

**UNITED METHODIST WOMEN
DESERT SOUTHWEST CONFERENCE
EAST DISTRICT
2020 Standing Rules**

References: *United Methodist Women Handbook 2017-2020.*

Authority: *Bylaws of the United Methodist Women in the District* Article VIII, Section 2: Standing rules may be made and amended by the district organization, provided they are in harmony with the United Methodist Women's constitution and bylaws for the district organization. Provisions will be made in the district standing rules for additional elected and appointed leaders and additional committees not specified in the bylaws.

Function: The East District of the United Methodist Women, Desert Southwest Conference, shall function in accordance with the above referenced handbook. The District Leadership Team will work with the local organizations in the district to live out the PURPOSE and will support women as they participate in the work of the Church and as they assume positions of responsibility and leadership.

District Year: The District year is considered to be January 1 through December 31.

I. District Leadership Team

A. Membership

The East District Leadership Team should include:

1. President, vice president, secretary, treasurer, chairperson committee on nominations, secretary of program resources, communications coordinator, mission coordinators for spiritual growth and education for missions, membership care and social action.
2. Members of the conference leadership team and the committee on nominations residing in the district (without vote).

B. Meetings

1. The district leadership team will meet quarterly. Members should be prompt and be prepared to be present for the entire meeting.
2. Any district elected leader who is unable to attend a district leadership team meeting must notify the president and email a copy of written report to the president and secretary.
3. Any officer who has two consecutive unexplained absences from district meetings/events may have her office declared vacant, and a new person shall be elected to fill the unexpired term.
4. District officers are expected to give top priority to district functions and to East district leadership team meetings.
5. All officers and officers-elect are required to attend (a) officer retreat and (b) conference United Methodist Women annual celebration, unless otherwise excluded or excused.

C. Visits to Local Organizations

1. When speaking, assisting or visiting at a local organization meeting, a district officer shall not accept any honorarium or travel expense from the local organization.
2. Expenses incurred for visits to local organizations shall be paid by the district.

D. Officer File

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1. Files of information pertinent to her office shall be kept by each officer and made available to her successor at the time of the Annual Celebration at which the successor is elected.
 2. Materials purchased at district expense or received from United Methodist Women National remain the property of the district for a minimum of four (4) years and shall be transferred to an officer's successor. Outdated materials should be discarded. Officers may keep Mission u textbooks and program books.
 3. Equipment and Records Owned
 - a. President ~ Gavel, banner, chalices
 - b. Vice President ~ Event Programs for five years; Local Church Guidelines for Annual Celebration, Leadership Enrichment Event, Ubuntu, etc.
 - c. Secretary ~ District Event Programs for five years, minutes forever, office supplies, district directories for five years.
 - d. Treasurer ~ Moneybox, QuickBooks software, financial reports of the past five years, and all audit reports to align with current IRS guidelines.
 - e. Chairperson of committee on nominations ~ Tenure of officers, talent bank, officers' job descriptions and timelines, district directories.
 - f. Secretary of program resources ~ Hand cart, two calculators, pamphlets on current Reading Program Plan.
 - g. Communications coordinator ~ Event Program and *Circuit Rider* will be kept on current electronic media. At least one copy of each Event Program and *Circuit Rider* prior to 2016 will be kept for archives.
 4. Copies may be kept on current electronic media.
- E. *Communication Responsibilities*
1. Each officer shall give a written report of her activities to the secretary and president at or before each district leadership team meeting.
 2. Each officer shall contact her local organization counterparts a minimum of three times a year (personal, letter, phone, Christmas card, email, newsletter, etc.) and send material pertaining to her office.
 - a. Agendas shall be mailed/emailed two (2) weeks prior to the meeting by the president and vice president.
 - b. Minutes shall be mailed/emailed within four (4) weeks after the meeting by the secretary.
 - c. Minutes and agenda of the district leadership team meeting shall be sent to the following:
 - (1) All members of the district leadership team
 - (2) Members of the committee on nominations
 - (3) East District Superintendent
 - (4) Conference president
 - (5) Conference secretary
 - (6) Any conference officer residing in East District
 - (7) Members of the conference committee on nominations residing in East District
 - (8) Members of the Western Jurisdictional Leadership Team and Western Jurisdictional Leadership Team committee on nominations living in the district.
 - (9) Directors or members of the Program Advisory Group of United Methodist Women residing in Desert Southwest Conference
 - d. The minutes will also serve as a reminder of time, place and date of the next meeting. Minutes and agenda of the committee on program meeting shall be sent to all district officers.

