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**UNITED METHODIST WOMEN
Desert Southwest Conference
of The United Methodist Church**

**STANDING RULES
2020**

1 **References:** *Constitution and Bylaws* found in the **United Methodist Women Handbook 2017-**
2 **2020** available from United Methodist Women National for purchase or download
3 <http://www.unitedmethodistwomen.org/umwhandbook2017-2020>
4

5 **Authority:** Article II, Section 1 c, paragraph 2, page 132, Relationship to the national office: Each
6 leadership team is directly related to the jurisdiction and national organization of
7 United Methodist Women and subject to their constitution and bylaws. Conferences
8 may develop standing rules as deemed necessary to expand structures and establish
9 procedures. Such rules will not be in conflict with or limit the bylaws approved by the
10 United Methodist Women national organization. These revised standing rules are
11 supplementary thereto and shall take effect on January 1 of the coming year.
12 Adopted on 10/26/2019.
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14 **I. CONFERENCE LEADERSHIP TEAM**

15 **A. Membership**

16 The Conference Leadership Team shall include:

- 17 1. Those persons listed in the *Constitution and Bylaws* of United Methodist Women
18 (Article IV, Section 1a, page 135): President as chairperson, treasurer, secretary,
19 chairperson of the committee on nominations, the bishop of the area, and the
20 president of each district within the boundaries of the conference. The leadership
21 team will also include members of the Western Jurisdiction leadership team;
22 directors and members of the program advisory group of the United Methodist
23 Women national organization, all residing within the boundaries of the
24 conference. It may include others as the conference leadership team may
25 determine.
- 26 2. Vice president; secretary of program resources; communications coordinator;
27 spiritual growth, educating members for mission, and social action coordinators;
28 dean and assistant dean of Mission u.
- 29 3. The resident bishop shall be an ex officio member of the conference organization
30 of United Methodist Women and of the leadership team or equivalent structure, as
31 per *The Book of Discipline of The United Methodist Church 2016*, Paragraph 647,
32 Article 4.
- 33 4. Language coordinator is appointed to a one (1) year term with voting rights.

34 **B. Meetings**

- 35 1. The leadership team shall meet at least four (4) times a year.
- 36 2. Any officer who has two unexplained consecutive absences from conference
37 meetings/events shall have her office declared vacant by the leadership team with
38 a majority vote. The committee on nominations shall fill the unexpired term and
39 the leadership team shall vote on the replacement.
- 40 3. Each member shall make every effort to attend her own local United Methodist
41 Women's organization and district team meetings, but attendance at conference
42 meetings and events shall be given first priority if there is a conflict.
- 43 4. Prior to each team meeting, each officer shall send via email a copy of her
44 officer's report to the secretary and the president.

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5. Any leadership team member who is unable to attend a leadership team meeting must notify the president prior to the meeting and send an email copy of her report to the president and the secretary.
 6. A district officer substituting for a district president at any conference meeting shall be accorded full voting privileges. Expenses will be paid by the conference as they would be for the district president.
 7. In the event there is a need to vote on business which occurs between regularly scheduled leadership team meetings, the president of the leadership team shall inform the members of the leadership team by "electronic means" (email or phone). A motion will be made and seconded. A motion and discussion will follow by email using the "reply all" option. A time limit will be set for the discussion period and then the vote will be taken by email. A simple majority (half plus one) can pass the motion. Results of the vote, including final tally, will be disseminated via email and will be ratified at the next leadership team meeting.

59 **C. Speaking Engagements**

- 60 1. When speaking or assisting at a local or district meeting or event, a conference officer shall not accept an honorarium unless it is a Gift to Mission or donation to the Legacy Fund.
- 61 2. All expenses for travel, meals, and lodging shall be a conference responsibility.

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64 **D. Officer File**

- 65 1. A file of information in printed and/or digital format pertinent to her office shall be kept by each officer and made available to her successor at the end of her term of office. This should occur not later than 15 days of successor beginning her duties.
- 66 2. Materials purchased at conference expense or received from the United
- 67 Methodist Women's National Office remain the property of the conference for a
- 68 minimum of four (4) years and shall be transferred to an officer's successor.

