

**United Methodist Women  
West District  
Desert Southwest Conference  
STANDING RULES  
2019**

1 **References:** *Constitutions and Bylaws*, found in the **United Methodist Women Handbook** 2017-2020  
2 available from United Methodist Women National. To purchase or download from the e-store, use the  
3 following address: <http://www.unitedmethodistwomen.org/umwhandbook2017-2020>.

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5 **Authority:** Amendments and Standing Rules (Article VIII, Section 2, Page 128) “Standing Rules may be  
6 made and amended by district organization, provided they are in harmony with the United Methodist  
7 Women National *Constitution and Bylaws* for the district organization”.

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9 **Priorities:** The West District of the United Methodist Women shall function in accordance with the  
10 *Constitution and Bylaws* adopted from recommendations of the United Methodist Women National.  
11 These Standing Rules are supplementary thereto.

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13 District officers are expected to give top priority to district functions and District Leadership Team  
14 meetings. The West District officers shall serve to the best of their abilities, keeping in mind Christ is  
15 their Master. Officers should always be honest, frank, kind and loving to one another. The meeting will  
16 be more meaningful and productive if each expresses herself in the meeting, remembering the business  
17 conducted at District Leadership Team Meetings is CONFIDENTIAL.

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19 **I. DISTRICT LEADERSHIP TEAM**

20 **A. Membership**

21 1. The District Leadership Team shall include:

- 22 a. Those persons listed in the *Constitution and Bylaws* of United Methodist  
23 Women (Article III, Section 2, Pages 119-120).  
24 b. The team shall consist of the president, vice-president, treasurer, secretary,  
25 chair of the committee on nominations, secretary of program resources,  
26 communications coordinator, and mission coordinators for spiritual growth,  
27 social action, membership care, and education for mission.  
28 c. Other leaders may be appointed for specific tasks, expansion of specific  
29 areas or needed services upon recommendation of the District Leadership  
30 Team (Article III, Section 3, Page 120).  
31 d. The female district superintendent or the spouse of a male district  
32 superintendent as honorary president should she care to hold that position.

33 **B. Meetings**

- 34 1. The District Leadership Team shall meet a minimum of four (4) times per year.  
35 2. The District Leadership Team, including newly elected officers, shall attend the  
36 October Conference Annual Celebration training and meeting.  
37 3. Outgoing district officers who wish to attend the Conference Annual Celebration will  
38 have the district pay their expenses.  
39 4. The District Leadership Team meetings will be held following the conference  
40 leadership team meetings, when possible.

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5. Special meetings may be called when necessary.
  6. In the event there is a need to vote on business which occurs between regularly scheduled quarterly District Leadership Team meetings, the district team members shall be informed by “electronic means” (email or phone) and a vote may be taken by using the “Reply All” setting in an answering email. Based on guidelines by United Methodist Women National, the final vote taken will be recorded in the next quarterly meeting’s minutes as “old business”.
  7. If an officer is unable to attend a District Leadership Team meeting, the president must be notified prior to the meeting and sent an officer report. The secretary for the meeting may be contacted in the event the president is not available. The secretary will in turn notify the president.
  8. Each officer is required to give a written and oral report of her activities to the president on or before each District Leadership Team meeting.

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**C. Attendance**

- 56 1. District officers are expected to attend all United Methodist Women’s Desert Southwest Conference training events for district officers, Desert Southwest Conference Annual Celebration, Desert Southwest Conference Event, Mission u and any other conference event.
- 57 2. Any officer who has two unexplained consecutive absences from district meetings/  
58 events shall have her office declared vacant, and a new person shall be selected by the  
59 nominating committee and elected by the District Leadership Team to fill the  
60 unexpired term.
- 61 3. Each member shall make every effort to attend district meetings and local organization  
62 meetings. If there is a conflict, priorities of attendance for district officers are: (1)  
63 district meetings; (2) conference meetings; and (3) local organization meetings.
- 64 4. Any district elected leader who is unable to attend a District Leadership Team meeting  
65 must notify the president and email (or mail, if necessary) their written officer report.  
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**D. Speaking Engagements**

- 70 1. When speaking or assisting at a local organization meeting or event, a district officer  
71 shall not accept any honorarium or travel reimbursement from the organization.
- 72 2. Expenses for travel, meals and lodging shall be a district’s responsibility.

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**E. Officer File**

- 75 1. A file of information pertinent to her office, including a detailed timeline, shall be kept  
76 by each officer and made available to her successor at the time of the District Annual  
77 Celebration at which the successor is elected and at her November training session.
- 78 2. Materials purchased at district expense or received from United Methodist Women  
79 National Office remain the property of the district for a minimum of four (4) years and  
80 shall be transferred to an officer’s successor.