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- e. Minutes and agenda of the committee on nominations shall be sent to all nominating committee members and the district president.
- 4. Mentors
 - a. Each officer is assigned to several local organizations as their mentors. She will communicate with the local organization presidents promptly and, when invited, visit their group or subgroup meeting and/or their leadership team meeting.
 - b. The district officer will inform her mentored units of all district and conference meetings and offer to help in any way needed.
 - e. Each officer shall make a verbal report of her visit(s) at the district leadership team meeting(s).
- 5. The district treasurer shall send district quarterly financial statements to district president, the conference president, and the conference treasurer.

F. Retirement Recognition

- 1. Retiring district 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 gold pin
 - b. Two- or three-years gold pin with sapphire
 - c. Four years gold pin with pearl
 - d. Over four years gold pin with emerald
- 2. Retiring members of the committee on nominations shall receive Special Mission Recognition pins or Gift to Mission cards depending on length of service.
 - a. A gold Special Mission Recognition pin with a sapphire shall be given each member of the committee on nominations who has completed her four (4) year term.
 - b. Committee members retiring prior to completing one year of service shall receive a Gift to Mission card in the amount of \$25.00.
 - c. Committee members who complete one year of service shall receive a gold pin.
 - d. Committee members who serve as chair of the committee and complete their term of office shall receive a gold pin with a pearl at the time of retiring from the committee.
- 3. The outgoing president is to keep her president's pin, and a new president's pin is to be given to the new president.
- 4. In those years when a new president is elected, the chairperson of the committee on nominations shall ask the treasurer to order a new president's pin.
- 5. The chairperson of the committee on nominations shall give a list of all persons to receive a Special Mission Recognition pin and the number of years each has served to the district treasurer, the district vice president, and the communications coordinator no later than August 1st.

II. Other Committees

A. Committee on Program

- 1. The vice president is chairperson of the committee on program.
- 2. The committee on program shall consist of the East District Leadership Team.
- 3. Minutes of the committee on program shall be sent to those listed in I.A.1.
- 4. The committee on program shall set dates for district events at least one year in advance, if possible, subject to the approval of the district leadership team.

B. Committee on Finance

- 1. The treasurer is chairperson of the committee on finance.

- 146 2. The members of the committee on finance shall consist of the East District
147 Leadership Team.
- 148 3. When there is an offering taken at an event or funds collected for sale of books or
149 symbols (or any money given to the treasurer), two persons shall count the money
150 and make a signed written record of the amount turned in to the treasurer.
151 4. The responsibility is according to the *Handbook*, (**Section 5.IV**)
- 152 C. *Committee on Membership Care*
- 153 1. The coordinator for membership care is the chairperson of the committee on
154 membership care.
- 155 2. The members of the committee on membership care shall consist of the East District
156 Leadership Team.
- 157 3. The responsibility is according to the *United Methodist Women*
158 *Handbook/Constitution (Section 6) and Bylaws of United Methodist Women in the*
159 *District (Article IV, Section 4.b.)*
- 160 D. *Committee on Nominations*
- 161 1. The chairperson of the committee on nominations shall be nominated from the
162 serving members for a term of two (2) years.
- 163 2. There shall be no fewer than five (5) or more than seven (7) members on the
164 committee.
- 165 3. Meetings
- 166 a. There shall be a committee on nominations meeting every spring when the
167 committee on program meets. The committee of nominations will then attend the
168 spring district leadership team meeting generally held on the same day.
- 169 b. All other committee meetings (maximum 3 additional) to be set by the
170 chairperson; however, any member of committee may call a meeting at any time.
171 If the committee business can be conducted by email or phone, other meetings
172 are not deemed mandatory. It is the responsibility of the chairperson to assure
173 that committee business is conducted as needed.
- 174 c. The chairperson of the committee on nominations shall select one or two
175 members of the committee on nominations to attend each district leadership team
176 meeting at district expense.
- 177 4. At the spring meeting, with as little disruption as possible, the committee on
178 nominations will interview district officers whose term of office is expiring.
- 179 5. The committee on nominations should interview each district officer for discussion
180 and evaluation of her tasks and performance at some time during the year.
- 181 6. Any district officer may request a meeting with the committee on nominations.
- 182 7. Talent bank and tenure chart information shall be kept up-to-date and passed on to
183 the new chairperson of the committee on nominations.
- 184 8. A committee member shall contact potential nominees.
- 185 9. A follow-up letter shall be sent which shall include:
- 186 a. Educational opportunities
- 187 b. Job description including term of office
- 188 c. Time commitments (schedule of meetings)
- 189 E. *Administrative Committee*
- 190 1. There is to be an Administrative Committee consisting of the president, vice
191 president, secretary, treasurer, chairperson of the committee on nominations and
192 mission coordinator of membership care.
- 193 2. The purpose of this committee is to conduct emergency business only.
- 194 3. Four members shall constitute a quorum.

