

**DESERT SOUTHWEST CONFERENCE  
NORTH DISTRICT  
UNITED METHODIST WOMEN  
STANDING RULES**

**2019**



United  
Methodist  
Women

FAITH • HOPE • LOVE IN ACTION

1 **Reference:** *Constitution and Bylaws*, published in the 2017-20 United Methodist  
2 Women Handbook

3  
4 **Authority:** Article VIII, Section 2, Page 128. Standing Rules may be made and  
5 amended by the district organization provided they are in harmony with  
6 the United Methodist Women’s Constitution and Bylaws for the  
7 district organization. Provisions will be made in the district standing rules  
8 for additional elected and appointed leaders and additional committees not  
9 specified in the bylaws

10  
11 **I. District Leadership Team**

12 **A. Membership**

- 13 1. The District Leadership Team shall include:  
14 Elected Leaders: President as chairperson, treasurer, secretary,  
15 spiritual growth, educating members for mission, social action,  
16 secretary of program resources, communications coordinator, and  
17 chairperson of the Committee on Nominations.  
18 2. Appointed Leaders: Other leaders may be appointed for specific  
19 tasks, expansion of specific areas or needed services upon  
20 recommendation of the Leadership Team.  
21 3. The district superintendent or the spouse of a resident male district  
22 superintendent as honorary president.  
23 4. Members of the Desert Southwest Leadership Team and  
24 Committee on Nominations residing in the District.

25 **B. Meetings**

- 26 1. Meetings of the Leadership Team shall be held quarterly or as  
27 needed. Members should be prompt and be prepared to be  
28 present for the entire meeting.  
29 2. Any District elected leader who is unable to attend an executive  
30 committee meeting must notify the president before the meeting  
31 and send two (2) copies of a written report to (1 the President and  
32 (1) to the Secretary.  
33 3. Each member of the North District Leadership Team shall make  
34 every effort to attend local unit and district meetings, but  
35 attendance at district meetings and events shall be given **first**  
36 priority, if there is a conflict.  
37 4. In the event there is a need to vote on business which occurs  
38 between regularly scheduled **District** Leadership Team meetings,  
39 the **District** team members shall be informed by “electronic means”  
40 (e-mail or phone) and a vote may be taken by using the “Reply All”  
41 setting in an answering email. Based on guidelines by United  
42 Methodist Women National, the final vote taken will be recorded in  
43 the next meeting’s minutes as “Old Business.”  
44

1           **C. Unit Visits**

- 2           1. When speaking or assisting at a local unit, a District officer shall not  
3           accept any honorarium or travel expense from the unit.  
4           2. Expenses incurred for local unit visits shall be paid by the District.

5           **D. Officer File**

- 6           1. A file of information pertinent to her office shall be kept by each  
7           officer and made available to her successor at the time of the  
8           annual meeting at which the successor is elected.  
9           2. Materials purchased at District expense or received from United  
10           Methodist Women National remain the property of the District for a  
11           minimum of four (4) years and shall be transferred to an officer's  
12           successor. Outdated materials should be discarded.

13           **E. Equipment and Records Owned**

14           Financial records kept by the Treasurer and Minutes kept by the Secretary  
15           must be kept a minimum of 7 years in a safe and dry storage area.

- 16           1. President                   Gavel  
17           2. Vice-President  
18           3. Secretary                   Reports, Minutes, Event Programs, and in lieu  
19           of a Communications Coordinator, North Country Breezes (at least  
20           one copy of all issues for the past three years.)  
21           4. Treasurer                   Money Box, Financial Reports, Audit Reports  
22           5. Chairperson of Committee on Nominations  
23                                    Tenure of Officers, Talent Bank, Job  
24                                    Descriptions and timelines of officers  
25           6. Secretary of Program Resources  
26                                    Hand Cart, Reading Program Pamphlets,  
27                                    Money Box  
28           7. Communications Coordinator  
29                                    Event Programs, North Country Breezes (at  
30                                    least one copy of all issues for the past three  
31                                    years)