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**F. Retirement Recognition**

- 83 1. Retiring district officers shall be recognized during the District Annual Celebration.
- 84 2. Retiring district officers shall be reimbursed through December 31<sup>st</sup> for visits made to  
85 organizations to which they have been assigned as “shepherdess.”
- 86 3. The chair of the committee on nominations shall give a list of all persons  
87 to receive Special Mission Recognition Pins and the number of years each has served  
88 to the district treasurer and secretary sixty (60) days (minimum) prior to the District  
Annual Celebration.
4. A Special Mission Recognition Pin shall be presented to each retiring person,  
according to consecutive years of service on the District Leadership Team, according

89 to the following schedule:

- 90 a. Under one year of service.....gift to mission card
- 91 b. More than one year – less than two.....gold with cross pin
- 92 c. Two (2) years to three (3) years’ service.....sapphire pin
- 93 d. Four (4) years’ service and over.....pearl pin
- 94 5. A retiring district president shall be presented with a keepsake past president’s pin.
- 95 6. The retiring president’s pin shall be passed on to the incoming president.
- 96 7. A sapphire Special Mission Recognition Pin shall be given to each member of the
- 97 committee on nominations who has completed her four (4) year term, which may
- 98 include serving as chair of the committee. Committee members retiring prior to
- 99 completing a four-year term shall receive a Gift to Mission Card in the amount of
- 100 \$5.00.
- 101 8. An appointed officer shall receive a Gift to Mission Card in the amount of \$5.00.

102 **G. Honoraria/Memorials**

- 103 1. Each speaker at district events shall be given a maximum of fifty dollars (\$50.00)
- 104 unless the District Leadership Team approves another amount.
- 105 2. In the year a new president is elected, the offering from the District Annual
- 106 Celebration shall go to Mission Giving in the honor of the outgoing president.
- 107 3. Upon the death of a former/current district officer or their spouse, a gift in the amount
- 108 of fifty dollars (\$50.00) shall be given as a gift in her or his memory to Mission
- 109 Giving.

110 **H. Community-Building Retreat**

- 111 1. A community-building retreat shall be held for the current, newly elected and retiring
- 112 District Leadership Team and the full committee on nominations following the District
- 113 Annual Celebration.
- 114 2. The community-building retreat shall **NOT** be held on the same day as the November
- 115 district meeting due to the amount of district business to discuss and having new
- 116 officers who need time to understand their duties and items being discussed.
- 117 3. The community-building retreat should be held on the Friday before the November
- 118 district team meeting or as determined by the District Leadership Team.
- 119 4. The program planning for this event shall be the responsibility of the district president
- 120 and others as requested.

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123 **II. OFFICER RESPONSIBILITIES AND RESOURCES**

124 **A. General Responsibilities of Officers**

- 125 1. For a more detailed description of duties of each district office, a timeline is available
- 126 from the committee on nominations.
- 127 2. Each officer is responsible for following her timeline and giving any updated
- 128 information for the timeline to the chair of the committee on nominations who will
- 129 update and send out the updated timeline to the officer, president and secretary for their
- 130 records.
- 131 3. The officer in charge of an event shall work with the president of the local organization
- 132 to make arrangements for district meetings. All district officers shall be apprised of the
- 133 orders of the day at the District Leadership Team meeting at least one (1) week
- 134 prior to the event. If there has been a change, notice should be given one week in
- 135 advance, if possible.
- 136 4. Each officer shall contact each local organization counterpart a minimum of two (2)

137 times per year.

- 138 5. Each officer is assigned one (1) or more organizations as a “shepherdess.” She  
139 shall communicate with the local president of those organizations promptly and visit  
140 their organization meeting a minimum of one (1) time per year. She shall inform them  
141 of important district and conference meetings. She shall offer assistance in any way  
142 possible.
- 143 6. Each officer shall send related materials pertaining to her office to all local  
144 counterparts. Copies of all mailings should be sent to the district president if  
145 requested, and in the officer’s personal file.
- 146 7. All officers should have the capability and skills to send and receive communications  
147 in a timely manner. This means computer access is the preferred mode of communi-  
148 cations. If she does not have a home computer, she may obtain access through a friend  
149 or her church office.
- 150 8. Each elected officer shall have the voting privileges at any district meeting with the  
151 exception of the members of the committee on nominations who do not have any  
152 voting privileges. If there is not an elected chair of the committee on nominations, at  
153 the beginning of the meeting, there will be a motion made to appoint one member from  
154 the committee on nominations to be the voting member at that particular meeting.
- 155 9. Retired officers may be asked to assist at local Leadership Development Day following  
156 their term of office, in which case they shall be reimbursed for any expense incurred.

157 **B. Secretary**

- 158 1. A district directory shall be published by the district secretary before the first  
159 Leadership Development Day in January of each year. This directory is compiled from  
160 lists of local organization officers sent to her by each local organization secretary.
- 161 2. A courtesy copy of the directory is to be given to all district and conference officers,  
162 including members of the conference committee on nominations, the dean and assistant  
163 dean of Mission u, the West District Superintendent, the honorary president, if one  
164 exists, the presidents of the North, South and East Districts, the representative of the  
165 United Methodist Women on the District Leadership Team (Western Jurisdiction  
166 Leadership Team) who are residing within the West District. All local organization  
167 presidents and secretaries shall receive a copy.
- 168 3. The secretary shall, within four (4) weeks, prepare minutes of each District Leadership  
169 Team meeting and email (or mail, if necessary) a copy to each member of the  
170 District Leadership Team, including members of the committee on nominations,  
171 the conference secretary, and any attending conference officer residing within the  
172 West District. These minutes will also serve as a reminder of the time, place  
173 and date of the next meeting and any action items that need to be performed before the  
174 next meeting.
- 175 4. The secretary shall prepare three (3) copies of the District Annual Celebration meeting  
176 minutes within two (2) weeks after the meeting and have three (3) people sign off as  
177 the proofreaders of the minutes. One signed copy goes into the secretary’s file; one  
178 copy will be sent to the conference secretary; and one copy will be given to the bank in  
179 January when updating the checking account signature cards.
- 180 5. If the president, secretary or treasurer will not be continuing in office, a signed letter of  
181 resignation is to be given to the secretary to take to the bank in addition to the October  
182 District Annual Celebration meeting minutes. This is required by the bank for new  
183 signature cards.