195 4. Any business transacted by this committee is to be reported at the next district
 196 leadership team meeting.

197 *F. Standing Rules Committee*

- 198 1. Members will include-district secretary, district treasurer, district vice president and
- 199 one other elected district officer to be appointed by district president
- 200 2. The Standing Rules Committee may elect their own chairperson.
- 201 3. A review of the Standing Rules may be performed annually.
- 202 4. Revisions shall be decided by majority vote of the district leadership team.
- 203 5. Final approval of revisions will be voted on at the East District Annual Celebration.

204 **III. Election Policy**

205 *A. Elections*

- 206 1. Nominated leadership should be representative of the membership
- 207 2. The following information shall be given to all nominees for a district office prior to
- 208 their decision to accept the nomination: job description, schedule of meetings to
- 209 attend (subject to change when necessary), a copy of the standing rules, information
- 210 regarding the dates for district Annual Celebration, district officer's retreat and first
- 211 District Leadership Team meeting and Committee on Program, conference Annual
- 212 Celebration and Development for district officers. The times and dates will also be
- 213 given for any other dates already on the calendar.
- 214 3. The slate of nominees shall be published in the district newsletter at least thirty (30)
- 215 days prior to the Annual Celebration at which the election is held.
- 216 4. There shall be an opportunity for nominations from the floor with verbal or written
- 217 permission of the person being nominated.
- 218 5. Vacancies occurring midterm shall be filled upon recommendation of the committee
- 219 on nominations and elected by the district leadership team, and shall be for the
- 220 unexpired term of the office. The committee on nominations shall make every effort to
- 221 fill vacant positions from other than current officers. If a current officer fills a vacancy,
- 222 she shall be replaced for her unexpired term.

223 *B. Tenure*

224 1. Terms of Office

- 225 a. All district officers shall be elected for a two (2) year term.
- 226 b. Officers shall be elected and installed at the District Annual Celebration. They
- 227 shall assume their duties January 1 following their installation. They continue their
- 228 duties until December 31 following the election and installation of their
- 229 successors.
- 230 c. Members of the committee on nominations shall be elected to serve a class of
- 231 four (4) years.

232 2. Nominations and Elections

- 233 a. In the odd-numbered years the following officers shall be elected:
- 234 (1) President
- 235 (2) Secretary
- 236 (3) Mission coordinator for spiritual growth
- 237 (4) Mission coordinator for education for missions
- 238 (5) Secretary of program resources
- 239 (6) Communications coordinator
- 240 b. In the even-numbered years the following officers shall be elected:
- 241 (1) Vice President
- 242 (2) Treasurer
- 243 (3) Chairperson of the committee on nominations

- 244 (4) Mission coordinator for membership care
 245 (5) Mission coordinator for social action
 246 c. Only those accepting a new term of office shall be installed; those continuing in
 247 office shall then join them for recommitment.
 248 d. Two mission coordinator positions may be filled by one person
 249 3. Tenure according to *Bylaws*. No elected officer will hold the same office for more
 250 than four (4) years, except the treasurer, who may hold the same office for six (6)
 251 years.
- 252 C. *Officer Transition*
 253 1. Each officer whose term is ending is to review the written job description, and
 254 meetings for her office at her interview with the committee on nominations at the
 255 spring district leadership team meeting.
 256 2. It is the outgoing officer's duty and responsibility to meet with the incoming officer to
 257 thoroughly explain the job responsibilities. She will turn over supplies, etc. needed to
 258 perform her job prior to January 1. The outgoing officer is expected to be available for
 259 support and advice regarding the new officer's Leadership Enrichment session.
 260 3. The retiring officer shall give the new officer a copy of the district leadership team and
 261 committee on program minutes for the preceding year.
 262 4. The outgoing treasurer
 263 a. It is her responsibility to have the books audited.
 264 b. Will help the incoming treasurer set up new books before January 1.
- 265 D. *Removal from Office*
 266 1. If there is no indication of job performance (reports turned in, communicating with
 267 East District officers, two [2] unexplained consecutive absences) the office may be
 268 declared vacant by the president.
 269 2. The Committee on Nominations according to the *Bylaws of United Methodist Women*
 270 *in the District* will fill said office.
 271 3. The secretary will write a letter to the person informing her of the action upon
 272 direction of the president. The president and secretary will both sign the letter.
- 273 **IV. District Meetings and Events**
 274 A *Annual Celebration*
 275 1. The Annual Celebration-will be held in October.
 276 2. East District United Methodist Women attendees at the Annual Celebration will have
 277 a vote.
 278 3. After approval by the District Leadership Team, the budget and Pledge to Mission to
 279 the Desert Southwest Conference shall be presented at the Annual Celebration and
 280 submitted for approval.
 281 4. If anyone at the Annual Celebration speaks to the budget and the budget has already
 282 been passed, it will need to be referred to the Committee on Finance and be reflected
 283 in the following year's budget.
 284 5. Standing Rules for the coming year will be presented for approval.
- 285 B. *Leadership Enrichment Event*
 286 1. The Leadership Enrichment Event will be held in January or February.
 287 2. District officers shall be responsible for presenting the Enrichment session.
 288 3. Special focus class(es) should be offered for attendees of the Leadership Enrichment
 289 Event who are not officers.
 290 4. If a district officer is unable to attend the Leadership Enrichment Event. It is her
 291 responsibility to inform the district vice president. The vice president, with the district
 292 president's input, will find a reliable substitute.

