

# OREGON-IDAHO CONFERENCE UNITED METHODIST WOMEN

## STANDING RULES AND FINANCIAL POLICY

**Adopted October 24, 2015**

REFERENCES: CONSTITUTION AND BYLAWS of the United Methodist Women in the Conference published 2013 by United Methodist Women, United Methodist Church.

AUTHORITY: ARTICLE VIII: Amendments and Standing Rules, Section 2:  
"Standing rules may be made and amended by the conference organization provided they are in harmony with United Methodist Women's CONSTITUTION AND BYLAWS for the conference organization. Provisions will be made in the conference standing rules for additional elected and appointed leaders and additional committees not specified in the bylaws."

These Standing Rules for the Oregon-Idaho Conference, United Methodist Women, are supplementary thereto.

### I. COMMITTEES

#### A. Conference Leadership Team

1. The Conference Leadership Team may include other persons as invited by the President to report and attend without vote.
2. When the Conference Leadership Team meets immediately prior to Conference Annual Meeting, all nominees for office shall be invited to attend without vote.
3. A district president who is unable to attend a Conference Leadership Team meeting or conference call shall appoint someone to represent her.

#### B. ADMINISTRATIVE COMMITTEE

1. The President shall appoint four (4) persons to serve with her as the Administrative Committee.

#### C. COMMITTEE ON FINANCE

1. In accordance with Article IV, Section 2, paragraph c of the Conference BYLAWS, the Committee on Finance meeting for budget preparation shall meet either via telephone or in conjunction with a Conference Leadership Team meeting prior to September 1 of each year.

#### D. COMMITTEE ON MEMBERSHIP NURTURE AND OUTREACH

1. In addition to those named in the Conference BYLAWS, Article IV, Section 4 Paragraph a, this committee shall include the four (4) District Mission Coordinators for Membership Nurture and Outreach.

#### E. COMMITTEE ON NOMINATIONS

1. The Committee shall consist of five (5) members in four classes including the chair, each member being elected for a four (4) year term. Although drawing members from the four

districts is preferable, in accordance with Article IV, Section 3, paragraph a, of the Conference BYLAWS, district lines should not be used as a factor in determining representation on the Committee.

2. The Committee shall maintain a talent bank to be updated annually.
3. The Committee is charged with the responsibility of educating existing leadership of the value of a talent bank.
4. Potential nominees shall be contacted by a Committee member, either personally or by telephone.
5. A follow-up letter shall be sent, which shall include:
  - a. educational opportunities,
  - b. job description, including a month-by-month responsibility chart prepared by the outgoing Conference officer,
  - c. time commitments.
6. A signed copy of this letter, returned to the Chairperson of the Committee on Nominations, shall constitute acceptance of nomination.
7. This Committee shall maintain a file to include term and tenure of all conference and district elected leaders.
8. A copy of the term and tenure of all Conference and District elected leaders shall be kept by the Conference Secretary. (Clarification of "term" and "tenure" can be found in Article V, Section 2 of the Conference BYLAWS.)
9. The full committee shall meet during the winter and spring Conference Leadership Team meetings as needed and members of the Committee shall attend one (1) Mission u, the District Leadership Training Event, the Conference Annual Meeting, and district events at conference expense.
10. Every three (3) years, the Committee on Nominations shall nominate two (2) additional members to the Charter for Racial Justice Policies committee in accordance with Article IV, Section 6, paragraph a of the Conference BYLAWS.

#### F. COMMITTEE ON MISSION U

1. In addition to those listed in the Conference BYLAWS, Article IV, Section 7, paragraph a, the Committee shall include the Secretary, Chairperson of the Committee on Nominations, Program Resource Manager, and may include the registrar(s) and two (2) ethnic representatives.
2. The Mission u Committee shall have a three- (3) member Committee on Nominations (CoN), which shall be appointed by the Conference President. The CoN shall submit nominees for Dean, and Assistant Dean. The Dean and Assistant Dean shall be elected for the following year at the Spring Conference Leadership Team meeting. The terms of office for the Dean and Assistant Dean shall be no more than two successive years and shall be elected annually. If possible, the Dean and Assistant Dean should represent both Oregon and Idaho.
3. The Mission u Committee shall appoint annually a Learning Center Coordinator for each school who shall be responsible for the Learning Center.