184 **C. Communications Coordinator**

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1. The communications coordinator shall serve as editor of the district newsletter, the Cactus Patch.
  2. All articles are to be submitted to the communications coordinator.
  3. Each elected officer of the District Leadership Team is expected to submit an article for each issue.
  4. The due dates for the district newsletter are February 15, May 15, August 15, and November 15.
  5. A reminder email for articles will be sent to all West District Leadership Team members and district local organization presidents, secretaries and communication coordinators by the first week of each month of when the articles are due.
  6. A minimum of four (4) times per year and before the end of the month preceding the publishing date, the West District newsletter shall be emailed in PDF format along with a copy in Publisher or whatever software was used to type the newsletter to the Desert Southwest Conference communications coordinator for uploading to the conference website.
  7. An email notice that the current newsletter has been uploaded will be sent to current district officers, members of the district committee on nominations, both current and past district and conference officers, including members of the conference committee on nominations, the honorary president, if one exists, each local organization officers and members (if requested), the bishop, district superintendent, dean and assistant dean of Mission u, and pastors and secretaries of local churches in the West District.
  8. The communications coordinator shall keep the email addresses up-to-date by adding new people and deleting any person at their request.
  9. The distribution list should include only current pastors and secretaries of local churches in the district. All previous pastors and secretaries will be removed.
  10. The communications coordinator is responsible for giving the conference communications coordinator any additional or corrected email addresses so she can send out the conference newsletter or other pertinent information to the local organizations.

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**D. Committee on Finance**

1. Members of this committee shall be those persons listed in the *Constitution and Bylaws* of United Methodist Women (Article IV, Section 2, Paragraph a, Page 122).
2. The chair of this committee will be the district treasurer.
3. Other members of the committee will be the president and secretary. Additional officers may be appointed to this committee.
4. The committee shall meet for budget setting and approval prior to the May District Leadership Team meeting.
5. All offerings at district events shall be designated for United Methodist Women National as Mission Giving.
6. A minimum of three hundred dollars (\$300.00) shall be budgeted each year to cover audit expenses.
7. The District Leadership Team will confirm an auditor at the August meeting. The audit shall be completed by April each year.
8. Conference treasurer will send ten (10) equal payments from their Administration and Membership Development (A&MD) fund beginning in February and ending in November each year.
9. The president, secretary and treasurer shall have authority to sign checks. Only one (1)

signature is required. Only the treasurer shall have access to the on-line banking.

- 234 **10.** Districts are to “empty their treasury” at the end of the year and leave just enough  
235 funds to start the new year which is usually about \$2,500.00.
- 236 **11.** Conference holds a finance meeting to review district budgets every August. The  
237 president and treasurer from each district attend this meeting.
- 238 **12.** If the district treasurer or district president cannot attend the conference finance  
239 meeting in August, another member of the district finance committee should attend.
- 240 **13.** The treasurer will order and maintain a supply of Gift to Mission Cards. When a local  
241 organization sends in money (\$5.00/card) for the Gift to Mission fund, they will let the  
242 treasurer know which card they need. The treasurer will then send the cards to the  
243 person requesting it.
- 244 **14.** When a district officer needs a Gift to Mission card, she will ask the treasurer for one.  
245 The treasurer will then move a \$5.00 card into the Gift to Mission fund.
- 246 **15.** The District Treasurer is to set up the bank account signers with the current District  
247 President, District Secretary and District Treasurer as signers on the account. Get  
248 debit cards for the District Treasurer and District President. Be sure District Secretary  
249 has a copy for the bank of the signed October District Annual Celebration Meeting  
250 Minutes and any letters of resignation from the previous year’s District President,  
251 District Treasurer, and/or District Secretary which shows the newly elected officers.

#### 252 **E. Committee on Nominations**

- 253 **1.** Members of this committee shall be those persons listed in the *Constitution and Bylaws*  
254 of United Methodist Women (Article IV Section 3, Paragraph a, Pages 122-123).
- 255 **2.** The committee shall consist of an odd number of members, a minimum of five (5)  
256 members including the chairperson.
- 257 **3.** The chair of the committee on nominations shall maintain a file of all timelines for  
258 each office. A timeline will be given to each officer and a complete  
259 set to the district president and secretary for their files.
- 260 **4.** At the August district team meeting, these timelines should be reviewed and updates  
261 be given to the chair of the committee on nominations. She will then update and send  
262 out as mentioned above. Note: timelines can be updated throughout the year.
- 263 **5.** The committee shall maintain a My Talent Is – My Passion Is form to be updated  
264 annually and shall educate local women about the value of the talent bank which will  
265 be kept by the chair of the committee on nominations.
- 266 **6.** Potential nominees of elected positions shall be contacted by a committee member,  
267 either personally, by email or phone prior to September 1.
- 268 **7.** The chair of the committee on nominations shall send a follow-up letter to those  
269 nominees, which shall include:
  - 270 **a.** Educational opportunities, leadership training
  - 271 **b.** Job description (timeline), including term of office
  - 272 **c.** Time commitments (schedule of meetings as pertains to their office including  
273 the district calendar)
  - 274 **d.** Connectional responsibilities.
- 275 **8.** A signed copy of this letter shall be returned to the chair of the committee on  
276 nominations and shall constitute acceptance of the nomination.
- 277 **9.** A slate of nominees shall be presented to the District Leadership Team at the August  
278 meeting and published in the September issue of the Cactus Patch newsletter  
279 (Article IV, Section 3, Paragraph b.4, Page 123).
- 280 **10.** The full committee shall meet before April 1 and shall attempt to limit the meetings to

281 not more than five (5) per year.