32           **F. Communication Responsibilities**

- 33           1. Each officer shall give a written report of her activities and copies of  
34           letters sent to her counterparts regarding her District office to the  
35           President at or before each Leadership Team meeting.  
36           2. Each officer shall contact her local organization counterparts  
37           quarterly (personal letter, phone call, Christmas card, newsletter,  
38           etc.) and send mailings pertaining to her District office to the  
39           respective Conference Officer, and to the District President.  
40           Copies should be dated for future reference.  
41           3. Minutes and Agendas of all North District Leadership  
42           Team Meetings shall be sent to the following:  
43           a. All members of the North District

- b. Agendas shall be distributed two (2) weeks prior to the meeting by the president.
- c. Minutes shall be distributed within two weeks after the meeting by the secretary.
- d. The District Treasurer shall send quarterly financial statements to the District President and quarterly remittances to the Conference Treasurer. Mission Recognition pins shall be ordered immediately upon receipt from local groups and the cost forwarded to the Conference Treasurer.
- e. Minutes of the Annual Celebration shall be sent to the following:
  - 1) All members of the North Leadership Team
  - 2) Members of the North District Committee on Nominations
  - 3) Conference officers residing in North District
  - 4) Conference Committee Chair of Nominations
  - 5) Members of the Western Jurisdiction Leadership Team residing in North District
- 4. Officer Communication with Local Organizations
  - a. Each officer will communicate at least quarterly with her local organization counterpart to inform her of all District and Conference meetings, and to offer help in any way needed.
  - b. All officers should have the capability and the skills to send any communications in a timely manner. This means computer access is the preferred mode of communications.

**H. Retirement Recognition**

- 1. A Special Mission Recognition Pin in the amount of \$60 shall be given each member of the Committee on Nominations who has completed her four (4) year term, which may include serving as Chair of the committee. Nominating Committee members retiring prior to completing a four (4) year term shall receive a Gift to Mission card in the amount of \$5.00.
- 2. The outgoing president is to present the incoming president with a president's pin that is purchased by the conference treasurer.
- 3. The Chairperson 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, by the September Leadership Team meeting.
- 4. Retiring officers shall be recognized during the Annual Celebration with the presentation of a Special Mission Recognition pin according to the following schedule
  - a. Less than a full two-year term      \$40
  - b. Two or three years                      \$60

- c. Four years \$100
- d. Over four years \$200

**II. Other Committees**

**A. Committee on Program**

- 1. The Vice President is chairperson of the Committee on Program (Program Committee)
- 2. All members of the Leadership Team shall be members of the Program Committee, including the chairpersons of standing committees.
- 3. The United Methodist Women District Secretary shall be secretary for the Program Committee
- 4. The Program Committee will meet as needed on the same weekend as the Executive Committee Meetings.
- 5. Dates for District events shall be set by the Program Committee at least one year in advance, if possible.

**B. Committee on Finance**

- 1. The Treasurer is chairperson of the Committee on Finance.
- 2. All members of the Leadership Team shall be members of the Committee on Finance, including the chairpersons of standing committees.
- 3. The Finance Committee shall meet once before the end of May with the Leadership Team meeting to plan the district budget and goals for the following year.
- 4. The District Treasurer will notify the Conference Treasurer of the new projected budget by the date set by the Conference Treasurer.
- 5. The President and/or Treasurer will attend the Conference Committee on Finance meeting.
- 6. The UMW District Secretary shall be the secretary for the Committee on Finance.
- 7. All District Treasurers are to “empty the treasury” at the end of the year and keep just enough money to start off the New Year.
- 8. The president, secretary and the treasurer shall have authority to sign checks. Only one signature is required.

**C. Committee on Nominations**

- 1. The chairperson of the Committee on Nominations shall be nominated from the serving members for a term of two (2) years.
- 2. There shall be no fewer than five (5) or more than nine (9) members on the nominations committee.
- 3. The committee shall consist of an odd number of members, between five to nine (5-9), which includes the chairperson.
- 4. Meetings

- a. There shall be at least (3) three meetings a year prior to the all-important District Annual Celebration.
  - b. The committee shall meet at least once during the summer.
  - c. The Committee on Nominations will attend the Spring Leadership Team Meeting to interview all the officers.
  - d. By the end of March, the Committee on Nominations shall have interviewed District officers whose term of office is expiring. They will interview with as little disruption as possible during the program meeting.
5. Any District officer may request a meeting with the Committee on Nominations at any scheduled meeting of the Committee on Nominations.
  6. Talent bank and tenure chart information should be kept up to date and passed on to the new chairperson of the Committee on Nominations.
  7. The new slate of officers needs to be confirmed and published in the August or September newsletter, 30 days before the Annual Meeting.
  8. The chairperson of the Committee on Nominations selects one or two members of the Committee on Nominations to attend each district executive meeting at District expense.
  9. Members of the Committee on Nominations shall have their expenses paid to the Mission u event held in North District, the Spring Conference Retreat, and the Fall District Celebration.

