does not attend. Should the person find someone else eligible to  
29 receive funding, she need not reimburse the Treasury if the United Methodist Women, Inc. Corporate Office is  
30 willing to transfer the registration to another person and the person now using the registration would be eligible  
31 for Conference reimbursement. Any transfer fee would need to be paid by the original individual. Should one of  
32 the four officers named (President, Vice-president, Secretary, and Treasurer) state she is unable or does not wish  
33 to attend, she forfeits her priority status for receiving reimbursement.



1 ii. NO EXPENSES OTHER THAN REGISTRATION FEES WILL BE PREPAID. Additional funding for travel and  
2 lodging may be reimbursed upon application to the Conference Treasurer. Priority funding will go to the  
3 President, Vice-president, Secretary, and Treasurer. Any balance left over should be disbursed among the other  
4 attending officers of that particular district. To allow for better stewardship and provide funds for persons other  
5 than the Administrative officers to attend, meals and expenses other than registration, lodging, and travel will  
6 not be reimbursed. If possible, carpool, and share rooms. Reimbursement for single rooms will be prorated for  
7 the same reasoning.

8 3. Upon approval of the Conference Executive Committee, up to six for either event Scholarships for National  
9 Assembly and/or Quadrennial Meeting may be applied for through the Conference United Methodist Women Treasurer.  
10 Each scholarship could be limited to \$ 500 for registration fee or toward other expenses. Prepayment of registration  
11 would follow the same procedure as for all other persons receiving funding.

### 12 C. Leadership Recognition

13 1. Special Mission recognition for Conference Officers as follows:

- 14 a. \$ 100 Pearl Pin on behalf of each elected and appointed conference leader serving four (4) consecutive years.
- 15 b. \$ 60 Sapphire Pin on behalf of each elected and appointed leader retiring in shorter terms of two (2) or three (3)  
16 years and a \$ 5 Gift in Mission card for less than two (2) years.
- 17 c. \$ 60 Sapphire Pin on behalf of members of the Committee on Nominations serving four (4) years, including two  
18 (2) as Chair.
- 19 d. \$ 40 Gold pin on behalf of Conference Committee on Nomination members serving four (4) years
- 20 e. \$ 60 Sapphire Pin on behalf of the Mission u Dean, \$ 40 Gold pin on behalf of the Mission u Assistant Dean, and  
21 \$ 40 Gold pin on behalf of Registrars serving two (2) years.
- 22 f. \$ 40 Gold pin on behalf of the Mission u Children's Dean serving two (2) years.
- 23 g. \$ 40 Gold pin on behalf of the Mission u Youth Dean serving two (2) years.
- 24 h. Other pins at the discretion of the Executive Committee.

25 2. Special Mission recognition for District Officers as follows:

- 26 a. \$40.00 Gold Pin on behalf of a Nominations Committee members serving four (4) or more consecutive years.
- 27 c. \$60.00 Sapphire Pin on behalf of District Officers serving in multiple positions from four (4) up to seven (7)  
28 consecutive year terms.
- 29 d. \$100.00 Pearl Pin on behalf of District Officer serving in multiple leadership position for eight (8) or more  
30 consecutive years.
- 31 e. The Conference Treasurer will order and remit payment for District Gold, Sapphire, and Pearl Pins.

3. Gifts to Mission
  - a. \$ 5 per year for those persons the President appoints to serve as Liaisons to National UMW Institutions and representatives in mission outreach.
  - b. \$ 5 per year for each retiring member of the Committee on Nominations serving less than four (4) years.
4. Vouchers for recognition are to be submitted by the President.

**D. Other Gifts to Mission** may be given for Persons in Mission and/or Deaconesses from East Ohio Conference in the following amounts:

1. The Conference Coordinator for Education and Mission Interpretation may recommend Special Mission Recognition for persons in mission upon commissioning and/or retirement. She shall also be responsible for notifying the Conference Mission Team of said persons and shall initiate vouchers for recognition.
2. A Gift in Memory of \$ 50 for deceased person in mission appointed through official United Methodist Church channels, i.e. United Methodist Women, Inc. and the General Board of **Global** Ministries.