- 293 5. District officers should contact and invite their local counterparts at least two (2)
294 weeks prior to the Leadership Enrichment Event.
- 295 C. *Offerings Taken at District Events:* All monetary offerings taken at district events shall be
296 sent to United Methodist Women/National through the Conference as Mission Giving.
- 297 D. *Responsibilities for all District Events*
- 298 1. The Committee on Program should make site selection no less than one year in
299 advance.
- 300 2. The vice president shall insure that district events are on the host church calendars.
- 301 3. The vice president shall make advance arrangements prior to each district event.
- 302 4. A letter shall be sent by the vice president to the host church secretary and to the
303 local president prior to a meeting regarding physical arrangements.
- 304 5. The vice president shall secure the use of the host church for purpose of the
305 rehearsal.
- 306 6. District officers will notify the vice president of any specific need and will not make
307 individual arrangements.
- 308 7. The vice president should arrange for guests invited at district expense (i.e. speakers,
309 senior minister of the host church, etc.) and advise the district treasurer prior to the
310 reservation deadline.
- 311 8. The **(vice president and)** communications coordinator shall compile and print the
312 program booklets for all district events.
- 313 9. The registrar shall be a current member of the East District leadership team and
314 bonded.
- 315 10. A portion of the registration fees, as decided by the district leadership team, will be
316 allocated to the host organization for meals and other expenses prior to the event.
317 Luncheon meals at District Events shall be no more than \$8.50 each.
- 318 11. The vice president will send a thank you note to the host UMW group.
- 319 E. *Expenses at District Events*
- 320 1. Dependent care for all district events shall be paid for at the minimum wage or at the
321 amount customarily paid at the host church.
- 322 2. When a local church is asked to provide food for district events, they shall be
323 reimbursed at no more than the district meal allowance rate.
- 324 3. If a church incurs expense for any district meeting such as extra custodial services,
325 the district will pay the cost previously agreed.
- 326 4. Honorariums for speakers, pianists, organists, and/or other musicians shall be
327 \$50.00, unless the District Leadership Team has approved a larger amount.
- 328 5. When a member of the District Leadership Team or a member of the district
329 committee on nominations fails to notify the person in charge of a district or
330 conference event for which she has registered but will not attend, she shall be
331 responsible for any expense incurred by the District because of her absence.
- 332 6. Registration deadline is 10 days prior to the event. Refund deadline is 7 days prior to
333 the event. Notification for refund is to be made to the event registrar. Registration
334 may be transferred to another person.
- 335 F. *Resource Room*
- 336 1. The book table at our annual meetings will feature a sample of items of United
337 Methodist Women's resources, and paper order forms.
- 338 2. At our meetings we will display the sample items and take orders from members. This
339 replaces selling items for cash, checks, or credit cards.
- 340 3. After the event the orders will all be mailed in together. After they are processed, the
341 purchased materials will be sent directly to each member who placed an order.

342 V. Other Meetings**343 A. District Leadership Team is expected to attend:**

- 344** 1. All Conference enrichment/training events.
- 345** 2. Conference Spring Retreat.
- 346** 3. Conference Annual Celebration and counterpart training.
- 347** 4. One session of Mission u. She may attend two Mission u classes per year at District
- 348** expense if the funds are budgeted.

