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

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

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

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

I. DISTRICT LEADERSHIP TEAM

A. Membership

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

B. Meetings

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

C. Attendance
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.
2. Any officer who has two unexplained consecutive absences from district meetings/events shall have her office declared vacant, and a new person shall be selected by the nominating committee and elected by the District Leadership Team to fill the unexpired term.
3. Each member shall make every effort to attend district meetings and local organization meetings. If there is a conflict, priorities of attendance for district officers are: (1) district meetings; (2) conference meetings; and (3) local organization meetings.
4. Any district elected leader who is unable to attend a District Leadership Team meeting must notify the president and email (or mail, if necessary) their written officer report.

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

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

F. Retirement Recognition
1. Retiring district officers shall be recognized during the District Annual Celebration.
2. Retiring district officers shall be reimbursed through December 31st for visits made to organizations to which they have been assigned as “shepherdess.”
3. The chair of the committee on nominations shall give a list of all persons to receive Special Mission Recognition Pins and the number of years each has served 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
II. OFFICER RESPONSIBILITIES AND RESOURCES

A. General Responsibilities of Officers

1. For a more detailed description of duties of each district office, a timeline is available from the committee on nominations.

2. Each officer is responsible for following her timeline and giving any updated information for the timeline to the chair of the committee on nominations who will update and send out the updated timeline to the officer, president and secretary for their records.

3. The officer in charge of an event shall work with the president of the local organization to make arrangements for district meetings. All district officers shall be apprised of the orders of the day at the District Leadership Team meeting at least one (1) week prior to the event. If there has been a change, notice should be given one week in advance, if possible.

4. Each officer shall contact each local organization counterpart a minimum of two (2)
5. Each officer is assigned one (1) or more organizations as a “shepherdess.” She shall communicate with the local president of those organizations promptly and visit their organization meeting a minimum of one (1) time per year. She shall inform them of important district and conference meetings. She shall offer assistance in any way possible.

6. Each officer shall send related materials pertaining to her office to all local counterparts. Copies of all mailings should be sent to the district president if requested, and in the officer’s personal file.

7. All officers should have the capability and skills to send and receive communications in a timely manner. This means computer access is the preferred mode of communications. If she does not have a home computer, she may obtain access through a friend or her church office.

8. Each elected officer shall have the voting privileges at any district meeting with the exception of the members of the committee on nominations who do not have any voting privileges. If there is not an elected chair of the committee on nominations, at the beginning of the meeting, there will be a motion made to appoint one member from the committee on nominations to be the voting member at that particular meeting.

9. Retired officers may be asked to assist at local Leadership Development Day following their term of office, in which case they shall be reimbursed for any expense incurred.

B. Secretary

1. A district directory shall be published by the district secretary before the first Leadership Development Day in January of each year. This directory is compiled from lists of local organization officers sent to her by each local organization secretary.

2. A courtesy copy of the directory is to be given to all district and conference officers, including members of the conference committee on nominations, the dean and assistant dean of Mission, the West District Superintendent, the honorary president, if one exists, the presidents of the North, South and East Districts, the representative of the United Methodist Women on the District Leadership Team (Western Jurisdiction Leadership Team) who are residing within the West District. All local organization presidents and secretaries shall receive a copy.

3. The secretary shall, within four (4) weeks, prepare minutes of each District Leadership Team meeting and email (or mail, if necessary) a copy to each member of the District Leadership Team, including members of the committee on nominations, the conference secretary, and any attending conference officer residing within the West District. These minutes will also serve as a reminder of the time, place and date of the next meeting and any action items that need to be performed before the next meeting.

4. The secretary shall prepare three (3) copies of the District Annual Celebration meeting minutes within two (2) weeks after the meeting and have three (3) people sign off as the proofreaders of the minutes. One signed copy goes into the secretary’s file; one copy will be sent to the conference secretary; and one copy will be given to the bank in January when updating the checking account signature cards.

5. If the president, secretary or treasurer will not be continuing in office, a signed letter of resignation is to be given to the secretary to take to the bank in addition to the October District Annual Celebration meeting minutes. This is required by the bank for new signature cards.

C. Communications Coordinator
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.

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.

10. Districts are to “empty their treasury” at the end of the year and leave just enough funds to start the new year which is usually about $2,500.00.