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72 **E. Officer Communication Responsibility**

- 73 1. All officers chairing committees shall submit an agenda via email to their
- 74 committee at least five days prior to their meeting, with a copy to the president.
- 75 2. The secretary shall prepare minutes of each conference leadership team meeting
- 76 and should email a copy no later than four (4) weeks after the meeting to each
- 77 member of the conference leadership team. For the annual celebration business
- 78 meeting, copies also will be emailed to the Bishop and the secretary of United
- 79 Methodist Women National.
- 80 3. The secretary shall prepare and publish the Desert Southwest Conference United
- 81 Methodist Women's directory at the beginning of each year and have it ready for
- 82 distribution at the first team meeting of the year. Copies to National office and to
- 83 Desert Southwest Conference Center will be emailed unless specifically
- 84 requested to be sent by postal mail.
- 85 4. The secretary shall send meeting and event dates, annual meeting minutes,
- 86 directories, and newsletters to Secretary, United Methodist Women National
- 87 Office, 475 Riverside Dr. 15th Floor, New York, NY 10031.
- 88 5. Pertinent material from promotional and information letters and communications
- 89 relating to an officer's position and responsibility shall be forwarded to her district
- 90 counterparts in a timely fashion.
- 91 6. Conference officers shall send a minimum of three (3) communications per year
- 92 to district counterparts and district presidents.
- 93 7. Computer access is the preferred mode of communications.
- 94 8. Each officer shall check her email no less than every other day and respond in a
- 95 timely manner when a response is required. If the word "urgent" is in the subject
- 96 line, it requires an immediate response. The email subject line should begin with

- 97 "UMW" and should contain one or two specific words about the subject of the
98 email, e.g., UMW – Finance.
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100 9. A leadership team member must notify the conference president for any extended
101 absence. The president will provide coverage if needed.
102 10. Committee members will communicate directly with their chairs in all matters,
103 especially where financial aspects are concerned. If they are to be out of town for
104 an extended time, they must inform their committee chair.
105 11. If a matter is brought to the attention of a member of the leadership team and the
106 matter is not resolved in a timely fashion, the leadership team member should
107 bring it to the attention of the leadership team president.

107 **F. Retirement Recognition**

- 108 1. The retiring dean and/or retiring assistant dean of Mission u will be recognized at
109 the final Mission u of the year held within the conference.
110 2. Retiring elected and appointed conference officers and members of the
111 committee on nominations shall be recognized during the Annual Celebration.
112 3. A Special Mission Recognition pin, purchased by the treasurer, shall be presented
113 to each retiring team member, according to consecutive years of service on the
114 conference leadership team.
115 a. Less than one year of service a gift to mission card
116 b. Complete one year,
117 but less than two full years \$40.00 pin (gold with cross)
118 c. Complete two or three years, but
119 less than four full years \$60.00 pin (sapphire)
120 d. Four full years of service \$100.00 pin (pearl)
121 e. More than four years of service \$200.00 pin (emerald)
122 4. The outgoing president is to present the incoming president with a president's pin
123 that is purchased by the conference treasurer.
124 5. A member of the committee on nominations who serves less than two (2) years
125 shall be given a \$5 gift to mission card. If she served two (2) years but less than
126 four (4) years, she shall be given a \$40 Special Mission Recognition pin. If she
127 completed her four-year (4-year) term, which may include serving as chair of the
128 committee on nominations, she shall receive a \$60 Special Mission Recognition
129 pin.