**E. Expenses of Conference Leadership are to be reimbursed from Administration and Membership Development Funds (A&MDF) as follows:**

1. Necessary travel and living expenses for Conference related commitments, all committee and sub-subcommittee meetings, and the Annual Meeting.
  - a. Mileage to be paid at E.O.C.U.M.W. allowable rate, for drivers traveling by car.
  - b. The least expensive mode of travel should be used. Carpooling is recommended.
2. Mission Resource Center publications deemed necessary for your office.
3. Reasonable for child care/dependent care, postage, copying, telephone, etc. Unusual expenses must be approved in advance by the Executive Committee.
4. Necessary expenses for representatives other than the Executive Committee, if expenses are not otherwise provided.
5. All Conference Mission Coordinators may attend, at Conference expense, one event per term of office related to their work.
6. The Vice-President, after having served one year, may attend the Area Meeting of the World Federation of Methodist and Uniting Church Women with the Conference paying partial expense.
7. Mileage is to be paid at E.O.C.U.M.W. rate for District Mission Team members to Leadership Development Events.
8. Special meetings and/or expenses for non-budgeted items must be approved by the Executive Committee.

**F. Other Allowable Expenses**

1. District Leadership Event
  - a. The Conference Mission Executive Committee shall be responsible for leadership training of all District elected officers, except members of the Committee on Nominations.

1                   b.       A retention fund shall be budgeted yearly for the East Ohio Conference Leadership Training Event for District  
2                   Officers to be held annually.

3                   2.       It is suggested that a luncheon ticket and travel expenses plus an honorarium of at least fifty dollars (\$50) be paid  
4                   to a missionary, mission worker, Mission Intern, US-2, or deaconess when invited to speak at a Conference meeting.

5                   3.       Since there are no salaries for United Methodist Women, Inc., Jurisdictional, Conference, and District leadership and  
6                   their time and talents are voluntary, the expenses of any of these leaders as speakers to the Local unit or the District  
7                   organization should be paid by the inviting unit or organization. The Conference recommends mileage to be paid at  
8                   E.O.C.U.M.W. allowable rate for travel by car.

9                   **G. Records, Reports, and Directives**

10                   Up-to-date information pertaining to each office shall be kept by the respective officer for a period of four (4) consecutive  
11                   years, after which the oldest information may be destroyed as the new year's information is added, always following  
12                   United Methodist Women, Inc. guidelines for various records.

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14                   **VII. Protocol**

15                   **A. Sales at Conference and District Events**

16                   1.       Sale of any items, except those approved by United Methodist Women, Inc. Corporate Office, are prohibited at any  
17                   United Methodist Women's event.

18                   2.       Items shall not be sold or distributed except by consent of the Conference or District Executive Committee  
19                   sponsoring the event.

20                   **B.** The emblem for United Methodist Women is for use by the organization on official business transactions and any other  
21                   use is prohibited.

22                   **C.** Recognition for honors and/or awards shall be determined by the Executive Committee.

23                   **D.** The President is the official spokesperson for East Ohio Conference United Methodist Women.

24                   **E.** The Conference Annual Directory shall be for the use of United Methodist Women members ONLY and MUST NOT BE  
25                   copied, loaned, or commercialized by any individual, organization, or business concern.

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27                   **VIII. Changes in Standing Rules**

28                   **A.** Standing Rules are procedural statements and are supplementary to the current Constitution and Bylaws. Standing Rules  
29                   are designed to insure continuity of procedure.

30                   **B.** Standing Rules shall be reviewed annually by the Standing Rules Committee.

31                   **C.** The Standing Rules Committee shall recommend suggested changes to the Executive Committee.

1           **D.** The Executive Committee shall recommend changes to the general membership in attendance at the Annual Celebration.  
2           Notice of voting on changes shall be given 30 days prior to the meeting. A two thirds affirmation vote of those voting members  
3           in attendance is necessary for adoption.  
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5           **GLOSSARY**

6           **TENURE** - Tenure is the specified limit of time for holding office. No elected leader shall hold the same office for more than four (4) consecutive  
7           years. Tenure on the Executive Committee for elected leadership of the conference/district organization shall be limited to eight (8) years  
8           unless a woman has already completed her eight-year tenure in positions other than president. That being the case, she may still be elected  
9           president. As of 2014, the tenure for the Treasurer has been expanded for a treasurer to serve up to six years. This lengthening of tenure only  
10          applies to the position of treasurer. The rest of the positions are limited to the maximum of four years.  
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12          **TERM** – The period for which a person elected or appointed leaders are elected/appointed as determined by the conference or district, i.e. a  
13          person is elected for a one-year term, two-year term, or four-year term.  
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15 <b>Adopted:</b> October 2, 1999	<b>Revised:</b> October 5, 2002	<b>Revised:</b> October 1, 2005	<b>Revised:</b> October 7, 2006
16 <b>Revised:</b> October 6, 2007	<b>Revised:</b> October 11, 2008	<b>Revised:</b> October 10, 2009	<b>Revised:</b> October 9, 2010
17 <b>Revised:</b> October 29, 2011	<b>Revised:</b> October 27, 2013	<b>Revised:</b> October 29, 2016	