- 282 **11.** Committee on nominations membership is not included in figuring tenure.
- 283 **12.** A two-year term as chair of this committee is in addition to tenure limitations.
- 284 She shall be excluded from serving as district president for one year following her
- 285 term as chair.
- 286 **13.** Tenure is determined by participating in West District Leadership Team or
- 287 any predecessor organization. Tenure is from January 1 to December 31.
- 288 **14.** Members of the committee on nominations shall attend per year all District
- 289 Leadership Team Meetings, November District Leadership Team retreat, meeting and
- 290 training, District Annual Celebration, Conference Annual Celebration, and one (1)
- 291 Mission u or Conference Retreat. These events will be at district expense.
- 292 **15.** Members are encouraged to attend as many local organization meetings and district
- 293 events within their district boundaries as possible to assess potential leadership for the
- 294 district. Expenses shall be at district expense.
- 295 **16.** Nominees for district office shall attend the District Annual Celebration prior to
- 296 assuming office. Expenses shall be at district expense.

297 **F. Committee on Standing Rules**

- 298 **1.** The committee, shall be composed of a minimum of four (4) members
- 299 **a.** The communications coordinator will be the chair.
- 300 **b.** The president, treasurer, secretary and communications coordinator.
- 301 **c.** If one of the officers on the Standing Rules Committee holds two offices, then
- 302 another officer has to be chosen to take that duty to make it a committee of
- 303 four (4).
- 304 **d.** The committee may have one (1) or two (2) additional district officers added to
- 305 the committee.
- 306 **2.** The Standing Rules shall be reviewed annually.
- 307 **3.** The district changes are subject to the conference changes being passed at the
- 308 Conference Annual Celebration. Prices, gas allowance, and meals all state “conform
- 309 to those of the conference”.
- 310 **4.** Changes to the District Standing Rules will be presented at the District Annual
- 311 Celebration.
- 312 **5.** The District Leadership Team shall recommend adoption of any and all revisions by a
- 313 two-thirds (2/3) majority of those voting at the District Annual Celebration.
- 314 **6.** The Standing Rules shall be distributed to all district officers (including the members
- 315 of the committee on nominations) and each local organization’s president after being
- 316 voted on at the District Annual Celebration.
- 317 **7.** The Standing Rules (both the drafted version and the final approved version) shall be
- 318 sent to the conference communications coordinator to upload onto the conference
- 319 website. This should be sent in both Microsoft Word and PDF file format.

320 **G. Officer Resources (Program Materials)**

- 321 **1.** When possible, materials from the Mission Resource Center utilized for an office shall
- 322 be ordered by the secretary of program resources.
- 323 **2.** Officers shall be supplied with the following materials necessary to fulfill the duties of
- 324 their offices and any other resources necessary as determined by the District
- 325 Leadership Team. These should be ordered in September two (2) weeks before the
- 326 October District Annual Celebration; and if not received by then, be sure to order in
- 327 November to arrive at the Leadership Development Day training in January. These
- 328 items may include:

- 329                   a. United Methodist Women Handbook, Current Edition (District Leadership  
 330                   Team – only one (1) copy for the Chair of the Committee on Nominations  
 331                   needs to be ordered for the whole team).  
 332                   b. Prayer Calendar (mission coordinators for social action and spiritual growth)  
 333                   3. If any of the above items ordered was not received, then either the secretary of program  
 334                   resources gets a check from the treasurer to place the order or the treasurer orders the  
 335                   items and sends a check. These items, when purchased separately from the Reading  
 336                   Program books, must have payment sent in with the order.  
 337                   4. The district treasurer shall order in February the Mission Resource Center Sampler  
 338                   which includes two books for study at Mission u for the current year, next year's  
 339                   program book, next year's prayer calendar and next year's date book (president, vice  
 340                   president and mission coordinator for education for mission).  
 341                   5. The district treasurer shall order in October a subscription to both *response* and  
 342                   *New World Outlook* magazines (mission coordinator for education for mission).  
 343                   6. Equipment owned and the location  
 344                   a. Gavel and president's pin (president)  
 345                   b. Money-box, book hand truck (secretary of program resources)  
 346                   c. Communion Cup (mission coordinator for spiritual growth)  
 347                   7. The Program Resource Room will carry free items, and only for sale will be United  
 348                   Methodist items like Reading Program Books, Prayer Calendars, Date Books, and  
 349                   Program Books at the October District Annual Celebration and Leadership  
 350                   Development Day training in January/February. West District directories will also be  
 351                   available for sale at the Leadership Development Day training. A separate accounting  
 352                   of the directories sold shall be kept.  
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355 **III. ELECTION POLICY**

356 **A. Elections**

- 357                   1. Nominees should receive a copy of their district office timeline and a district calendar.  
 358                   2. The slate of nominees shall be published in the district newsletter at least thirty (30)  
 359                   days prior to the District Annual Celebration at which the election is held.  
 360                   3. There shall be an opportunity for nominations from the floor with verbal or written  
 361                   permission of the person being nominated.  
 362                   4. Vacancies occurring shall be filled upon recommendation of the committee on  
 363                   nominations and elected by the District Leadership Team and shall be for the  
 364                   unexpired term of the office (Article V, Section 1, Paragraph g, Page 125).  
 365                   5. The District Leadership Team may appoint a district officer to their office if the team is  
 366                   unable to fill that position or wish that person to remain in office after their tenure has  
 367                   been completed.