**D. Standing Rules Committee**

1. The District President shall appoint four members of the District Leadership Team to review the Standing Rules at the first executive Meeting after District Annual Celebration.
2. These four will include the president, treasurer, a continuing officer, and a newly elected officer.
3. Revisions shall be decided by majority vote of the District Leadership Team and then presented at the next annual meeting for final consideration and decision.
4. A review of the Standing Rules shall be performed annually.

**E. Committee on Mission u**

1. **Marilyn Jean Chapman Scholarship** will be continued as long as funding is available. The scholarship will be awarded annually to one individual from the North District who has not attended Mission u in the past and will cover the expenses of registration, lodging, and meals for the Mission u event held in North District. Recipients of the scholarship are expected to attend all classes and worship plenaries.

- 1           2.     **Marilyn Sue Stout Scholarship**, instituted in 2011 will be awarded  
2           annually to one teen or one woman from the North District between  
3           the ages of 14 and 30 and will cover the expenses of registration,  
4           lodging, and meals for the Mission u event held in North District.  
5           The Marilyn Sue Stout Scholarship will be continued as long as  
6           funding is available. Recipients of the scholarship are expected to  
7           attend all classes and worship plenaries.
- 8           3.     **North District Scholarship** will provide an annual scholarship to  
9           an individual who has not attended Mission u (previously called  
10          School of Christian Mission) in the past. The scholarship will cover  
11          registration, study book, and mileage for the event to be held in  
12          North District. Courtesy housing will be provided. Additional meals  
13          because of travel will be covered based on district standing rules.

14 **III. Election Policy**

15 **A. Elections**

- 16           1.     Nominated leadership must be representative of the membership in  
17           relation to age, race, ethnic and cultural backgrounds, employment,  
18           marital status, geography, etc.
- 19           2.     The following dates shall be given to all nominees for District offices  
20           prior to their decision to accept the nomination: All dates for:  
21           a.     Annual Spring Training  
22           b.     Leadership Team Meetings  
23           c.     Program Committee Meetings  
24           d.     District Annual Celebration  
25           e.     Conference Annual Celebration and Training for  
26           District Officers.  
27           f.     Times and dates will also be given for any other dates  
28           already scheduled on the calendar.
- 29           2.     The slate of nominees shall be published in the District newsletter  
30           at least thirty (30) days prior to the Annual Meeting at which the  
31           election is held.
- 32           3.     Vacancies occurring throughout the year shall be filled upon  
33           recommendation of the Committee on Nominations and elected by  
34           the Leadership Team for the unexpired term of the office.
- 35           4.     There shall be an opportunity for nominations from the floor with  
36           verbal or written permission of the person being nominated.

37 **B. Terms of Office**

- 38           1.     All District Officers shall be elected for a two (2) year term serving  
39           from January 1 through December 31. Both retiring and newly-  
40           elected officers will attend the scheduled leadership team meeting  
41           following District Annual Celebration.
- 42           2.     Members of the Committee on Nominations shall be elected to  
43           serve a class of four (4) years.

1           **C.     Nominations and Elections**

- 2           1.     In the odd-numbered years the following officers shall be elected:  
3                 a.     President  
4                 b.     Secretary  
5                 c.     Spiritual Growth  
6                 d.     Educating Members for Mission  
7                 e.     Secretary of Program Resources  
8           2.     In the even-numbered years the following officers shall be elected:  
9                 a.     Vice President  
10                b.     Treasurer  
11                c.     Chairperson of the Committee on Nominations  
12                d.     Social Action  
13                e.     Communications Coordinator  
14           3.     Only those accepting a new term of office shall be installed; those  
15                continuing in office shall then join them for recommitment.  
16           4.     Tenure as listed in the Constitution and Bylaws, dated 2017-2020,  
17                Article V, Section 2, page 125.