4. The Mission u Committee shall have a four- (4) member Site Committee, which shall include the Treasurer/Business Manager, the Dean, the Assistant Dean, and a member of the committee. The Site Committee shall be responsible for contacting potential sites for locating the Mission u in the next calendar year, and presenting the options to the entire Mission u Committee for their decision.
5. The Dean, Assistant Dean and a Learning Center Coordinator shall attend each school. The Assistant Dean and Learning Center Coordinator(s) may attend, at Conference Expense, and at the request of the Dean of Mission u, Conference Executive Meetings.
6. The Mission u Committee shall develop guidelines, which shall be reviewed annually.
7. Financial Policy:
  - a. A budget shall be recommended by the Mission u Committee for Conference Leadership Team approval.
  - b. School attendee cost is determined by the registration fee plus site charges for lodging and food.
  - c. Registration fee and late fee are set by the committee and shall not be refunded except as noted in Article I, Section F, paragraph 7d, of these Conference Standing Rules.
  - d. Cancellations made before the early registration deadline will receive a full refund. Cancellations made after the early registration deadline and up to 24 hours prior to the start of Mission u, will receive a 50% refund. No refunds will be granted after 24 hours prior to the start of Mission u. An appeal may be made to the Dean, Assistant Dean, and Business Manager in exceptional cases. Vouchers will be required for all refunds.
  - e. Cost of lodging and meals shall be paid to the location administrator by the Mission u Business Manager.
  - f. Reimbursable expenses for the following participants shall be paid by the Conference: Dean, Assistant Dean, Learning Center Coordinator, registrars, youth coordinators, study leaders, members of the Conference Leadership Team , members of the Committee on Nominations, AV person, a maximum of one (1) song leader and one (1) accompanist per school, and special guest(s) as invited by the committee.
    - i. Meals and transportation at current Conference rates as outlined in Article III, Section C, paragraphs 3 and 4 will be reimbursed.
    - ii. Participants requiring overnight lodging shall stay at the dorm facility provided or be reimbursed at the going rate of the school on a nightly basis.
    - iii. All participants shall practice good stewardship of UMW funds, including, but not limited to carpooling, limited long distance calling and reasonable overnight accommodations. Any variance must be pre-approved by the Conference President in consultation with the Dean.
  - g. The same videos are to be used at both schools with the expense paid by the Mission u budget.
  - h. Study leaders shall be allowed a total of \$150.00 for books per year for the first year they teach a subject, whether teaching at one or more schools or events, and up to \$3.00 per class participant for supplies. Study leaders teaching a subject for a second year shall be allowed a maximum of \$50 for additional resources. In the event two persons are team-leading one class, they shall share the amount allowed for books and supplies. Receipts

for supplies must accompany request for reimbursement. Additional costs are the responsibility of the study leader.

- i. The three (3) study leaders teaching at the Idaho school shall also teach at the Oregon school, if possible.
- j. A \$200.00 honorarium per study leader per school shall be allowed, excluding United Methodist Women staff persons. Team study leaders shall share the honorarium.
- k. Expenses reimbursed to study leaders between Mission u events shall be in accordance with Article III, Section C, paragraphs 3 and 4, of these Conference Standing Rules, and one night's lodging not to exceed \$75.00. (Private lodging may be provided for additional nights.)
- l. Conference Officers' registration for a Mission u and expenses incurred to attend the Mission u, is a Conference Budget Line Item.
- m. District Officers' registration for a Mission u, and expenses incurred to attend the Mission u, is a District Budget Line Item. All Districts receive A&MD funds for their officers to attend one Mission u; therefore, if a District officer is asked to assume a responsibility at a Mission u, the officer's Mission u registration and expenses remain the responsibility of the District.
- n. Funds received by the conference for Mission u scholarships shall be distributed through the districts. Districts may request funds for scholarships up to four days prior to the early registration deadline for Mission u. The Conference Treasurer will disburse additional scholarship monies in the order the district request is made. Up to  $\frac{3}{4}$  of available funds may be used for the Oregon Mission u and  $\frac{1}{4}$  of available scholarship funds may be used for the Idaho Mission u. All scholarship money not distributed will be available for scholarships the following year.