11. Conference holds a finance meeting to review district budgets every August. The president and treasurer from each district attend this meeting.

12. If the district treasurer or district president cannot attend the conference finance meeting in August, another member of the district finance committee should attend.

13. The treasurer will order and maintain a supply of Gift to Mission Cards. When a local organization sends in money ($5.00/card) for the Gift to Mission fund, they will let the treasurer know which card they need. The treasurer will then send the cards to the person requesting it.

14. When a district officer needs a Gift to Mission card, she will ask the treasurer for one. The treasurer will then move a $5.00 card into the Gift to Mission fund.

15. The District Treasurer is to set up the bank account signers with the current District President, District Secretary and District Treasurer as signers on the account. Get debit cards for the District Treasurer and District President. Be sure District Secretary has a copy for the bank of the signed October District Annual Celebration Meeting Minutes and any letters of resignation from the previous year’s District President, District Treasurer, and/or District Secretary which shows the newly elected officers.

E. Committee on Nominations

1. Members of this committee shall be those persons listed in the Constitution and Bylaws of United Methodist Women (Article IV Section 3, Paragraph a, Pages 122-123).

2. The committee shall consist of an odd number of members, a minimum of five (5) members including the chairperson.

3. The chair of the committee on nominations shall maintain a file of all timelines for each office. A timeline will be given to each officer and a complete set to the district president and secretary for their files.

4. At the August district team meeting, these timelines should be reviewed and updates be given to the chair of the committee on nominations. She will then update and send out as mentioned above. Note: timelines can be updated throughout the year.

5. The committee shall maintain a My Talent Is – My Passion Is form to be updated annually and shall educate local women about the value of the talent bank which will be kept by the chair of the committee on nominations.

6. Potential nominees of elected positions shall be contacted by a committee member, either personally, by email or phone prior to September 1.

7. The chair of the committee on nominations shall send a follow-up letter to those nominees, which shall include:
   a. Educational opportunities, leadership training
   b. Job description (timeline), including term of office
   c. Time commitments (schedule of meetings as pertains to their office including the district calendar)
   d. Connectional responsibilities.

8. A signed copy of this letter shall be returned to the chair of the committee on nominations and shall constitute acceptance of the nomination.

9. A slate of nominees shall be presented to the District Leadership Team at the August meeting and published in the September issue of the Cactus Patch newsletter (Article IV, Section 3, Paragraph b.4, Page 123).

10. The full committee shall meet before April 1 and shall attempt to limit the meetings to
11. Committee on nominations membership is not included in figuring tenure.

12. A two-year term as chair of this committee is in addition to tenure limitations. She shall be excluded from serving as district president for one year following her term as chair.

13. Tenure is determined by participating in West District Leadership Team or any predecessor organization. Tenure is from January 1 to December 31.

14. Members of the committee on nominations shall attend per year all District Leadership Team Meetings, November District Leadership Team retreat, meeting and training, District Annual Celebration, Conference Annual Celebration, and one (1) Mission u or Conference Retreat. These events will be at district expense.

15. Members are encouraged to attend as many local organization meetings and district events within their district boundaries as possible to assess potential leadership for the district. Expenses shall be at district expense.

16. Nominees for district office shall attend the District Annual Celebration prior to assuming office. Expenses shall be at district expense.

F. Committee on Standing Rules

1. The committee, shall be composed of a minimum of four (4) members
   a. The communications coordinator will be the chair.
   b. The president, treasurer, secretary and communications coordinator.
   c. If one of the officers on the Standing Rules Committee holds two offices, then another officer has to be chosen to take that duty to make it a committee of four (4).
   d. The committee may have one (1) or two (2) additional district officers added to the committee.

2. The Standing Rules shall be reviewed annually.

3. The district changes are subject to the conference changes being passed at the Conference Annual Celebration. Prices, gas allowance, and meals all state “conform to those of the conference”.

4. Changes to the District Standing Rules will be presented at the District Annual Celebration.

5. The District Leadership Team shall recommend adoption of any and all revisions by a two-thirds (2/3) majority of those voting at the District Annual Celebration.

6. The Standing Rules shall be distributed to all district officers (including the members of the committee on nominations) and each local organization’s president after being voted on at the District Annual Celebration.