130 **G. Community-Building Event (Conference Leadership Team Retreat)**

- 131 1. A community-building event shall be held for the conference leadership team with
132 incoming officers and the full committee on nominations as soon as possible
133 following the annual celebration.
134 2. Program planning for this event shall be the responsibility of the president, vice
135 president, and others as requested.
136 3. The conference president and conference treasurer will provide a general
137 orientation and review at the officers' retreat for the conference officers, including
138 incoming officers and incoming members of the committee on nominations, during
139 the officers' retreat and leadership team meeting.
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141 **II. OTHER COMMITTEES**

142 **A. Committee on Programming**

- 143 1. Members of this committee shall be the entire leadership team, with the vice
144 president serving as chair.
145 2. The secretary of the leadership team shall serve as secretary of this committee.
146 3. The committee shall meet at least four (4) times a year preceding meetings of the
147 conference leadership team.

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4. Minutes of the committee on programming shall be sent to the leadership team.
 5. Dates for conference events shall be set by the committee on programming at least one year in advance, if possible, subject to the approval of the conference leadership team.

B. Committee on Finance

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1. Members of this committee shall be those persons listed in the *Constitution and Bylaws* of United Methodist Women (Article IV, Section 2, page 137): conference treasurer (chairperson), conference president, conference secretary, conference vice president, district treasurer and/or the district president, dean of Mission u and/or assistant dean.
 2. The treasurer shall have bookkeeping or accounting background. She will be knowledgeable with accounting software and spreadsheet or willing to learn.
 3. In accordance with Article IV, Section 6, page 137, the committee shall meet at least semiannually and on call of the chairperson. One meeting will be for budget preparation, and one will be for financial analysis and goal-setting.
 4. The expenses of travel, lodging, and meals for all finance committee members, including district presidents and district treasurers, will be paid by the conference if physical attendance is required.
 5. The conference secretary shall serve as secretary of the committee on finance.
 6. The committee on finance will confirm an auditor at the budget setting finance meeting. The audit shall be completed prior to the annual committee on finance meeting and presented at the leadership team meeting in September. The prior year's financial statement, as audited, will be presented to the committee on finance and then forwarded to the national office of United Methodist Women.
 7. The president, treasurer and the secretary shall have authority to sign checks. Only one signature is required.
 8. A non-check-signing member of the leadership team shall review the bank statements and present an oral report. This shall be done when the meeting is in person. She shall also review the check register for legitimacy and appropriateness of expense and report orally to the leadership team. No person should be a reviewer more than once in a two (2) year term.
 9. Any budget request for the following year shall be submitted to the treasurer by the May meeting.
 10. At a conference event when funds are collected, such as offering, the conference treasurer will seek out two persons to count these monies using a detailed written record format. Monies and the record then will be given back to the conference treasurer.
 11. District treasurers are to send year-end financial statements to the conference treasurer not later than January 31 of the following year.

C. Committee on Nominations

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1. The committee on nominations shall consist of five (5) to eleven (11) members, which includes the chairperson. (Article IV, Section 3a, page 137) .
 2. The chair(s) of the committee on nominations shall have voting privileges on the leadership team.
 3. The committee on nominations will be representative of the conference membership, ensuring diversity. Elements of diversity include, but are not limited to, age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities, and employment inside and outside of the home.
 4. The committee on nominations shall maintain a talent bank to be updated annually and shall educate district and local women about the value of the talent bank. The talent bank should reflect diversity as in Article II, section C, paragraph 3 above.