#### G. COMMITTEE ON STANDING RULES

1. The Committee, appointed yearly by the President, shall be composed of four (4) members including the Treasurer, one (1) district president and two (2) conference elected leaders, one of whom shall be newly elected.
2. A review of the Standing Rules shall be made annually prior to the winter Conference Leadership Team Meeting.
3. Amendments to the Standing Rules of the Oregon-Idaho Conference of United Methodist Women shall be brought before the voting body at its Annual Meeting. Such amendments shall be published no less than thirty (30) days prior to the Annual Meeting. Amendments shall be approved by a majority vote of the voting members of the Annual Conference Meeting when thirty (30) days previous notice is given. If thirty (30) days notice is not given, approval shall be by a two-thirds ( $\frac{2}{3}$ ) vote of the voting members.
4. Approved copies shall be sent by the Secretary to all members of the Conference Leadership Team, all members of the Committee on Nominations, district treasurers, Historian, United Methodist Women staff in region, the Assistant Dean of the Mission u, the Bishop and the Cabinet Liaison.

#### H. COMMITTEE ON THE CHARTER FOR RACIAL JUSTICE POLICIES

1. There shall be a Committee of seven (7) members as described in Article IV, Section 6, paragraph a, of the Conference BYLAWS which shall meet, or use Conference telephone call, at least twice a year.
2. One District President shall be elected to serve on the Charter Committee and shall serve for the tenure of her office. One member of the Conference Leadership Team and two additional women shall be elected, and they shall serve no more than three years.
3. The function of the Charter Committee shall be carried out as designated by Article IV, Section 6, Paragraph b, of the Conference BYLAWS.
4. The Conference Secretary and the Conference President shall keep copies of the list of recipients of the Charter for Racial Justice Award and Zimmerman Trust Grant in their files for four years.
5. The Conference Secretary shall send a copy of the updated list of recipients of the Charter for Racial Justice Award and Zimmerman Trust Grant to the Historian annually.
6. The Committee is responsible for awarding available funds from the Zimmerman Trust Grant following the rules of the grant.

#### I. COMMITTEE FOR GERTRUDE BOYD CRANE SCHOLARSHIP

1. This committee of five (5) members shall be comprised as follows: the immediate past President of the Oregon-Idaho Conference United Methodist Women who shall serve as chairperson, two (2) additional past presidents of the Oregon-Idaho Conference selected by the chairperson, the current President of the Oregon-Idaho Conference and one (1) additional member of the Conference Leadership Team selected by the Conference President.
2. The function of the committee shall be to promote the scholarship, seek additional funding and supervise the selection and presentation of the annual award(s).
3. The Administration and Membership Development Funds budget includes a line item for administrative costs that can be used for the Gertrude Boyd Crane Scholarship Committee. The National Office of United Methodist Women shall invest the scholarship monies, and only interest from the corpus may be used for the scholarship awards.
4. The chair of the Gertrude Boyd Crane Scholarship Committee shall send an updated recipient list to the Historian annually.
5. The chair of the Gertrude Boyd Crane Scholarship Committee shall send the names of the current year's recipients to the Conference Communications Coordinator for inclusion in the Conference newsletter during the calendar year of the award.

#### J. DISTRICT LEADERSHIP TRAINING EVENT (DLTE) COMMITTEE

1. The DLTE Committee shall include four to six (4-6) persons, including the Spiritual Growth Mission Coordinator, the Education & Interpretation Mission Coordinator and one (1) district president.
2. The Committee shall meet at least two (2) times prior to September 1.

3. Minutes of each meeting shall be taken and all plans for DLTE shall be presented to the Conference Leadership Team for consideration and approval.

#### K. CONFERENCE CARE TEAMS

1. The Conference Care Team shall consist of the Conference President, who shall serve as chairperson, all District Presidents, the Mission Coordinator for Membership Nurture and Outreach, and the Mission Coordinator for Spiritual Growth. The President may also appoint additional persons to the committee.
2. All actions of the Care Team shall be fully documented. Copies of the records shall be kept by the Conference Secretary for four years. The Conference Secretary shall send a copy annually to the United Methodist Women's Historian for the archives.
3. The Conference President and the Conference Secretary shall keep copies of the current Care Team Guidelines on file.

