

The Standing Rules of the Episcopal Church Women, Diocese of Ohio

The Standing Rules are adopted and amended by the Diocesan Board and, to the extent that they are not in conflict with the Bylaws, are binding upon all members of the ECW Diocesan Board. They include rules relating to the ECW's administration, amplifying the provisions of the Bylaws.

1. Joint Meeting.
At the meeting all retiring Board members shall review their written job description with their successors.
2. Board Meeting.
 - a) A quorum for a Diocesan Board Meeting is ten (10).
 - b) Each Mission Area is entitled to one (1) vote, (cast by the Mission Area president or a designated substitute.)
3. Attendance.
 - a) Each Board member has a responsibility to attend each board meeting until adjournment.
 - b) When any officer, elected, or appointed chairman is unable to attend a Board Meeting, she shall personally notify the President and will submit a report.
 - c) When a Mission Area president is unable to attend a meeting, she shall send a substitute.

4. Terms of office of elected personnel:

2012 Treasurer	2 year term
Worship	1 year term
2013 President-elect	1 year term
Secretary	3 year term
Worship	3 year term
2014 President-elect	automatically becomes President
Vice President	2 year term
Treasurer	2 year term
UTO	3 year term
Triennial delegates	3 year term

2015 No positions to elect

5. Reports and Reservations.
Diocesan Board members have a responsibility to reply promptly to requests for reports or reservations. No-shows or early departures are responsible for payment for reservations made.

6. Special Appointments.

The President may make such appointments as (but not limited to):

Seamen's Church Institute

Book of Remembrance

Yearbook

NewsNotes

Those appointed may attend Board meetings. They should attend and give a report at least once a year.

7. Liaison Organizations.

The following organizations may have an appointed representative to the Diocesan Board. This representative may attend Board meetings. She should attend and give a report at least once a year.

Daughters of the King

Church Women United

Companion Diocese Liaison.

8. Committees shall be composed of 3-5 members and shall be appointed by the chairs with recommendations from the President, Board members or any ECW member.

- a. Financial Assistance. Vice President or President Elect shall serve as chairman with the assistance of the Executive Committee. This committee shall have sole authority to review requests and award the grants.
- b. Carlotta East Scholarship. This committee shall have the sole authority to review requests and award grants. The Vice President or President-elect shall serve as chair.
- c. Response to Crisis Fund. Chairman shall be appointed by the President. This committee shall have the responsibility to review requests and make recommendations to the Executive Committee.
- d. Annual Meeting. The president of the Host Mission Area (or her designee from that Mission Area, approved by the Executive Committee) shall serve as the Annual Meeting Chairman. A support committee with representatives from around the diocese will be appointed to assist the host Mission Area.

9. Financial Policies.

- a. Operating expenses. Postage, printing, necessary phone calls, etc., that are budgeted will be reimbursed. Other expenditures or those that exceed the budget allotment must be approved by the Executive Committee before reimbursement.
- b. Elected officers and chairmen and appointed chairmen of standing committees will be reimbursed for:
 - 1) ECW travel at 50 cents per mile (plus tolls).
 - 2) ECW lodging including Board meetings.
 - 3) Executive Committee rooms paid at lowest reasonable rate when necessary to meet before a regular Board meeting or other event.
- c. Any person attending a Diocesan Board Meeting at the request of a committee chairman with the approval of the President will be reimbursed for mileage and/or lodging as stated above in 8b.

- d. Members attending a Diocesan Committee meeting at the request of the chairman will be reimbursed for mileage as stated above in 8b.
- e. Liaison representatives to the Diocesan Board and special appointments will be reimbursed to attend a Board Meeting at least once a year, as stated above in 8 (b.1 and b.2).
- f. Bills must be presented to the Treasurer on an official voucher, itemized and with receipts, within 90 days of incurring the expense.
- g. All persons sent to special meetings or conferences to represent the Diocesan Board will be allowed a total package, including meals, transportation, tips and lodging.
- h. The President's expenses to attend the Diocesan Convention will be paid.
- i. No honoraria will be accepted by Diocesan Board members when they visit within the Diocese on Diocesan Board business. No honoraria will be given to Diocesan staff. (see 8 b 1 above)
- j. The Diocesan Board members, including Mission Area presidents, will be paid mileage to attend Diocesan Board Meetings and Annual Meetings.
- k. A sum of \$50 and mileage will be given to the priest who celebrates the Eucharist.
- l. A person may not receive a grant from more than one ECW fund for the same purpose.
- m. All vouchers for the Annual Meeting bills must be submitted to the Diocesan Treasurer by the last day of the month in which the meeting was held.

10. Nominating Committee.

- a. All proceedings of the Nominating Committee are confidential.
- b. It shall be the responsibility of the Nominating Committee to provide opportunities for all of the women of the Diocese to submit suggestions for elected officers, chairmen, and Triennial delegates.
- c. A member of the Nominating Committee whose name is being considered for nominations must resign from the committee and be replaced with another member from her Mission Area.
- d. The committee must meet as a committee in person.
- e. The order of rotation for the members of the nominating committee:

2012-13	2013-14	2014-15
Summit	West	Cuyahoga
South Central	North Central	Southeast
West	Cuyahoga	Northeast
North Central	Southeast	Central East

11. Outgoing Officer Reimbursement.

Outgoing officers, elected chairmen, and appointed chairmen will be reimbursed by the Treasurer for mileage at the joint June Board Meeting.

12. Communications to the President.

A copy of all correspondence and committee minutes shall be sent to the President.

(Rules revised June 2011)