368 **B. Terms of Office**

- 369                   1. Officers and the chair of the committee on nominations shall be elected for a two-year  
 370                   (2) term.  
 371                   2. No elected officer will hold the same office for more than four (4) years, except the  
 372                   treasurer, who can hold the same office for six (6) years. The chair of the committee  
 373                   on nominations can hold the office for only two (2) years (Article V, Section 2,  
 374                   Paragraph a, Pages 125-126).  
 375                   3. Tenure on the District Leadership Team is limited to a total of eight (8) elected years.  
 376                   4. Members of the committee on nominations shall serve for a class of four (4) years,



377 except when classes are established for the first time which would be a two-year term.  
378 Members can serve no more than one four-year term (Article IV, Section 3, Pages  
379 122-123).

- 380 5. Service of six (6) months or more in an officer year by an interim or acting officer  
381 will be counted as one year of tenure (Article V, Section 2, Paragraph d, Page 121).
- 382 6. An appointed officer may serve a one-year term, for a maximum of four (4) years  
383 in any combination of offices (Article V, Section 2, Paragraph e, Page 126).
- 384 7. Newly elected and appointed officers are required to:
  - 385 a. Attend the October District Annual Celebration;
  - 386 b. Attend the October Conference Annual Celebration training and meeting;
  - 387 c. Attend the November District Leadership Team meeting, training and retreat;
  - 388 d. Receive the files and a USB flash drive for their office from the outgoing  
389 officer;
  - 390 e. Prepare folders for the January Leadership Development Day (LDD) training.
- 391 8. Officers elected and appointed in October will assume duties the following January 1.  
392 The district year shall be considered to be January 1 to December 31.
- 393 9. The newly elected and appointed officers will not have voting rights after  
394 their election until they assume their office January 1st.
- 395 10. No elected / appointed leader of the district organization will hold any other office  
396 beyond the local organization of United Methodist Women (Article V, Section 2,  
397 Paragraph g, page 126).

### 398 **C. Nominations, Elections, and Appointments**

- 399 1. The following district officers shall be elected in odd years, but serve two (2) years  
400 following; i.e., elected 2017, serve 2018-2019:
  - 401 a. President
  - 402 b. Secretary
  - 403 c. Mission coordinator for spiritual growth
  - 404 d. Mission coordinator for education for mission
  - 405 e. Secretary of program resources
- 406 2. The following district officers shall be elected in even years, but serve two (2) years  
407 following; i.e., elected 2018, serve 2019-2020:
  - 408 a. Vice president
  - 409 b. Treasurer
  - 410 c. Chair of the committee on nominations
  - 411 d. Mission coordinator for membership care
  - 412 e. Mission coordinator for social action
  - 413 f. Communications coordinator
- 414 3. The members of the committee on nominations shall be elected in terms of four (4)  
415 years based on those members leaving their office.
- 416 4. The District Leadership Team may appoint a district officer to their office if the team is  
417 unable to fill that position or wish that person to remain in office after their tenure has  
418 been completed. An appointed officer may serve a one-year term, for a maximum of  
419 four (4) years, in any combination of offices (Article V, Section 2, Paragraph e, Page  
420 126).
- 421 5. Only those accepting a new term of office shall be installed at the District Annual  
422 Celebration. Those continuing in office, including any appointed officers, shall join  
423 them for re-commitment.

### 424 **D. Officer Transition**

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1. Each retiring officer is to provide a district calendar, timeline (job description), and sample Leadership Development Day training folder from the previous year’s training for her office and thoroughly review all documents at the transitional training for the incoming officer.
  2. It is the responsibility of the outgoing officer to train the incoming officer. This training is to be held at the convenience of both the outgoing and incoming officers by the end of November.
  3. All books, supplies and materials / district-owned equipment purchased with district funds shall be passed on to the successor at the November District Leadership Team meeting or sooner except for those items the current officer needs to complete her office through December 31<sup>st</sup>.
  4. The outgoing treasurer:
    - a. The outgoing treasurer continues in office until January 1, at which time it is her responsibility to have the books audited.
    - b. It is the outgoing treasurer’s responsibility to help the incoming treasurer set up new books before January 1.
    - c. New signature cards for the district banking accounts should be done within the first month of the new officer’s tenure.
  5. The outgoing communications coordinator continues in office until January 1. It is her responsibility to complete the December newsletter.
  6. Prior to assuming office the following year, all newly elected officers will attend and do the following:
    - a. October District Annual Celebration;
    - b. October Conference Annual Celebration training and meeting;
    - c. November District Leadership Team meeting and retreat;
    - d. The November National leadership training for certain officers;
    - e. Prepare packets for the Leadership Development Day training events held in January or February.
  7. At the November District Leadership Team meeting or sooner, the outgoing officers shall hand over all the files (correspondence, reports, forms and awards) along with a USB flash drive. The only files not turned over at this time to the incoming officer are those the outgoing officer needs to complete her office through December 31<sup>st</sup>. Any remaining files must be turned over no later than the January or February Leadership Development Day training in Phoenix.