## II. MEETINGS

#### A. CONFERENCE MEETING(S)

1. A Conference Annual Meeting shall be held each October. A meeting shall be held in each district once every four (4) years.
2. At least once each quadrennium there shall be a representative from The National Office of United Methodist Women at the Conference Annual Meeting(s).
3. The Conference Leadership Team shall meet three (3) times a year either in face to face meeting, electronic media, or conference calls. The Conference President shall have the authority to call additional meetings when warranted.
4. The Conference President shall be responsible for mailing the agenda, information, maps (as requested) and other pertinent information to all those involved in the planning and production of the meeting at least two (2) weeks prior to the event.
5. No publications except those from UMW Mission Resources and no products, such as jewelry or other manufactured articles, other than those listed in the UMW Mission Resources website e-store, shall be offered for sale at the Conference Annual Meeting except as follows: The host unit may sell non literature items (including cookbooks) to raise funds in support of Mission Giving at Conference Annual Meetings with prior approval of the Conference Executive Team.
6. Prior to any conference event, the Vice President shall inform the host unit of the policy stated in II.A.5. of these conference standing rules.
7. An officer who registers to attend any event that requires a registration fee, and must cancel, will be subjected to the same cancellation policy as non-officers and may be asked to pay the same forfeiture as non-officers.
8. Promotion of events or programs of the general church that are not United Methodist Women projects must be approved by the Administrative Committee prior to any mention at United Methodist Women events or meetings or in the "Our Two Cents" newsletter. Any approved promotion must be brief.

## B. MISSION U

1. There shall be two (2) Conference Mission u events, one (1) in Oregon and one (1) in Idaho. The type of Mission u event, place, and time shall be determined by the Mission u committee.
2. No items except those from UMW Mission Resources shall be offered for sale at Mission u without the prior approval of the Conference Executive Team. This policy shall be stated on the Mission u registration forms.

## C. DISTRICT OFFICER TRAINING

1. District Leadership Training shall be held each year at the time and place designated by the Conference Leadership Team.
2. Eleven (11) conference elected leaders, eleven (11) district elected leaders from each district and members of the District Committees on Nominations from each district are expected to attend.
3. District elected leader expenses for travel, lodging, meals and dependent care, to and from District Leadership Training, shall be paid by the Conference, as outlined in Article III, Section C, Paragraphs 3, 4, 5, 6, and 9, of these Conference Standing Rules, lodging and meals related to attendance at the Conference Annual Meeting will not be reimbursed by the Conference.
4. When accommodations have been made for the leaders as a group and a leader chooses to make individual arrangements, the maximum reimbursable expense shall be the per person cost of the group accommodations.
5. District presidents shall collect and approve vouchers from their district's officers prior to submitting the vouchers to the Conference Treasurer for payment.

## D. MISCELLANEOUS

1. The Oregon-Idaho Annual Conference of the United Methodist Church carries an umbrella insurance policy.
2. All facilities used for Conference Events must be accessible for all.

## E. JURISDICTION QUADRENNIAL MEETING

1. The Conference Leadership Team shall nominate three (3) delegates, one (1) of whom shall be the Conference President and all of whom shall be conference officers at the time of the Jurisdiction Quadrennial Meeting, to the Jurisdiction Quadrennial Meeting. Nominees shall be elected at the Conference Annual Meeting prior to the Quadrennial Meeting.
2. The three (3) delegates to the Jurisdiction Quadrennial Meeting shall attend at conference expense.
3. The Committee on Nominations, in the year prior to the Quadrennial Event, shall prepare a slate of two nominees plus one alternate for membership on the board of directors of the United Methodist Women national organization.

4. In the event none of the nominees or alternate from the Oregon-Idaho Conference are elected to the Board of Directors, the same names will be submitted for consideration to serve on the Program Advisory Board.
5. The two nominees shall attend the Jurisdiction Meeting at Conference expense.

#### F. RETREATS

1. One (1) retreat for the Conference Leadership Team may be held each quadrennium.
2. Conference Leadership Team members (per Constitution and By-Laws, and as elected at the most recent Conference Annual Meeting) are encouraged to attend.
3. Other people, including a retreat leader chosen by the Conference Leadership Team, may be included at the invitation of the Conference Leadership Team.