7. The Standing Rules (both the drafted version and the final approved version) shall be sent to the conference communications coordinator to upload onto the conference website. This should be sent in both Microsoft Word and PDF file format.

G. Officer Resources (Program Materials)

1. When possible, materials from the Mission Resource Center utilized for an office shall be ordered by the secretary of program resources.

2. Officers shall be supplied with the following materials necessary to fulfill the duties of their offices and any other resources necessary as determined by the District Leadership Team. These should be ordered in September two (2) weeks before the October District Annual Celebration; and if not received by then, be sure to order in November to arrive at the Leadership Development Day training in January. These items may include:
329 a. United Methodist Women Handbook, Current Edition (District Leadership Team – only one (1) copy for the Chair of the Committee on Nominations needs to be ordered for the whole team).

330 b. Prayer Calendar (mission coordinators for social action and spiritual growth)

331 3. If any of the above items ordered was not received, then either the secretary of program resources gets a check from the treasurer to place the order or the treasurer orders the items and sends a check. These items, when purchased separately from the Reading Program books, must have payment sent in with the order.

332 4. The district treasurer shall order in February the Mission Resource Center Sampler which includes two books for study at Mission u for the current year, next year’s program book, next year’s prayer calendar and next year’s date book (president, vice president and mission coordinator for education for mission).

333 5. The district treasurer shall order in October a subscription to both response and New World Outlook magazines (mission coordinator for education for mission).

334 6. Equipment owned and the location

335 a. Gavel and president’s pin (president)

336 b. Money-box, book hand truck (secretary of program resources)

337 c. Communion Cup (mission coordinator for spiritual growth)

338 7. The Program Resource Room will carry free items, and only for sale will be United Methodist items like Reading Program Books, Prayer Calendars, Date Books, and Program Books at the October District Annual Celebration and Leadership Development Day training in January/February. West District directories will also be available for sale at the Leadership Development Day training. A separate accounting of the directories sold shall be kept.

339 III. ELECTION POLICY

340 A. Elections

341 1. Nominees should receive a copy of their district office timeline and a district calendar.

342 2. The slate of nominees shall be published in the district newsletter at least thirty (30) days prior to the District Annual Celebration at which the election is held.

343 3. There shall be an opportunity for nominations from the floor with verbal or written permission of the person being nominated.

344 4. Vacancies occurring 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).

345 5. The District Leadership Team may appoint a district officer to their office if the team is unable to fill that position or wish that person to remain in office after their tenure has been completed.

346 B. Terms of Office

347 1. Officers and the chair of the committee on nominations shall be elected for a two-year (2) term.

348 2. No elected officer will hold the same office for more than four (4) years, except the treasurer, who can hold the same office for six (6) years. The chair of the committee on nominations can hold the office for only two (2) years (Article V, Section 2, Paragraph a, Pages 125-126).

349 3. Tenure on the District Leadership Team is limited to a total of eight (8) elected years.

350 4. Members of the committee on nominations shall serve for a class of four (4) years,
except when classes are established for the first time which would be a two-year term.

Members can serve no more than one four-year term (Article IV, Section 3, Pages 122-123).

5. Service of six (6) months or more in an officer year by an interim or acting officer will be counted as one year of tenure (Article V, Section 2, Paragraph d, Page 121).

6. An appointed officer may serve a one-year term, for a maximum of four (4) years in any combination of offices (Article V, Section 2, Paragraph e, Page 126).

7. Newly elected and appointed officers are required to:
   a. Attend the October District Annual Celebration;
   b. Attend the October Conference Annual Celebration training and meeting;
   c. Attend the November District Leadership Team meeting, training and retreat;
   d. Receive the files and a USB flash drive for their office from the outgoing officer;
   e. Prepare folders for the January Leadership Development Day (LDD) training.

8. Officers elected and appointed in October will assume duties the following January 1. The district year shall be considered to be January 1 to December 31.

9. The newly elected and appointed officers will not have voting rights after their election until they assume their office January 1st.

10. No elected/appointed leader of the district organization will hold any other office beyond the local organization of United Methodist Women (Article V, Section 2, Paragraph g, Page 126).