459 **E. Removal from Office**

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1. If there is no indication of job performance (reports turned in; communicating with the West District officers, conference officers and local organization officers; doing their duties as described in their timeline; and/or two (2) unexplained consecutive absences), the office will be declared vacant by the president or District Leadership Team.
  2. Said office shall be filled upon recommendation of the committee on nominations and elected by the District Leadership Team and shall be for the unexpired term of the office (Article V, Section 1, Paragraph g, Page 125).
  3. The secretary will write a letter to the person informing her of the action. The president and secretary will both sign the letter.

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471 **IV. DISTRICT MEETINGS AND EVENTS**

472 **A. Annual Celebration**

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1. Information is found in the *Constitution and Bylaws of United Methodist Women* (Article VI, Section 1, Page 126).
  2. The District Annual Celebration shall be held in October or November.
  3. All United Methodist Women residing in the West District and the Desert Southwest Conference United Methodist Women who are attendees at the District Annual Celebration shall have a vote.
  4. Bus coordinator:
    - a. District Leadership Team shall be responsible for planning bus trips to the District Annual Celebration and for making them self-supporting, if needed.
    - b. The district vice president shall appoint a bus coordinator to work with the District Leadership Team.
  5. The district treasurer shall make meal and lodging reservations for each district officer attending district and conference events. Each officer is responsible for making her own reservations with the treasurer. Deadline will be determined by the treasurer.
  6. The Mission u scholarship winner will have her expenses for the District Annual Celebration paid by the district as she will give a short speech. All receipts for the District Annual Celebration are to be turned in to the district treasurer.
  7. The officer in charge of the event will arrange for guests who are invited at district expense and advise the treasurer prior to the reservation deadline.
  8. The budget, including the district's Pledge to Mission, sent to the Desert Southwest Conference shall be approved at the District Annual Celebration after approval by the District Leadership Team.
  9. If anyone at the District Annual Celebration speaks to the budget and the budget has already been passed, it shall be referred to the committee on finance to be reflected in the following year's budget.
  10. Any changes to the Standing Rules will be voted on at the District Annual Celebration.
  11. All yearly Unit (local organization) Achievements and Special Recognition for the previous year will be given at the District Annual Celebration. This includes 5-Star Award, Living the Charter for Racial Justice, Outstanding Local Organization Award, and any other recognition as determined by the District Leadership Team.

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**B. Leadership Development Day Training**

1. The Leadership Development Day training will be held on a Saturday in January or February of the new year.
2. District Leadership Development Day training will be held in two (2) locations only: the Phoenix area and the Yuma area.
3. District officers are expected to be present at all Leadership Development Days training for local organizations. If an officer is unable to attend, after notifying the district president, she shall make arrangements with the vice president for a substitute.
4. The members of the committee on nominations should attend the Phoenix Leadership Development Day training for additional training and to help with the training, if needed.
5. The president should receive a teaching packet from each district officer at the Leadership Development Day training.
6. The Mission Today and Reading Program awards will be given out at the Leadership Development Day training.

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**C. Mission u**

1. Registrations for members of the local organizations with the West District

521 shall be on the Desert Southwest Conference United Methodist Women website.

- 522 2. Expenses for district officers will be paid by the district.
- 523 3. Scholarship applications shall be on the Desert Southwest United Methodist Women  
524 website and the district communications coordinator will email to all the local  
525 organization presidents a copy of the registration form. The application needs to be  
526 completed and returned to the West District president by May 15th, as the district will  
527 need to choose the winner.
- 528 4. Once a winner has been chosen, the district president needs to call the winner to notify  
529 her that she has won and a letter will be forthcoming explaining all the details.
- 530 5. If the conference does not allow two (2) scholarship winners for the Marilyn Jean  
531 Chapman Scholarship, the district can approve to pay for a second applicant by a  
532 motion and vote at the May district team meeting.
- 533 6. The district president will send a letter to the scholarship winner explaining that all her  
534 expenses for Mission u will be paid by conference. Any receipts will need to be sent  
535 directly to the conference treasurer. The winner will be expected to write a short  
536 article for the next Cactus Patch newsletter (due August 15<sup>th</sup>) and attend and give a  
537 short speech at the District Annual Celebration in October. All receipts for the  
538 District Annual Celebration are to be turned in to the district treasurer.
- 539 7. The district president will notify the non-winners in writing of the selection made for  
540 the scholarship(s) winner(s).
- 541 8. Expenses (registration, lodging, books and travel) of the winners of the Marilyn  
542 Jean Chapman and Marilyn Sue Stout Scholarships shall be paid directly by the  
543 conference.
- 544 9. Recipients of the scholarships are expected to attend all classes and worship plenaries.

545 **D. Offerings Taken at District Events**

546 All monetary offerings received at district events shall be sent to the United Methodist  
547 Women National as Mission Giving. These offerings are separate from the Hands-on  
548 Project.

549 **E. Reimbursement for Expenses**

- 550 1. If an officer has reservations and does not use them, she is required to reimburse the  
551 district for expenses incurred.
- 552 2. The district will pay expenses for registration, mileage, meals and lodging of  
553 conference officers who live within our district and attend our meetings and events.