#### G. ASSEMBLY

1. The Conference President shall be expected to attend Assembly at conference expense. Other conference elected leaders shall have equal consideration in the division of the remaining funds. Oregon Idaho Conference United Methodist Women will continue to operate under the 2009-2012 Handbooks regarding the elected leadership until a new structure, as recommended under the 2013-2016 Handbook can be determined.

#### H. ATTENDANCE AT MEETINGS

1. District Leadership Team
  - a. Each Conference Leadership Team member with voting privileges is a member of the District Leadership Team of the district in which she holds church membership. As such, she should attend District Executive meetings, District Annual Meeting, and District led training events at District expense.
  - b. District secretaries shall notify the appropriate conference officers of such meetings.
2. Mission u
  - a. If possible, all conference elected leaders, including the National Director/Conference Program Advisory Group member and members of the Western Jurisdiction Leadership Team or Committee on Nominations located within the boundaries of the Conference, should attend the Mission u closest to where they live at Conference expense. The President, Treasurer as Business Manager, and Secretary of Program Resources are expected to attend both Mission u events. The Mission u Committee may choose to send additional persons to both Mission u events. If attending only one (1), it shall be a full, four- (4) day school. An officer who registers to attend, and must cancel, will be subjected to the same cancelation policy as non-officers and may be asked to pay the same forfeiture as non-officers.
  - b. All members of the Conference Committee on Nominations are encouraged to attend one (1) Conference Mission u each year.
3. Conference Leadership Team
  - a. Each Conference Leadership Team member is expected to attend the Conference Leadership Team meetings and the Conference Annual Meeting.

- b. Any conference elected leader who is unable to attend a Conference Leadership Team meeting must notify the president and follow protocol of current executive team regarding reporting in absentia.

4. Conference Boards

- a. UMW representatives on United Methodist Church Annual Conference boards shall make every effort to attend all meetings of the committees to represent United Methodist Women.

5. The National Office of United Methodist Women

- a. The Conference President shall attend a National United Methodist Women’s meeting, at the National Office of United Methodist Women’s invitation and expense, once each quadrennium.

I. VOTING PROCEDURES

- 1. Voting may be by show of hands, voice, written ballot, or e-mail.
- 2. All Oregon-Idaho Conference United Methodist Women members present at the Conference Annual Meeting, except ex-officio members, i.e., clergy, are eligible to vote.

J. ELECTIONS

- 1. Nominations and elections in the conference shall follow the guidelines set forth in the Conference BYLAWS.
- 2. Treasurers shall assume duties at the fiscal year end if at all possible to eliminate the need of a mid-year audit.
- 3. In accordance with the Conference BYLAWS, in the event a leader must vacate her office prior to the end of her term, the vacancy shall be filled by a vote of the Conference Leadership Team upon receipt of the nomination from the Committee on Nominations. Every effort will be made to fill a vacancy within 3 months.
- 4. Conference leaders shall be elected as follows:

Even Years	Odd Years
Vice President	President
Treasurer	Secretary
Communications Coordinator	Secretary, Program Resources
Mission Coordinators for:	Nomination Committee Chair
Education & Interpretation	Mission Coordinators for:
Membership Nurture & Outreach	Spiritual Growth
	Social Action

- 5. The list of nominees shall be made available to the local units thirty (30) days prior to the Conference Annual Meeting. Local units may submit further nominations, which must reach the Conference Chairperson of the Committee on Nominations fourteen (14) days prior to the Conference Annual Meeting.
- 6. The report of the Committee on Nominations shall be given early in the day of the Conference Annual Meeting(s). In the event of nominations from the floor, the Committee on Nominations shall check tenure, consent and acceptance of responsibility. Elections shall take place after this process is completed.

7. The Conference Secretary shall send the slate of newly elected leaders to the National Office United Methodist Women's Secretary and the President and Secretary of Western Jurisdiction. (See also Article IV; Section A, Paragraph 1, of these Conference Standing Rules.)

#### K. APPOINTMENTS

1. The President, with the approval of the Conference Leadership Team, shall appoint representatives to such other committees, committee chairpersons or short term positions as she feels necessary. She shall detail their duties and terms.
2. A Historian shall be appointed by the President for a term not to exceed four (4) years.