18           **D.     Officer Transition**

- 19           1.     Each officer whose term is ending is to review the written job  
20                description and meeting dates for her office at her interview with the  
21                Committee on Nominations.  
22           2.     It is the outgoing officer's duty and responsibility to meet with the  
23                incoming officer to explain the job responsibilities. One-on-one  
24                training of new officers will be held at the first scheduled leadership  
25                team meeting following District Annual Celebration.  
26           3.     The retiring officer shall give the new officer a copy of the District  
27                Leadership Team and Committee on Program minutes for the  
28                previous year.  
29           4.     The Outgoing Treasurer  
30                a.     It is the outgoing treasurer's responsibility to prepare the  
31                       previous year's books for the annual audit and deliver the  
32                       books to the auditor.  
33                b.     It is the outgoing treasurer's responsibility to help the  
34                       incoming treasurer set up new books before January 1.  
35           5.     The Outgoing Communications Coordinator  
36                a.     The December newsletter will be a shared responsibility  
37                       between the retiring and the newly-elected communications  
38                       coordinator.  
39                b.     It is the outgoing communications coordinator's responsibility  
40                       to assist with the new directory.

41           **E.     Removal from Office**

- 42           1.     If there is no indication of job performance (reports turned in,  
43                communicating with North District officers, two [2] unexplained



consecutive absences) the office will be declared vacant by the President.

2. Said office will be filled by the Committee on Nominations according to the Constitution and Bylaws Article V, Section 1g, 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. The Annual Celebration shall be held on the second Saturday in October.
2. North District United Methodist Women attendees at the annual meeting will have a vote.
3. The budget, including the District's Pledge to Mission, sent to the Desert Southwest Conference shall be approved at the Annual Celebration after approval by the District Leadership Team.
4. If anyone at the Annual Celebration speaks to the budget and the budget has already been passed, it will need to be referred to the Committee on Finance for consideration in the following year's budget.
5. Any changes to the standing rules will be voted on at the Annual Celebration.
6. A memorial service acknowledging those members who have passed away during the previous year will be part of the Annual Celebration.

##### **B. Leadership Training Events**

1. The Leadership Training event will be held in the first quarter of the year on a Saturday.
2. Officers are expected to be present at the Leadership Training Event to train those officers in attendance from local units in the District.
3. A class for small group (circle) leaders or circle chairpersons may be offered and/or a Mission Study.
4. Each District officer shall give a copy of her session agenda to the Vice-President at the January district meeting. The Vice President should receive a teaching packet from each officer at the Leadership Training Event.
5. If a District officer is unable to attend the Leadership Training Event, due to an emergency, it is her responsibility to find a reliable substitute with the District President's approval. She will provide the substitute with the agenda and packet for her counterpart training.
6. All yearly Unit Achievements and Special Recognition will be given at the District Leadership Training Event immediately following the

1 year in which they occurred. This includes Five-Star Giving, Mission  
2 Today, Reading Program, Attendance Award and any other  
3 recognition determined by the Leadership Team.

4 **C. Offerings Taken at District Events**

5 All monetary offerings received at District events shall be sent to United  
6 Methodist Women National as Mission Giving.

7 **D. Responsibilities for all District Events**

- 8 1. Site selection should be made no less than one year in advance by  
9 the Program Committee.
- 10 2. The Program Committee shall ensure that District events are on the  
11 host church calendars.
- 12 3. The Program Committee shall make advance arrangements prior to  
13 each District event. Responsibilities will be shared by the Program  
14 Committee members.
- 15 4. A letter shall be sent by the Program Committee to the host church  
16 prior to a meeting regarding physical arrangements.
- 17 5. The Program Committee shall secure the use of the host church for  
18 the evening before the event for the purpose of rehearsal.
- 19 6. One Program Committee officer will serve as contact with the host  
20 church. District officers will notify this person of any specific need  
21 and will not make individual arrangements.
- 22 7. The Program Committee will arrange for guests invited at District  
23 expense (i.e. speakers, senior minister and spouse of the host  
24 church, etc.) and advise the District Treasurer prior to the  
25 reservation deadline.
- 26 8. The Program Committee and Communications Coordinator shall  
27 compile and print the program booklets for all District events.
- 28 9. Within two weeks of the event, the Secretary will send thank you  
29 notes to each person with responsibilities for putting on the event.