554 **F. Cancellation Policy**

- 555 1. For all district and conference events other than Mission u (which has their own  
556 cancellation policy) a refund, less registration fee, can be made if cancellation is  
557 received by the registrar of the event fourteen (14) days prior to the meeting. After  
558 that date, there can be no refund.
- 559 2. A registration may be transferred to another person.
- 560 3. The above statements shall be included on the registration form.
- 561 4. If a registration has to be cancelled and there is another person to purchase that  
562 registration, the person cancelling may have to pay a cancellation fee.

563 **G. Responsibilities for all District Events**

- 564 1. Site selection should be made no less than one year in advance by the vice  
565 president.
- 566 2. The vice president shall ensure that district events are on the host church calendars and  
567 the Hosting Responsibilities Information Sheet for that district event is given to them  
568 and reviewed with them.

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3. The vice president shall make advance arrangements prior to each district event.
  4. A letter shall be sent by the vice president to the host church prior to a meeting regarding physical arrangements.
  5. The vice president shall secure the use of the host church for the evening before the event for the purpose of rehearsal.
  6. The vice president will serve as contact with the host church. District officers will notify this person of any specific need and will not make individual arrangements.
  7. The vice president will arrange for guests invited at district expense (i.e. speakers, senior minister and spouse of the host church, etc.) and advise the district treasurer prior to the reservation deadline.
  8. The vice president will compile the program booklet for the district event. This program will be reviewed and approved by the district officers at the 3<sup>rd</sup> quarter district meeting. The secretary shall type and print the program for that district event.
  9. Within two weeks of the event, the president or vice president will send thank you notes to each person with responsibilities for putting on the event.

586 **V. EXPENDITURES**

587 **A. District Events**

588 **1. Speaker**

589 **a.** The district is authorized to pay for guest speakers at a district event (i.e.,  
590 District Annual Celebration) at a rate of \$50.00. If they do not want to be  
591 paid, we will give each one a Gift Card for Mission as a thank you for their  
592 service (See Section 1, Paragraph G.1, Lines 103-104 of these  
593 Standing Rules).

594 **b.** The district will pay for the guest speakers' meals at the district annual  
595 celebration.

596 **2. Child Care**

597 The district is authorized to pay expenses at district events for child care at the  
598 minimum wage or the amount customarily paid by the host church. Minimum  
599 payment shall be for three (3) hours.

600 **3. Janitorial Service**

601 The district is authorized to pay for janitorial services to a host church for an  
602 event held in their facility, if requested, at the amount customarily paid by the  
603 host church.

604 **4. Sound/audio visual operator and pianist/organist**

605 The district is authorized to pay up to \$100.00 for sound/audio visual operator  
606 and up to \$50.00 for pianist/organist to a host church for an event held in their  
607 facility, if requested. If operators or musicians do not want to be paid, we will give  
608 each one a Gift Card for Mission as a thank you for their service.

609 **5. Meals**

610 **a.** The district will pay to the host church \$6.00 per lunch meal for all attendees.  
611 The host church must supply a copy of all those registered along with a count  
612 of their workers so we will know how much to pay them.

613 **b.** The host church will offer a complimentary breakfast.

614 **B. Stewardship of Resources**

615 This is an important concept of United Methodist Women. We are each responsible to  
616 conserve our expenditures as much as possible because we are organized for mission. The

617 district treasurer is authorized to distribute expense voucher forms and pay expenses for the  
618 officers for:

619 **1. Travel**

- 620 **a.** The district treasurer shall pay travel expenses for all district meetings and  
621 events which district officers are expected to attend.  
622 **c.** Travel at the same rate of \$0.35 per mile as stated in the Standing Rules of the  
623 United Methodist Women of the Desert Southwest Conference (Article VII,  
624 Section A, Paragraph 4.e, Page 9, Line 460).  
625 **c.** Group travel insurance is provided each member of the Conference Leadership  
626 Team and District Leadership Team by the Desert Southwest Conference.

627 **2. Carpooling**

- 628 **a.** When a non-driving officer is transported by a spouse or other person for  
629 district business, the allowance is for one (1) round trip.  
630 **b.** When conference and district officers carpool to a conference meeting or  
631 event, the mileage cost shall be paid by the conference. When conference and  
632 district officers carpool to a district meeting or event, the mileage cost shall  
633 be paid by the district. Only the driver of the vehicle shall file an expense  
634 voucher for mileage with the appropriate treasurer.

635 **3. Meal Allowances**

- 636 **a.** For individual meals, at time of travel, the allowance shall be the same as stated  
637 in the Standing Rules of the United Methodist Women of the Desert Southwest  
638 Conference (Article VII, Section B, Paragraph 1, Page 10, Lines 472-476):  
639 **i.** Breakfast, seven dollars (\$7.00)  
640 **ii.** Lunch, ten dollars (\$10.00)  
641 **iii.** Dinner, thirteen dollars (\$13.00)  
642 **iv.** Total per day, thirty dollars (\$30.00).  
643 **b.** When travel necessitates being absent from home for two or more meals, the  
644 meal allowance may be combined and used as desired.

645 **4. Dependent Care**

646 District officers requiring care for a dependent in order to attend any meeting  
647 necessary for that office may be reimbursed as stated in the Desert Southwest  
648 Conference Standing Rules.

649 **5. Child Care**

650 The district is authorized to pay expenses at district events for child care at the  
651 minimum wage or the amount customarily paid by the host  
652 church. Minimum payment shall be for three (3) hours.