### III. FUNDS

#### A. BANKING ACTIVITIES

1. The Treasurer, in consultation with the President, shall select the bank for Conference funds.
2. The Conference Leadership Team sets the financial limit amount for the Conference credit card. This amount may be overridden by consensus of the President, Treasurer and Secretary of the Conference.
3. In addition to the treasurer, the president is to have access to all financial transactions with the bank.
4. The treasurer shall be the required signatory on all checks, with the president as alternate in case of emergency
5. The treasurer and president are both authorized to use the Conference credit card.
6. The Conference Treasurer or Conference President signs all checks, with signed authorization of the Conference President and Conference Secretary. The President will sign checks for reimbursement to the Treasurer, with the authorization of the President and Secretary. Exceptions: checks for Mission u must be authorized by the Dean and Assistant Dean; checks for district officers attending DLTE or other Conference Training Event with the authorization of the appropriate District President and Conference Secretary.

#### B. CONFERENCE ANNUAL MEETINGS

1. Conference elected leaders shall attend the Conference Annual Meeting(s) at Conference expense.
2. Speakers and workshop leaders shall receive the same compensation for travel, meals and lodging as the Conference elected leaders, as outlined in Article III, Section C, Paragraphs 2, 3 and 4 of these Conference Standing Rules.
3. The host unit shall collect registration fees for the Conference Annual Meeting(s) and pay all expenses incurred for the event. The registration fee shall be determined by the host unit and Conference Vice President, with the approval of the Conference Executive Team.
4. The Conference shall pay necessary expenses for guests from the National Office of United Methodist Women.

### C. LEADER EXPENSE

1. All Executive Team members, study leaders, and Mission u deans may request \$100.00 cash advance to cover expenses while traveling on UMW business. Any unused portion of the advance must be returned within two weeks of the event, along with receipts and an expense report for the balance.
2. All reasonable office expense shall be allowed elected conference leaders, plus Historian and appointed task force members.
3. The allowance for meals en route to, from and during scheduled meetings shall be \$9.00 for breakfast, \$11.00 for lunch and \$17.00 for dinner, including gratuities.
4. All leaders shall practice good stewardship of UMW funds, including, but not limited to carpooling, limited long distance calling and reasonable overnight accommodations. If a leader chooses to arrive at an event early or depart late for personal reasons, UMW will reimburse for overnight accommodations only during the event itself.
5. Travelers are expected to use the most economical travel method possible with consideration for weather, time, and distance
  - a. An amount of 30¢ per mile shall be allowed for automobile travel for the Conference. Carpooling is encouraged.
  - b. Air, train or bus tickets should be purchased as early as possible for best fares.
  - c. Airline imposed fees for ticketing changes will be covered by the Conference only if ticketing changes are unavoidable.
6. Housing will be provided to District officers living more than 60 miles from the location of a full day conference training event or more than 150 miles from the location of a half day conference training event, or for District officers required to be in attendance at a meeting the night before a conference training event. Exceptions to the policy may be made with prior approval.
7. The Conference President, Vice President, Secretary of Program Resources and the four (4) Mission Coordinators shall receive subscriptions to the United Methodist Women Sampler Subscription.
8. Each elected leader is allowed to purchase the basic materials necessary for her position, subject to the Committee on Finance approval. During her term, each elected leader is allowed to spend up to \$40.00 for books and promotional materials to be kept in her files. Additional expenses for such materials must have the approval of the Committee on Finance.
9. A maximum of \$40.00 per day for dependent care shall be allowed to Conference Leadership Team members for necessary meetings.
10. Expenses shall be covered for the Dean, Assistant Dean, incoming Dean, incoming Assistant Dean, and Study Leaders to attend Mission u training.
11. When elected Conference leaders are invited to a local unit meeting, the unit is expected to offer travel reimbursement. The Conference shall pay any expenses not reimbursed.
12. The Conference shall pay reasonable travel expenses for selected people going to and from United Methodist Women's seminars, workshops or conferences, and shall accept any rebate from the National Office of United Methodist Women.

13. The Conference shall pay all expenses for the Conference President to attend the Oregon/Idaho Annual Conference.
14. The Conference will pay expenses for Western Jurisdiction team members attending Conference United Methodist Women meetings when traveling within the Oregon-Idaho Conference.
15. Each Conference elected leader is to receive a new handbook at Conference expense when it is published. Elected leaders are to pass their handbook on to their successor upon leaving office.
16. The Mission Coordinator for Social Action shall have her expenses paid for the Oregon Legislative Event and the Idaho Legislative Event.
17. Vouchers and receipts for events or meetings must be submitted within 45 days of the conclusion of the event or meeting.