C. Nominations, Elections, and Appointments

1. The following district officers shall be elected in odd years, but serve two (2) years following; i.e., elected 2017, serve 2018-2019:
   a. President
   b. Secretary
   c. Mission coordinator for spiritual growth
   d. Mission coordinator for education for mission
   e. Secretary of program resources

2. The following district officers shall be elected in even years, but serve two (2) years following; i.e., elected 2018, serve 2019-2020:
   a. Vice president
   b. Treasurer
   c. Chair of the committee on nominations
   d. Mission coordinator for membership care
   e. Mission coordinator for social action
   f. Communications coordinator

3. The members of the committee on nominations shall be elected in terms of four (4) years based on those members leaving their office.

4. The District Leadership Team may appoint a district officer to their office if the team is unable to fill that position or wish that person to remain in office after their tenure has been completed. An appointed officer may serve a one-year term, for a maximum of four (4) years, in any combination of offices (Article V, Section 2, Paragraph e, Page 126).

5. Only those accepting a new term of office shall be installed at the District Annual Celebration. Those continuing in office, including any appointed officers, shall join them for re-commitment.

D. Officer Transition
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 31st.

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 31st. Any remaining files must be turned over no later than the January or February Leadership Development Day training in Phoenix.

E. Removal from Office
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.

IV. DISTRICT MEETINGS AND EVENTS
A. Annual Celebration
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.

**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.

**C. Mission u**

1. Registrations for members of the local organizations with the West District
shall be on the Desert Southwest Conference United Methodist Women website.

2. Expenses for district officers will be paid by the district.

3. Scholarship applications shall be on the Desert Southwest United Methodist Women website and the district communications coordinator will email to all the local organization presidents a copy of the registration form. The application needs to be completed and returned to the West District president by May 15th, as the district will need to choose the winner.

4. Once a winner has been chosen, the district president needs to call the winner to notify her that she has won and a letter will be forthcoming explaining all the details.

5. If the conference does not allow two (2) scholarship winners for the Marilyn Jean Chapman Scholarship, the district can approve to pay for a second applicant by a motion and vote at the May district team meeting.

6. The district president will send a letter to the scholarship winner explaining that all her expenses for Mission u will be paid by conference. Any receipts will need to be sent directly to the conference treasurer. The winner will be expected to write a short article for the next Cactus Patch newsletter (due August 15th) and attend and give a short speech at the District Annual Celebration in October. All receipts for the District Annual Celebration are to be turned in to the district treasurer.

7. The district president will notify the non-winners in writing of the selection made for the scholarship(s) winner(s).

8. Expenses (registration, lodging, books and travel) of the winners of the Marilyn Jean Chapman and Marilyn Sue Stout Scholarships shall be paid directly by the conference.

9. Recipients of the scholarships are expected to attend all classes and worship plenaries.

D. Offerings Taken at District Events

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

E. Reimbursement for Expenses

1. If an officer has reservations and does not use them, she is required to reimburse the district for expenses incurred.

2. The district will pay expenses for registration, mileage, meals and lodging of conference officers who live within our district and attend our meetings and events.

F. Cancellation Policy

1. For all district and conference events other than Mission u (which has its own cancellation policy) a refund, less registration fee, can be made if cancellation is received by the registrar of the event fourteen (14) days prior to the meeting. After that date, there can be no refund.

2. A registration may be transferred to another person.

3. The above statements shall be included on the registration form.

4. If a registration has to be cancelled and there is another person to purchase that registration, the person cancelling may have to pay a cancellation fee.

G. Responsibilities for all District Events

1. Site selection should be made no less than one year in advance by the vice president.

2. The vice president shall ensure that district events are on the host church calendars and the Hosting Responsibilities Information Sheet for that district event is given to them and reviewed with them.
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 3rd 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.

V. EXPENDITURES

A. District Events

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

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

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

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

5. Meals
   a. The district will pay to the host church $6.00 per lunch meal for all attendees. The host church must supply a copy of all those registered along with a count of their workers so we will know how much to pay them.
   b. The host church will offer a complimentary breakfast.