653 **6. Courtesy Housing**

- 654 **a.** Courtesy housing may be offered to the District Leadership Team by persons  
655 other than the District Leadership Team.  
656 **b.** When courtesy housing is offered and not accepted, the cost of commercial  
657 lodging shall be the personal responsibility and expense of the officer. If  
658 courtesy housing is not offered, the district will pay for motel accommodations.  
659 **c.** A Gift to Mission in the amount of five (\$5.00) shall be given as a hostess gift.  
660 The district treasurer shall purchase a supply of Gift to Mission cards to be used  
661 by district officers when accepting courtesy housing.  
662 **d.** When a district officer stays with another district officer, there will be no  
663 reimbursement.  
664 **e.** Notice to cancel courtesy housing shall be given to the persons in charge of an

665 event as soon as possible so that a hostess will be inconvenienced as little as  
666 possible.

667 **7. Commercial Housing**

- 668 **a.** When commercial housing is used, reimbursement will be made for two (2)  
669 officers per room unless the District Leadership Team determines otherwise.
- 670 **b.** If the district is paying for the room and an officer desires fewer in a room than  
671 the number determined by the District Leadership Team, she will pay the  
672 difference between the conference/district rate and what she chooses.
- 673 **c.** If the officer lives less than 40 miles from any event and wishes to stay in a  
674 hotel room, it will be at her own expense.

675 **8. Expense Vouchers**

- 676 **a.** Officer supplies, long distance telephone calls or other expenses pertaining to  
677 her office must be submitted on the expense voucher form along with receipts.
- 678 **b.** Pertinent information shall be listed on the reverse side of expense vouchers.
- 679 **c.** It is the responsibility of the officer to get her expense voucher signed by the  
680 president or secretary. No officer may sign her own expense voucher.
- 681 **d.** Expense vouchers must be properly filled in and submitted with receipts to the  
682 president and secretary before submitting to the treasurer for payment.
- 683 **e.** The vice president shall sign expense vouchers for the president and secretary.  
684 In the vice president's absence, another officer may sign the voucher.
- 685 **f.** Checks are not to be issued without signed vouchers.
- 686 **g.** Expense vouchers shall be turned in to the district treasurer of each event or  
687 within sixty (60) days thereafter or the voucher will not be honored.
- 688 **h.** December 10<sup>th</sup> of each calendar year is the final date to submit expense  
689 vouchers as funds will not be available after that date. Outgoing officers may  
690 estimate for trips, mailings, etc. planned after this date.

691 **C. Expenses of Nominated but Not Yet Elected Officers**

- 692 **1.** Nominated officers that have not been elected yet need to have registration sent  
693 in for the Desert Southwest Conference United Methodist Women Annual Celebration.
- 694 **2.** The district treasurer will send in the required registration forms including making  
695 travel and overnight accommodations for these new officers.

696 **D. Expenses of Newly Elected District Officers (October-December installation year)**

697 Expenses for these newly elected officers shall be paid for their attendance at the:

- 698 **1.** October District Annual Celebration;
- 699 **2.** October Conference Annual Celebration training and meeting;
- 700 **3.** November District Leadership Team meeting, training and retreat;
- 701 **4.** November national leadership development day training for only certain  
702 officers;
- 703 **5.** Any other expenses needed to prepare folders for the January Leadership  
704 Development Day training events.

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707 **VI. MISSION PROJECTS**

708 **A. Representation**

- 709 **1.** A member of the District Leadership Team and/or others chosen as needed from  
710 within the district shall serve as a representative to a particular mission project by  
711 appointment of the president with approval of the District Leadership Team.
- 712 **2.** Pertinent information on the project should be reported to the District Leadership Team

713 as needed or on request of the president.  
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716 **VII. OTHER STANDING RULES**

717 **A. Assembly and Jurisdiction meetings**

- 718 1. An amount determined at the annual finance committee shall be placed by the  
719 conference treasurer in a conference savings account for the district to have  
720 representation at Assembly and Western Jurisdiction Quadrennial Meeting.  
721 2. Each year, the district will pay to conference \$500 for Jurisdiction and \$450 for  
722 Assembly to be placed in designated accounts for these events as part of the  
723 district's annual budget.  
724 3. The district president's expenses shall be paid to attend these meetings. If the  
725 president is unable to attend, then the District Leadership Team shall select a  
726 replacement. The remaining funds shall be shared equally among the other District  
727 Leadership Team members attending these events.  
728 4. If funds are available, the district may also pay a scholarship, not to exceed one-half  
729 the total amount needed, to any member of the District Leadership Team who  
730 wants to attend and has not attended a previous Assembly or Jurisdiction meeting.  
731 5. In the fall of the year prior to Assembly, the district president shall send an email to all  
732 local organization presidents advising them to assist their local women with a  
733 scholarship if they wish to attend Assembly or Jurisdiction Meeting, especially for  
734 their president.

735 **B. District Structure Wording Changes**

- 736 1. Title changes:  
737 a. Mission coordinator for membership nurture and outreach is now mission  
738 coordinator for membership care.  
739 b. Mission coordinator for education and interpretation is now mission  
740 coordinator for education for mission.  
741 2. Miscellaneous wording changes:  
742 a. Annual District Meeting is now called Annual District Celebration.  
743 b. Leadership Development Day is now called Leadership Development Day  
744 Training.  
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752 **West District Standing Rules Committee Members (2018)**

753 Sharon Weber communications coordinator/chair  
754 Cheryl Buchholtz president  
755 Michele Justice treasurer  
756 Christine Jones secretary



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