30 **E. Registration and Expenses at District Events**

- 31 1. Registration Form and Fee of \$18 will be due seven (7)  
32 days prior to the event. Late registrations will be \$20. However, a  
33 registration fee may be transferred to another person. If registration  
34 is not transferred or used, there will be no refund.
- 35 2. A portion of the registration fee, not to exceed \$9 per registered  
36 person, as decided by the District Leadership Team, will be  
37 allocated to the Host Church for meals.
- 38 3. Childcare shall be paid for by the District at the minimum wage or  
39 the amount customarily paid by the host church. Childcare will end  
40 immediately after the event.
- 41 4. IT Services provided by the Host Church will be paid at the  
42 minimum wage or the amount customarily paid by the host church.
- 43 5. Custodial services provided by the Host Church will be paid at the  
44 minimum wage or the amount customarily paid by the host church.

- 1           6.     Responsibility for Unused Registrations or Reservations
- 2           a.     When a member of the District Leadership Team or a
- 3           member of the District Committee on Nominations fails to
- 4           notify the person in charge of a district or conference event
- 5           for which she has registered, but will not attend, she shall be
- 6           responsible for reimbursement of any expenses incurred by
- 7           the District or Conference because of her absence.
- 8           b.     Extenuating circumstances for reimbursement as stated
- 9           above shall be reviewed by the District Leadership Team.

10 **V.     Conference Meetings and Events**

11 District Officers are expected to attend annually, subject to extenuating  
12 circumstances:

- 13 A.     Conference Annual Celebration and District Officer Training
- 14 B.     Conference Leadership Retreat and/or Social Action Event
- 15 C.     Mission u Event held in North District
- 16 D.     All Conference training events as scheduled

17 **VI.    Jurisdiction/Assembly Meetings**

- 18 A.     The District will pay the President’s Registration Fee to attend the
- 19         Assembly and Jurisdiction events.
- 20 B.     If President chooses not to attend, any funds available shall be disbursed
- 21         among all other District Officers who wish to attend Assembly and
- 22         Jurisdiction events.
- 23 C.     Monies to be budgeted each year for Jurisdiction will be \$400 and
- 24         \$300 for Assembly.
- 25 D.     District Savings Accounts will be closed unless required to keep a “free
- 26         checking” status on their checking account. “Minimum required” will be adhered
- 27         to and all other monies will be sent to Desert Southwest Conference at the end of
- 28         each year to be kept in a separate line item for the North District. This money will
- 29         then be submitted back to the North District at the time of the Jurisdiction and/or
- 30         Assembly Events to be used accordingly.

31 **VII.   District Officer Expenses**

32 District Officers are inclusive of all Mission Team Members, Committee on  
33 Nominations as well as Leadership Team Members.

34 **A.     Travel**

35 Stewardship of resources is an important concept of United Methodist  
36 Women so we are each responsible to conserve our expenditures as  
37 much as possible.

- 38 1.     Travel expenses (airfare, mileage, meals, and lodging) shall be
- 39         paid by the United Methodist Women District Treasurer for all
- 40         District officers and Committee on Nominations for all District
- 41         events and for all Conference meetings and events which District
- 42         officers are expected to attend at the same rate as stated in the
- 43         United Methodist Women’s Desert Southwest Conference Standing
- 44         Rules, currently \$.35 per mile.

2. Those traveling at District expense shall use the least expensive mode of transportation available—such as carpooling and purchasing flight tickets at least 14 to 21 days in advance to take advantage of special fares.
3. Mileage reimbursement for travel by automobile shall be in accordance with the amount established in the Standing Rules of the United Methodist Women of the Desert Southwest Conference. When travel is shared with a conference officer for attendance at a district or conference event, the mileage reimbursement shall be issued by the conference or district treasurer in accordance with the policies established in the Standing Rules of the United Methodist Women of the Desert Southwest Conference. Always carpool when feasible.
4. Local women sharing the ride shall not be expected to share the cost. \*Only the driver shall submit for reimbursement.
5. North District officers will be reimbursed for expenses to attend the Mission u Event in North District. If an officer chooses to attend a Mission u Event outside of the district, expenses will only be reimbursed based on attending the North District event. Officers will only be reimbursed for attending one (1) event.
6. Dependent care funds are provided for District officers to allow the District officer to attend any meeting necessary for her office. She shall be reimbursed at the maximum rate of thirty dollars (\$30) per day.