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5. Potential nominees to elected offices shall be contacted by a committee on nominations member, either in person or by phone, prior to September 1.
 6. A follow-up letter shall be sent to those nominees, which shall include:
 - a. Educational opportunities, leadership training.
 - b. Job description, including term of office.
 - c. Time commitments; schedule of meetings as pertains to their position.
 - d. Connectional responsibilities.
 7. A signed copy of the follow-up letter returned to the chairperson of the committee on nominations shall constitute acceptance of nomination.
 8. The full committee on nominations shall meet at least twice a year with one (1) meeting to be before April 1.
 9. Additional meetings may be conducted through conference calls/electronic meetings or by email.
 10. At the annual celebration of the conference organization prior to the quadrennial meeting of the jurisdiction organization, three (3) voting delegates will be elected by the conference organization, all of whom will be conference elected leaders, for membership in the jurisdiction organization (*Constitution and Bylaws*, Article V, Section 3, page 142).
 11. The committee on nominations shall nominate two (2) additional members for the committee on the Charter for Racial Justice (*Constitution and Bylaws*, Article IV, Section 6, paragraph a, page 139-140).
 12. Each year, each member of the committee on nominations shall have her way paid to the annual celebration. She shall also have her way paid to two (2) Mission u events as well as either the conference Spiritual Growth retreat or one of the conference Social Action events.
 13. Committee on nominations members shall attend at conference expense the community building event and the leadership team meeting, when interviews of the current officers are held.
 14. Committee on nominations members are encouraged to attend as many district and conference events within their district boundaries as possible to identify and recruit potential leadership for the conference.
 15. The committee on nominations chairperson shall compile a list of all retiring conference officers and members of committee on nominations with their name, office, and years of service. She will forward this list to the conference treasurer no later than two months prior to annual celebration date.

D. Committee on Mission u

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1. The retiring dean of Mission u shall remain on the leadership team after the completion of final Mission u of the year to give a report at the next scheduled leadership team meeting.
 2. Members of this committee shall be dean, assistant dean, Mission u secretary, Mission u business manager, Mission u registrar, conference educating members for mission coordinator, and conference president.
 3. There will be three yearly Mission u events each lasting two days: one each in North and South Districts and a combined East/West District event.
 4. The dean and assistant dean will be nominated by the committee on nominations at the first meeting of the Leadership Team (usually February or March) for approval by the conference leadership team. The terms of office shall be one (1) year with a maximum of two (2) years in succession in each position.
 5. Minutes of the Mission u meetings shall be sent to the Mission u committee, conference president, and conference secretary.

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6. There are two (2) scholarships that will be awarded annually as long as funding is available. Each scholarship will be awarded annually to one individual from each district [four (4) persons total per scholarship]; however, a district may opt to relinquish their scholarship if they do not have a qualified applicant and another district may use it. The scholarship will cover the expenses of registration, lodging, books, travel, and dependent care if needed for a Mission u event as further delineated in VII.B and VII.D of these standing rules. Recipients are expected to attend all the activities of the event.
 - a. The Marilyn Jean Chapman Scholarship will be awarded to any member of United Methodist Women.
 - b. The Marilyn Sue Stout Scholarship, instituted during the 2010-2011 year, will be awarded to youth or young women ages 14-30.
 7. A budget shall be set by the Mission u committee and submitted to the conference finance committee. This will be submitted to the conference finance committee prior to their goal-setting and financial analysis meeting.
 8. A yearly review of the books shall be performed and a copy provided to the leadership team by the end of December.
 9. The business manager shall provide a profit & loss statement and a balance sheet to the leadership team after all bills have been paid following the last Mission u.
 10. All conference officers, including committee on nominations, members of the Western Jurisdiction leadership team and Western Jurisdiction leadership team committee on nominations who reside within the conference, and directors of United Methodist Women and program advisory committee members who reside within the conference shall be reimbursed by the conference for expenses to attend up to two Mission u events.
 11. Upon retirement, the dean and assistant dean will be presented a special mission recognition pin at the final Mission u of the year in accordance with years of service as in Article I, Section F, paragraph 3 of these standing rules.
- E. Committee on the Charter for Racial Justice Policies**
1. The Charter for Racial Justice committee shall consist of those listed in the *Constitution and Bylaws* of United Methodist Women (Article IV Section 6, page 139-140).
 2. Members shall serve for a maximum of three years.
- F. Committee on Standing Rules**
1. The committee on standing rules shall be composed of five (5) members including:
 - a. The conference president, treasurer, and secretary.
 - b. One (1) district president, for a one-year term in rotation – North, East, South, West.
 - c. One other elected conference officer, who will act as chairperson of the committee.
 2. The committee shall be appointed by the president at the first meeting after the Annual Celebration.
 3. A review of the standing rules shall be done annually.
 4. The conference leadership team shall approve any and all revisions by a two-thirds (2/3) majority of those voting.
 5. After approval by the leadership team, revisions shall be approved by majority vote at the annual celebration by the United Methodist Women in attendance.