B. Stewardship of Resources

This is an important concept of United Methodist Women. We are each responsible to conserve our expenditures as much as possible because we are organized for mission. The
district treasurer is authorized to distribute expense voucher forms and pay expenses for the officers for:

1. Travel

a. The district treasurer shall pay travel expenses for all district meetings and events which district officers are expected to attend.

c. Travel at the same rate of $0.35 per mile as stated in the Standing Rules of the United Methodist Women of the Desert Southwest Conference (Article VII, Section A, Paragraph 4.e, Page 9, Line 460).

c. Group travel insurance is provided each member of the Conference Leadership Team and District Leadership Team by the Desert Southwest Conference.

2. Carpooling

a. When a non-driving officer is transported by a spouse or other person for district business, the allowance is for one (1) round trip.

b. When conference and district officers carpool to a conference meeting or event, the mileage cost shall be paid by the conference. When conference and district officers carpool to a district meeting or event, the mileage cost shall be paid by the district. Only the driver of the vehicle shall file an expense voucher for mileage with the appropriate treasurer.

3. Meal Allowances

a. For individual meals, at time of travel, the allowance shall be the same as stated in the Standing Rules of the United Methodist Women of the Desert Southwest Conference (Article VII, Section B, Paragraph 1, Page 10, Lines 472-476):

i. Breakfast, seven dollars ($7.00)

ii. Lunch, ten dollars ($10.00)

iii. Dinner, thirteen dollars ($13.00)

iv. Total per day, thirty dollars ($30.00).

b. When travel necessitates being absent from home for two or more meals, the meal allowance may be combined and used as desired.

4. Dependent Care

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

5. Child Care

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

6. Courtesy Housing

a. Courtesy housing may be offered to the District Leadership Team by persons other than the District Leadership Team.

b. When courtesy housing is offered and not accepted, the cost of commercial lodging shall be the personal responsibility and expense of the officer. If courtesy housing is not offered, the district will pay for motel accommodations.

c. A Gift to Mission in the amount of five ($5.00) shall be given as a hostess gift.

The district treasurer shall purchase a supply of Gift to Mission cards to be used by district officers when accepting courtesy housing.

d. When a district officer stays with another district officer, there will be no reimbursement.

e. Notice to cancel courtesy housing shall be given to the persons in charge of an
event as soon as possible so that a hostess will be inconvenienced as little as possible.

7. Commercial Housing

a. When commercial housing is used, reimbursement will be made for two (2) officers per room unless the District Leadership Team determines otherwise.

b. If the district is paying for the room and an officer desires fewer in a room than the number determined by the District Leadership Team, she will pay the difference between the conference/district rate and what she chooses.

c. If the officer lives less than 40 miles from any event and wishes to stay in a hotel room, it will be at her own expense.

8. Expense Vouchers

a. Officer supplies, long distance telephone calls or other expenses pertaining to her office must be submitted on the expense voucher form along with receipts.

b. Pertinent information shall be listed on the reverse side of expense vouchers.

c. It is the responsibility of the officer to get her expense voucher signed by the president or secretary. No officer may sign her own expense voucher.

d. Expense vouchers must be properly filled in and submitted with receipts to the president and secretary before submitting to the treasurer for payment.

e. The vice president shall sign expense vouchers for the president and secretary. In the vice president’s absence, another officer may sign the voucher.

f. Checks are not to be issued without signed vouchers.

g. Expense vouchers shall be turned in to the district treasurer of each event or within sixty (60) days thereafter or the voucher will not be honored.

h. December 10th of each calendar year is the final date to submit expense vouchers as funds will not be available after that date. Outgoing officers may estimate for trips, mailings, etc. planned after this date.

C. Expenses of Nominated but Not Yet Elected Officers

1. Nominated officers that have not been elected yet need to have registration sent in for the Desert Southwest Conference United Methodist Women Annual Celebration.

2. The district treasurer will send in the required registration forms including making travel and overnight accommodations for these new officers.

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

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

1. October District Annual Celebration;

2. October Conference Annual Celebration training and meeting;

3. November District Leadership Team meeting, training and retreat;

4. November national leadership development day training for only certain officers;

5. Any other expenses needed to prepare folders for the January Leadership Development Day training events.

VI. MISSION PROJECTS

A. Representation

1. A member of the District Leadership Team and/or others chosen as needed from within the district shall serve as a representative to a particular mission project by appointment of the president with approval of the District Leadership Team.