**B. Meal Allowance**

1. Individual reimbursement for meals will be the same as stated in the standing rules for Desert Southwest Conference United Methodist Women: Breakfast, \$7; Lunch, \$10; dinner, \$13.
2. When travel necessitates being absent from home for two or more meals, the meal allowance may be combined for those meals up to \$30.
3. When asked to provide meals (or part of a meal) for a committee, reimbursement may be claimed for the cost of the food.

**C. Courtesy Housing**

1. Courtesy housing is that offered to the District Leadership Team and members of the District Committee on Nominations by persons other than the District Leadership Team.
2. When courtesy housing is offered and not accepted, the cost of commercial lodging shall be the personal responsibility and expense of the officer.
3. A Gift to Mission in the amount of five dollars (\$5) per member shall be given as a hostess gift. A card is to be obtained by the District officers or the members of the Committee on Nominations from the District Treasurer.

- 1 4. Notice to cancel courtesy housing shall be given to the persons in  
2 charge of an event as soon as possible, so that a hostess will be  
3 inconvenienced as little as possible.

4 **D. Commercial Housing**

- 5 1. When commercial housing is used, room reimbursement for two (2)  
6 officers per room unless the Leadership Team determines  
7 otherwise.  
8 2. If an officer desires fewer in a room than the number determined by  
9 Leadership Team, she will pay the difference between the district  
10 rate and what she chooses.

11 **E. Program Materials**

- 12 1. Necessary “tools of office” shall be provided each officer. This will  
13 include the current “Handbook of United Methodist Women”  
14 published by National Office and the Mission Resource Sampler.  
15 Only the Chairperson of the Committee on Nominations, not the  
16 committee members, shall be provided these materials.  
17 2. When possible, materials from Mission Resources utilized for an  
18 office shall be ordered by the Secretary of Program Resources.

19 **F. Other Officer Expenses**

- 20 1. Other officer expenses to be paid by the District include postage,  
21 supplies, long distance telephone calls, and any other expenses  
22 pertaining to the office, excluding tips for meals, taxi limousine or  
23 baggage upon presentation of an expense voucher and proper  
24 receipts.  
25 2. The Treasurer shall provide a petty cash bank in the amount of fifty  
26 (\$50) for Program Resource sales at District events.  
27 3. Retiring officers shall be reimbursed when Finance cutoff date  
28 occurs on December 10 for visits after that date to units to which  
29 they have made a commitment.  
30 4. Retired officers shall be reimbursed for expenses incurred if they  
31 are requested to assist at Leadership Training event.

32 **G. Expense Vouchers**

- 33 1. All vouchers shall be accompanied by receipts to support the  
34 expenditure.  
35 2. Pertinent information shall be listed on the reverse side of the  
36 vouchers.  
37 3. Expense vouchers shall be turned in to the district treasurer at each  
38 event or within thirty (30) days thereafter. The treasurer shall  
39 approve the expense voucher and then the president and secretary  
40 or another officer shall sign all vouchers. The treasurer may request  
41 approval of expense vouchers via email. Checks are not to be  
42 issued without signed vouchers.  
43 4. The Treasurer will submit summary of payments to President for  
44 that event.

5. Vouchers for the President, Secretary and Treasurer will be signed by any member of the Executive Committee.
6. Members of the Committee on Nominations shall turn in vouchers to the Chairperson of Committee on Nominations. These vouchers shall be signed by the President and the Chairperson of Nominations.
7. Final vouchers for the year must be received by the Treasurer on or before December 10.

**VIII. Other Expenses**

**A. Additional Meetings**

1. If attendance is required at meetings of boards, agencies, committees, etc., due to one's District office, any expenses incurred not paid for by the board, agency, or committee shall be paid by the District.
2. Expenses shall be paid for specified district officers to participate in ecumenical relationships; e.g., Church Women United and The World Federation of Methodist Women.
3. When the District President attends the Desert Southwest Annual Church Conference, any expenses incurred and not paid for by the Desert Southwest Annual Church Conference shall be paid for by the District.