- 298 **III. ELECTION POLICY**
- 299 **A. Terms of Office**
- 300 1. Officers shall be elected for a two (2) year term.
- 301 2. Officers elected and appointed in October will assume duties the following
- 302 January 1. The conference year shall be considered to be January 1 to December
- 303 31.
- 304 3. All incoming and outgoing officers are required to attend in person the community-
- 305 building event (conference officers' retreat and leadership team meeting).
- 306 **B. Nominations and Elections**
- 307 1. In odd-numbered years, these conference officers shall be elected:
- 308 a. President.
- 309 b. Secretary.
- 310 c. Spiritual growth coordinator.
- 311 d. Educating members for mission coordinator.
- 312 e. Secretary of program resources.
- 313 2. In even-numbered years, these conference officers shall be elected:
- 314 a. Vice president.
- 315 b. Treasurer.
- 316 c. Chairperson of the committee on nominations.
- 317 d. Social action coordinator.
- 318 3. The position of communications coordinator may be an appointed position. The
- 319 appointment shall be made by the president at the annual celebration in even-
- 320 numbered years for a two (2) year term. She shall be a member of the leadership
- 321 team with voting privileges.
- 322 4. Only those accepting a new term of office shall be installed. Those continuing in
- 323 office shall then join them for recommitment.
- 324 5. For election of nominees for membership in the United Methodist Women national
- 325 organization, see *Constitution and Bylaws* of United Methodist Women (Article V,
- 326 Section 4, a. board of directors, page 142-43 and
- 327 b. program advisory group, page 143).
- 328 6. For election of voting delegates to the quadrennial meeting of the Western
- 329 Jurisdiction, see *Constitution and Bylaws* of United Methodist Women (Article V,
- 330 Section 3, page 142).
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- 332 **IV. CONFERENCE MEETINGS AND EVENTS**
- 333 **A. Annual Celebration** (*Constitution and Bylaws* of United Methodist Women, Article VI,
- 334 Section 1, page 143)
- 335 1. The annual celebration shall be held in October or November, and the site shall
- 336 be rotated among the districts. The suggested pattern is North, East, South, and
- 337 West districts.
- 338 2. Members of Desert Southwest United Methodist Women attending the conference
- 339 annual celebration will have a vote.
- 340 3. At the September leadership team meeting, the conference leadership team will
- 341 approve the finance committee's recommendation for Pledge to Mission. This
- 342 recommendation will be presented for approval by those in attendance at annual
- 343 celebration. The treasurer will then send this approved Pledge to Mission to the
- 344 national office of United Methodist Women.
- 345 4. If anyone at the annual celebration meeting speaks to the budget and the budget
- 346 has already been approved, it will need to be referred to the committee on finance
- 347 and be reflected in the following year's budget.

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5. After the committee on nominations presents the slate at the annual celebration, additional nominations can be made from the floor with the approval of the nominee. The committee on nominations will subsequently interview the nominee, and election of that office will be suspended until after the interview. If approved by committee on nominations prior to the end of annual celebration, vote will be taken and the matter will finalize. If unable to do this prior to the end of annual celebration, leadership team will finalize the matter and results will be announced in *Southwest Winds*.
 6. The conference shall pay registration and travel expenses for all conference officer nominees including committee on nominations to attend the Annual Celebration.

359 **B. Training for District Leadership**

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1. Leadership training for district officers shall be held each year after district elections prior to January 1.
 2. All members of the conference and district leadership teams, including nominees or recently elected officers shall participate in district leadership training.

364 **C. Dependent Care:** Dependent care for all conference events including Mission u shall be paid for at the minimum wage or the amount customarily paid by the host church.