2. Pertinent information on the project should be reported to the District Leadership Team
VII. OTHER STANDING RULES

A. Assembly and Jurisdiction meetings

1. An amount determined at the annual finance committee shall be placed by the conference treasurer in a conference savings account for the district to have representation at Assembly and Western Jurisdiction Quadrennial Meeting.

2. Each year, the district will pay to conference $500 for Jurisdiction and $450 for Assembly to be placed in designated accounts for these events as part of the district’s annual budget.

3. The district president’s expenses shall be paid to attend these meetings. If the president is unable to attend, then the District Leadership Team shall select a replacement. The remaining funds shall be shared equally among the other District Leadership Team members attending these events.

4. If funds are available, the district may also pay a scholarship, not to exceed one-half the total amount needed, to any member of the District Leadership Team who wants to attend and has not attended a previous Assembly or Jurisdiction meeting.

5. In the fall of the year prior to Assembly, the district president shall send an email to all local organization presidents advising them to assist their local women with a scholarship if they wish to attend Assembly or Jurisdiction Meeting, especially for their president.

B. District Structure Wording Changes

1. Title changes:
   a. Mission coordinator for membership nurture and outreach is now mission coordinator for membership care.
   b. Mission coordinator for education and interpretation is now mission coordinator for education for mission.

2. Miscellaneous wording changes:
   a. Annual District Meeting is now called Annual District Celebration.
   b. Leadership Development Day is now called Leadership Development Day Training.

West District Standing Rules Committee Members (2018)

Sharon Weber communications coordinator/chair
Cheryl Buchholtz president
Michele Justice treasurer
Christine Jones secretary
# Table of Contents

I. **District Leadership Team**  
   A. Membership ........................................................................1  
   B. Meetings ........................................................................1-2  
   C. Attendance .......................................................................2  
   D. Speaking Engagements ....................................................2  
   E. Officer File ....................................................................2  
   F. Retirement Recognition ..................................................2-3  
   G. Honoraria/Memorials ......................................................3  
   H. Community Building Event ............................................3  

II. **Officer Responsibilities and Resources**  
   A. General Responsibilities of Officers .................................3-4  
   B. Secretary .......................................................................4  
   C. Communications Coordinator .......................................4-5  
   D. Committee on Finance ...................................................5-6  
   E. Committee on Nominations .............................................6-7  
   F. Committee on Standing Rules .........................................7  
   G. Officer Resources (Program Materials) .........................7-8  

III. **Election Policy**  
   A. Elections .......................................................................8  
   B. Terms of Office ..............................................................8-9  
   C. Nominations and Elections .............................................9  
   D. Officer Transition ..........................................................9-10  
   E. Removal from Office ....................................................11  

IV. **District Meetings and Events**  
   A. Annual Celebration ........................................................10-11  
   B. Leadership Development Day Training ..........................11  
   C. Mission u .................................................................11-12  
   D. Offerings Taken at District Events .................................12  
   E. Reimbursement for Expenses .......................................12  
   F. Cancellation Policy .......................................................12  
   G. Responsibilities for All District Events .........................12-13  

V. **Expenditures**  
   A. District Events ..............................................................13  
      1. Speaker .....................................................................13  
      2. Child Care ..................................................................13  
      3. Janitorial Service ......................................................13  
      5. Meals ......................................................................13  
   B. Stewardship of Resources .............................................13-14  
      1. Travel .......................................................................14  
      2. Carpooling ...............................................................14  
      3. Meal Allowances .....................................................14  
      4. Dependent Care .......................................................14
5. Child Care .................................................................................................................. 14
6. Courtesy Housing .................................................................................................... 14-15
7. Commercial Housing .............................................................................................. 15
8. Expense Vouchers .................................................................................................... 15
C. Expenses of Nominated but Not Yet Elected Officers ........................................... 15
D. Expenses of Newly Elected District Officers .......................................................... 15

VI. Mission Projects
A. Representation ........................................................................................................ 15-16

VII. Other Standing Rules
A. Assembly and Jurisdiction Meetings ...................................................................... 16
B. District Structure Wording Changes ....................................................................... 16

Standing Rules Committee Members ......................................................................... 16

Index ............................................................................................................................ 17-18