#### D. ADMINISTRATION & MEMBERSHIP DEVELOPMENT (A&MD) FUNDS

1. The Jurisdiction annual assessment base of 1.5% of the Conference Pledge to Mission, as determined by the Western Jurisdiction Leadership Team, shall be assumed by the Conference.
2. Up to 35% of the Pledge to Mission may be retained by the Conference for the Conference and District A&MD funds.
3. District budgets shall be submitted to and approved by the Conference Committee on Finance at a time designated by the conference Treasurer.
4. Districts can retain a balance at the close of the year in their A&MD Funds up to the amount of their first quarterly distribution. Funds in excess of this amount are to be returned to the Conference Treasurer.
5. Each District shall be entitled to have one (1) Conference elected leader for one (1) visit per year at Conference expense upon approval of the Conference President.
6. Term of office shall be acknowledged with a Special Mission Recognition or Gift to Mission as follows:
  - a. A Special Mission Recognition pin with a pearl for Conference President and Treasurer serving four (4) years
  - b. A Special Mission Recognition pin with a sapphire for all other elected Conference leaders serving four (4) years.
  - c. A basic Special Mission Recognition pin for all other elected Conference leaders, including the Dean and Assistant Dean of Mission u, serving two (2) years.
  - d. A Gift to Mission card for elected leaders, including the Dean and Assistant Dean of Mission u, serving shorter terms.
7. Gift in Memory Cards for Conference Leadership and family members
  - a. A \$10 Gift in Memory may be made in memory of a currently elected Conference leader, and immediate family member of a currently elected leader, or a past president.
  - b. A \$5.00 Gift in Memory may be made in memory of any past elected Conference leader.

- c. Mission Coordinator for Membership Nurture and Outreach, upon notification, shall be responsible for sending Gift in Memory cards.
8. New units shall be recognized with a Gift to Mission card. Presentation of the card shall be the responsibility of the Chairperson of the Committee on Membership Nurture and Outreach.
9. The UMW Conference President shall be responsible for sending a Gift to Mission of \$25 in honor of all clergy being ordained at Annual Conference, fully ordained clergy transferring into the Conference, and retiring pastors during the UMC Annual Conference. She will send a note of congratulations to each to let them know of the Gift to Mission.
10. Contractual agreements, except for Mission u, shall have the prior approval of the President, Secretary and Treasurer. A letter of confirmation or a copy of the contract, upon signing, shall be forwarded to the Treasurer. All billings shall be sent directly to the Treasurer.
11. Contractual agreements for Mission u shall have the prior approval of the Dean and the Business Manager.

#### E. RESERVE ACCOUNTS

1. A sum of \$600.00 or up to \$1,000.00 per year shall be withheld from each District's A&MD fund to be used by the District to send representatives to quadrennial events. Districts may determine the amount when setting their annual budgets.
2. A sum of \$2,400 per year shall be withheld from the Conference's A&MD fund to be used by the Conference to send representatives to quadrennial events including Assembly, the Western Jurisdiction Meeting, and National Seminar. The amount may be changed during the budget setting process and approved by the Conference Executive Team.
3. Any reserved funds not used within four (4) years of being placed into the reserve will be returned to the Conference A&MD account.

#### F. HONORARIA AND LOVE GIFT

1. An honorarium of up to \$50.00 may be paid to keynote speakers for a Conference event. A Gift to Mission card may be sent to workshop leaders from outside the team.
2. A \$25.00 Gift to Mission card may be given to new missionaries and US2s from the Oregon-Idaho Conference.
3. A Love Gift of \$35.00 shall be given to the local church that hosts a Conference Leadership Team meeting or retreat.
4. A Love Gift of \$65.00 shall be given to a local church that hosts a Conference Annual Meeting or DLTE.