365 **D. Safe Sanctuary Policy:** In the event children or youth are included in any event, conference safe sanctuary policies shall be followed. These policies can be found at www.dscumc.org/safe-sanctuaries. We must also adhere to the Safe Sanctuaries policies at the facility where the event is held.

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370 **E. Offerings Taken at Conference Events:**

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1. All offerings taken at conference events shall be directed toward programs for which United Methodist Women has responsibility and sent through regular channels to the United Methodist Women National Office. (Handbook 2017-2020 page 96.)
 2. Any special offerings taken at conference events shall be approved in advance by the leadership team.

377 **F. Cancellation Policy for Conference Events**

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1. For most conference events other than Mission u (which has its own cancellation policy), a full refund, can be made if cancellation is received by the event registrar fourteen (14) days prior to the meeting; after that date, there can be no refunds.
 2. A registration may be transferred to another person.
 3. Anyone wishing to register after the registration deadline for conference events, other than Mission u, shall pay an additional \$5.00.
 4. The above statements shall be included on the registration form.

385 **G. Registrars**

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1. Registrars for conference events shall be an elected or appointed conference officer who will be bonded by the treasurer.
 2. The registrar, working with the event coordinator, will create the registration form and will forward it to the communications coordinator for approval and placement on the website.

392 **V. OTHER MEETINGS AND EVENTS**

393 **A. Western Jurisdiction Quadrennial Meeting**

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1. The procedure for electing voting delegates to the quadrennial meeting are specified in the Handbook Article V, Section 3, Page 142
 2. The president shall be one of three voting delegates and shall attend at United Methodist Women conference expense. If she is unable to attend then the leadership team shall select a replacement.

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3. Two additional voting delegates will be nominated by the committee on nominations and elected at the annual celebration prior to the quadrennial meeting; they shall attend at United Methodist Women conference expense.
 4. The election of women for membership in the United Methodist Women's national organization is outlined in the Handbook, Article V, Section 4. a. Board of directors, b. Program advisory group, Page 142-143.
 5. Voting delegates, nominees, and the alternate for positions on the board of Directors shall all attend the quadrennial meeting at United Methodist Women conference expense.
 6. The three women elected to be considered to serve on the program advisory group are not required to attend the quadrennial meeting and therefore their expenses are not paid by the United Methodist Women conference.
 7. At least one thousand dollars (\$1000) shall be placed in a savings account annually to pay for Western Jurisdiction quadrennial meeting.
 8. An amount determined at the annual committee on finance meeting shall be placed in a savings account for each district for jurisdiction quadrennial meeting. These funds will be available prior to the jurisdiction quadrennial meeting upon written request to the conference treasurer by the district treasurer.

417 **B. Assembly**

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1. The conference president shall attend at conference expense. If she is unable to attend then the leadership team shall select a replacement.
 2. Any remaining funds will be distributed evenly between conference officers who are also attending Assembly.
 3. At least four hundred fifty dollars (\$450) shall be placed in a savings account annually for the assembly fund.
 4. An amount determined at the annual committee on finance meeting shall be placed in a savings account for each district for their assembly fund. These funds will be available upon written request to the conference treasurer by the district treasurer.

428 **C. United Methodist Women's Seminar**

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1. Participants shall be selected by the conference leadership team when requested by the national office.
 2. At least two hundred dollars (\$200) shall be placed in a savings account annually for a United Methodist Women's Seminar.

434 **VI. MISSION PROJECTS**

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- A. A member of the conference leadership team or others chosen as needed from within the conference shall serve as a representative to a particular mission project by appointment of the president with the approval of the conference leadership team.
 - B. Pertinent information on the project should be reported to the conference leadership team as needed or on request of the president.

441 **VII. EXPENSES OF THE CONFERENCE LEADERSHIP TEAM**

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1. Stewardship of resources is an important concept of United Methodist Women. Because we are organized for mission, we are each responsible to conserve our expenditures as much as possible.
 2. All vouchers shall be accompanied by receipts to support the expenditure.
 3. Pertinent information shall be listed on the reverse side of vouchers.