**B. Additional Expenses**

Expenses for Western Jurisdiction Leadership Team, Western Jurisdiction Leadership Team Nominating Committee members, and United Methodist Women National Directors living within the District will be paid only when they attend District meetings and events.

**C. Memorials**

Upon the death of a current District officer or spouse, a "GIFT IN MEMORY" in the amount of fifty dollars (\$50) shall be given to United Methodist Women National.

**D. Honoraria**

1. A person invited by the District to participate as a guest speaker, panel member, workshop leader, retreat leader, etc., may be reimbursed for expenses and given an honorarium.
2. The honorarium shall be between \$25 and \$100, depending on the extent of the service performed.
3. If the resource person is a District Officer, Conference Officer or United Methodist Women National-related and ineligible to receive an honorarium, the amount equivalent to the honorarium he/she might have received shall be given as a Gift to Mission.

**IX. General Rules**

**A. Officers' Responsibilities**

1. The District Treasurer will register the District officers for all District and Conference events.

1 2. It is each officer's responsibility to advise the District Treasurer if  
2 she is going to attend any out-of-town Conference or District  
3 meetings at least two weeks in advance of the deadline.

4 3. A District officer may request an advance to cover an approved  
5 expense.

6 **B. North Country Breezes (District Newsletter)**

7 1. A newsletter will be printed a minimum of four times a year.

8 2. Each North District Officer is expected to submit an article for each  
9 newsletter.

10 3. The newsletter deadlines shall be the 15<sup>th</sup> of each month listed  
11 below:

12 a. February

13 b. April

14 c. August

15 d. November

16 4. In addition to copies being emailed to the following list, one hard  
17 copy will be snail mailed to the president or contact person of each  
18 unit.

19 a. All local units—president, vice president, secretary, treasurer,  
20 pastor

21 b. All District officers

22 c. Members of District Committee on Nominations

23 d. North District Superintendent

24 e. All Conference officers

25 f. Members of Conference Committee on Nominations

26 g. Presidents and Communications Coordinators of the other  
27 three Districts in the Desert Southwest conference

28 h. Dean and Assistant Dean of Mission u

29 i. Western Jurisdiction Leadership Team members residing in  
30 Desert Southwest Conference

31 j. Members of Western Jurisdiction Leadership Team  
32 Committee on Nominations residing in Desert Southwest  
33 Conference

34 k. United Methodist Women National Directors residing in  
35 Desert Southwest Conference

36 l. United Methodist Women National staff assigned to Desert  
37 Southwest Conference

38 m. Church Women United President for Nevada

39 n. Executive Director of Wesley Community Center

40 5. Specific additional duties of the Communications Coordinator  
41 include but may not be limited to keeping subscription list up to  
42 date, adding and deleting former pastors and officers as necessary.  
43  
44

1           **C. District Directory**

2           1. Directory Compilation

- 3           a. Local officer list compilation responsibility shall be shared by  
4           the Secretary and the Communications Coordinator  
5           b. All local officer changes, after publication of the directory,  
6           shall be announced via e-mail to unit presidents.

7           2. Complimentary directories shall be sent to the:

- 8           a. President of each local unit in North District  
9           b. Bishop of Desert Southwest Conference  
10           c. North District Superintendent  
11           d. Members of North District Committee on Nominations  
12           e. North District and Conference Leadership Team  
13           f. Western Jurisdiction Leadership Team members residing in  
14           Desert Southwest Conference  
15           g. Members of Western Jurisdiction Leadership Team  
16           Committee on Nominations in the Desert Southwest  
17           Conference  
18           h. United Methodist Women National Director residing in the  
19           Desert Southwest Conference  
20           i. Dean and Assistant Dean of Mission u  
21           3. Directories should be distributed in January.

22           **D. Courtesies**

23           Thank you, sympathy, get well and congratulations cards shall be sent by  
24           the District Secretary and any other District officer who is aware of the  
25           need.  
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37           **Standing Rules Committee Members, 2018**  
38           **Eileen Guillermo, Sharon Scobie, and Karen Dallatore**  
39           **Passed at ND Annual Celebration, October 13, 2017**



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