#### G. NON-BUDGETED ITEMS

1. A non-budgeted item must be referred to the Conference Leadership Team for consideration before any action is taken.

#### IV. PRINTED MATERIAL

##### A. MINUTES

1. Following the Conference Annual Meeting the Secretary shall prepare the minutes of the Conference Annual Meeting. A copy, including the slate of newly elected leaders, is to be sent to each member of the Conference Leadership Team, the Bishop, the four (4) District Superintendants, and the Assistant to the Bishop with notations regarding changes on committees, any United Methodist Women staff in the Region and the Western Jurisdiction President and Western Jurisdiction Secretary.
2. The Secretary shall prepare minutes of each Conference Leadership Team meeting and send a copy to each member of the committee, including members of the Nominating Committee, Historian, Western Jurisdiction President, National Office United Methodist Women's Recording Secretary, United Methodist Women staff in the Region, any United Methodist Women's director residing in the Conference, the Bishop, Cabinet Liaison and past conference presidents within thirty (30) days.

##### B. PERMANENT RECORDS

1. Annually, the following records shall be sent to the Historian who will place the items with the Oregon/Idaho Annual Conference Archives in Salem, Oregon:
  - a. Yearly Directory (conference secretary)
  - b. Leadership Team minutes (district and conference secretaries)
  - c. Year End Financial Report (conference treasurer)
  - d. Annual Audit Report (conference treasurer)
  - e. Quarterly Newsletters (district and conference communication coordinators)
  - f. Oregon/Idaho Conference Mission u pages that include location, theme, date, schedules, staff, and study leaders (conference communications coordinator)
  - g. Annual Meeting Program Book (conference secretary)
  - h. Current Standing Rules (district and conference secretaries)
  - i. The most current recipients lists of the Charter for Racial Justice Award, the Gertrude Boyd Crane Scholarship, and the Zimmerman Trust Grant (conference secretary)
2. The Secretary shall maintain a list of equipment belonging to the Conference that is in the possession of any officer. The Treasurer and President will also keep a copy.
3. The Secretary shall keep an updated copy of the Standing Rules.
4. Each year the president shall prepare a Conference Summary Report, for the Annual Conference. It shall be published in the Conference Journal and become a part of that historical document.
5. The President and the Secretary shall keep copies of the most current recipients' lists for the Charter for Racial Justice Award, the Gertrude Boyd Crane Scholarship, and the Zimmerman Trust Grant in their files.

##### C. CORRESPONDENCE

1. All correspondence should be answered promptly.
2. Long distance telephone calls should be made only as necessary

3. At least once each quarter all conference elected leaders shall correspond with their district counterparts, passing onto them not only items which pertain to their position, but also those of general importance to United Methodist Women and the Conference.

#### D. DIRECTORY

1. The Conference Secretary, or a person appointed by the Conference Secretary or President, shall be responsible for compiling the printing of the Conference portion of the directory which shall include:
  - a. the name, mailing address, telephone number and e-mail address of:
    - i. Conference elected leaders,
    - ii. District elected leaders,
    - iii. resource persons,
    - iv. where to locate names of persons in mission and mission interpreters,
    - v. all Conference committee members,
  - b. the budget,
  - c. conference committees,
  - d. information concerning Mission u.
2. The Conference Secretary shall send the conference portion of the directory to each member of the Conference Leadership Team and Committee on Nominations, the Historian, United Methodist Women staff in the Region, Western Jurisdiction President and Secretary, United Methodist Women directors living in the Oregon-Idaho Conference, Cabinet Liaison, Communications person at the Conference Center, the Bishop, Charter for Racial Justice committee members, and Gertrude Boyd Crane Scholarship committee members, and registrar of each of the Schools of Christian Mission.

#### V. ADDITIONAL ELECTED LEADER AND APPOINTEE RESPONSIBILITY

##### A. HISTORIAN

1. The Historian may be invited to annually participate in one Conference Leadership Team meeting at conference expense.
2. Preferably attendance will be in conjunction with the annual archiving of Conference materials.
3. Annually, the Historian is responsible, in conjunction with the Conference Communications Coordinator, for gathering acid free paper copies of all permanent records of the Conference and Districts and storing them with previously archived materials of the Oregon/Idaho United Methodist Women.
4. Copies of the Retention Guidelines for Historian shall be kept on file with the Secretary and the President. Additionally, each Executive Team member shall keep a copy of the Retention Guidelines that states what items each officer is responsible to sending to the Historian.