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4. Expense vouchers shall be turned in to the conference treasurer at each event or within sixty (60) days thereafter. The treasurer shall review the expense voucher and then the president and secretary or another officer shall sign all vouchers. The treasurer may request approval of expense vouchers via email.
 5. Checks are not to be issued without signed vouchers.
 6. Under special circumstances where an officer must be transported by a spouse or other person for conference business, the conference president, secretary, and treasurer will review and make special allowances for the most cost-effective means of transportation and housing. The vice president will review requests for the president, secretary, and treasurer.

458 **B. Travel**

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1. Travel expenses (airfare, mileage, meals, and lodging) shall be paid by the United Methodist Women conference treasurer for all conference meetings and events which conference officers are expected to attend.
 - a. Those traveling at conference expense shall use the least expensive mode of transportation possible, such as car-pooling and purchasing flight tickets at least 21 days in advance to take advantage of special fares.
 - b. When air travel is required, officers shall make their own reasonable travel reservations and submit an expense voucher with the receipts to the treasurer for payment. An advance for air travel may be requested from the treasurer, followed by an expense voucher with receipts for reimbursement or for a refund of unused monies.
 2. District presidents shall voucher their expenses for conference leadership team meetings through the conference treasurer.
 3. Car Pooling
 - a. When car pooling is offered and not accepted, the expense of the extra car shall be the personal responsibility of the officer.
 - b. When "piggyback" car pooling can be arranged with persons attending conference meetings or events other than those of United Methodist Women, it is our responsibility as elected United Methodist Women officers to share transportation expenses.
 - c. When conference and district officers car pool to a conference meeting or event, the mileage cost shall be paid by the conference. When conference and district officers car pool to a district meeting or event, the mileage cost shall be paid by the district. The driver of the vehicle will voucher this to the appropriate treasurer.
 - d. Local women sharing the ride shall not be expected to share the cost.
 - e. Mileage allowance is thirty-five cents (\$0.35) per mile.
 4. If a conference officer must pay for dependent care, she shall be reimbursed at a previously agreed upon amount per day.
 5. Travel insurance coverage: Group travel insurance coverage shall be provided for each member of the conference leadership team and district leadership team by Desert Southwest Conference.

491 **C. Meal Allowance**

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1. For individual meals, the allowance is:
 - a. Breakfast, seven dollars (\$7.00).
 - b. Lunch, ten dollars (\$10.00).
 - c. Dinner, thirteen dollars (\$13.00).
 - d. Thirty dollars (\$30.00) per day total.
 2. When travel necessitates being absent from home for two (2) or more meals, the meal allowance may be combined.
 3. When asked to provide meals (or part of a meal) for a committee, reimbursement may be claimed for the cost of the food.

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- D. Courtesy Housing**
1. Courtesy housing is defined as that offered to the conference leadership team by United Methodist Women members and/or friends.
 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 (\$5.00) shall be given as a hostess gift to those hostesses who are not on the conference leadership team. Leadership team members who stay with someone who is not on the leadership team shall let the treasurer know with whom they stayed so that the treasurer can mail these cards.
 4. The conference treasurer shall purchase a supply of cards to be used by conference officers when accepting courtesy housing.
 5. 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.
- E. Commercial Housing**
1. When commercial housing is used, reimbursement will be made for two (2) officers per room unless the leadership team determines otherwise.
 2. If an officer desires fewer in a room than the number determined by the leadership team, she will pay the difference between the conference rate and what she chooses.
- F. Program Materials**
1. Necessary “tools of office” shall be provided to each officer.
 2. When possible, materials from Mission Resources utilized for an office shall be ordered by the secretary of program resources.
 3. The following officers shall receive the United Methodist Women Annual Sampler from Mission Resources: president, vice president, secretary of program resources, spiritual growth, educating members for mission, and social action coordinators. Officers will purchase this resource and place the cost on their vouchers for reimbursement.
- VIII. OTHER EXPENSES**
- A. Administration and Membership Development**
1. At the committee on finance meeting prior to the conference annual celebration, the district budgets and administration and membership development (A&MD) funds are approved. After the approval of the budgets, the conference treasurer will make 10 equal payments to each of the Districts beginning in February and ending in November of each year.
 2. Districts are to “empty the treasury” at the end of the year and keep just enough money to start off a new year.
- B. Expenses for Meetings Required by Virtue of Office Held**
1. If attendance is required at meetings of the United Methodist Church boards, agencies, committees, etc., due to one’s conference United Methodist Women’s office, any expenses incurred not paid for by the Desert Southwest Conference shall be paid for by the conference United Methodist Women.
 2. Expenses shall be paid for specified conference officers to participate in ecumenical relationships, e.g., Church Women United and the World Federation of Methodist Women.
 3. When the conference president attends the Desert Southwest Annual Conference, any expenses incurred that are not paid for by the Desert Southwest Conference shall be paid for by the conference United Methodist Women. The Desert Southwest Conference has no financial provision for alternates.

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4. The conference communications coordinator will coordinate the needed visual representation as requested by the Desert Southwest Annual Conference. If her attendance is needed, her expenses will be paid by United Methodist Women conference. This will include registration, lodging, additional meals, mileage, and supplies.
 - a. In the event that she is unable to attend when needed, the conference leadership team may select a substitute.
 - b. The communications coordinator and the conference president will be reimbursed for a shared room.
 5. The conference officers are members of the leadership team of the district in which they live (Article IV, Section 1, paragraph a, page 121). The district will reimburse conference officers living within the district for mileage, meals, and registration fees when they attend district events or leadership team meetings within the district in which they live. The district could then request reimbursement from the conference.
- C. Expenses for those elected to membership in the Western Jurisdiction organization, members of the Western Jurisdiction committee on nominations and those elected to membership in the United Methodist Women national organization or to the program advisory group of the United Methodist Women national organization living within the conference:** Conference shall pay expenses for these persons only when they attend conference leadership team meetings and conference events.
- D. Honorarium**
1. A person invited by the conference leadership team to participate as a guest speaker, panel member, workshop leader, retreat leader, musician, etc., may be reimbursed for expenses and given an honorarium.
 2. The honorarium shall not exceed one hundred dollars (\$100).
 3. If the resource person is United Methodist Women-related and ineligible to receive an honorarium, the amount equivalent to the honorarium he or she might have received shall be given as a Gift to Mission.
- E. Memorials:** Upon the death of a former/current conference officer or their spouse a Gift in Memory in the amount of fifty dollars (\$50) shall be sent to the national office.
- IX. GENERAL RULES**
- A. Responsibility for Unused Registrations or Reservations**
1. When a member of the conference leadership team fails to notify the person in charge of a conference event for which she has registered but will not attend, she shall be responsible for any expense incurred by the conference because of her absence.
 2. Extenuating circumstances for reimbursement as stated above shall be reviewed by the conference leadership team.
 3. When a member of any district leadership team fails to notify the person in charge of a conference event for which she has registered but will not attend, she shall be responsible for any expense incurred by the conference because of her absence.
- B. Southwest Winds (Conference United Methodist Women Newsletter)**
1. *Southwest Winds* newsletter shall be sent via enews monthly and/or as needed to the mailing list.
 - a. Each elected officer of the conference leadership team is expected to submit an article when requested.
 - b. Additional articles may be submitted and will be published at the discretion of the communications coordinator.
 - c. The communications coordinator has editing and re-writing privileges.

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2. Specific duties including the list of who shall receive the *Southwest Winds* are included in a procedure document maintained by the communications coordinator.
 3. Everything that is to be put on the conference United Methodist Women website must be sent through the conference communications coordinator.

Standing Rules Committee Members (2019)

Cindey Blaydes, conference secretary of program resources (committee chair)
Alberta Farnsworth, conference president
June Hanson, district president (East)
Alice Brown, conference treasurer
Suvasini McCormick, conference secretary