349 B. Jurisdiction/Assembly Meetings

- 350** 1. The district will pay the president's total expenses to attend the Assembly and
- 351** Jurisdiction events.
- 352** 2. The remaining funds for the event are to be divided equally among other officers who
- 353** wish to attend these events.
- 354** 3. Annually, the district treasurer shall send a minimum of \$800.00 (\$500 for Assembly,
- 355** \$300 for Jurisdiction) to the conference treasurer to be held in savings to pay for
- 356** above event expenses.

357 VI. Expenses of the District Officers and Committee on Nominations**358 A. Travel**

- 359** 1. Stewardship of resources is an important concept of United Methodist Women;
- 360** because we are organized for mission, we are each responsible to conserve our
- 361** expenditures as much as possible.
- 362** 2. Travel expenses (airfare, mileage, meals, and lodging) shall be paid by the East
- 363** District treasurer for all district officers for all district meetings and events, and for
- 364** conference meetings and events if they are expected to attend.
- 365** 3. Travel expenses (airfare, mileage, meals, and lodging) shall be paid by the East
- 366** District treasurer for the Committee on Nominations members for all district meetings
- 367** and events if they are expected to attend.
- 368** 4. Those traveling at district expense shall be reimbursed for the least expensive mode
- 369** of transportation possible.
- 370** 5. Travel expenses for automobile travel shall be paid at the same rate as the
- 371** Conference.
- 372** 6. When travel is shared with a conference officer for attendance at a district event, the
- 373** mileage reimbursement shall be issued by the district treasurer in accordance with
- 374** the policies established in the Standing Rules of The United Methodist Women of the
- 375** Desert Southwest Conference to the driver.
- 376** 7. When travel is shared with a conference officer for attendance at a conference event,
- 377** the mileage reimbursement shall be issued by the conference treasurer in
- 378** accordance with the policies established in the Standing Rules of The United
- 379** Methodist Women of the Desert Southwest Conference to the driver.
- 380** 8. Local women sharing the ride shall not be expected to share the cost.
- 381** 9. Dependent care funds are provided for district officers to allow the district officer to
- 382** attend any meeting necessary for her office. She shall be reimbursed at the maximum
- 383** rate of thirty dollars (\$30.00) per day.

384 B. Meal Allowance

- 385** 1. For individual meals, the allowance shall be the same as stated in the Standing Rules
- 386** of The United Methodist Women of the Desert Southwest Conference.
- 387** 2. When travel necessitates being absent from home for two or more meals, the meal
- 388** allowance may be combined and used as desired.
- 389** 3. When asked to provide meals (or part of a meal) for a committee, reimbursement may
- 390** be claimed for the cost of the food.

- 391 C. *Courtesy Housing*
392 1. Courtesy housing is that offered to the district officers and members of the district
393 Committee on Nominations by persons other than the district officers.
394 2. When courtesy housing is offered and not accepted, the cost of commercial lodging
395 shall be the personal responsibility and expense of the officer.
396 3. A Gift to Mission in the amount of \$5.00 shall be given as a hostess gift. A card is to
397 be obtained from the district treasurer.
398 4. Notice to cancel courtesy housing shall be given to the persons in charge of an event
399 as soon as possible, so that a hostess will be inconvenienced as little as possible.
- 400 D. *Commercial Housing*
401 1. When commercial housing is used, the treasurer will reimburse the officers at the rate
402 of two (2) persons per room.
403 2. If an officer desires less than a two-person room, she will pay the additional amount
404 between the rate for two and what she chooses at the time of registration.
- 405 E. *Program Materials*
406 1. Necessary "tools of office" shall be provided each officer.
407 2. When possible, materials from the Mission Resource Center utilized for an office shall
408 be ordered by the secretary of program resources.
409 3. The district shall subscribe annually to new materials publications service UMW
410 Sampler provided by the Mission Resource Center for the district leadership team and
411 the members of the Committee on Nominations. The secretary of program resources
412 will place the order and the district will pay for it.
413 4. *Response* magazines shall be provided for the district president and the mission
414 coordinators. The secretary of program resources will place the order and the district
415 will pay for them.
416 5. Prayer Calendars will be provided to each district officer through the new materials
417 publications service UMW Sampler.
418 6. Handbooks will be purchased by the secretary of program resources for each officer
419 when revised version is published and the district will pay for them. If any updates are
420 published; the secretary of program resources will order it for the officer(s).
421 Handbooks shall be given to the officer's successor.
- 422 F. *Other Officer Expenses*
423 1. Other officer expenses to be paid by the district include postage, supplies and any
424 other approved expenses pertaining to the office.
425 2. Retiring officers shall be reimbursed through December 31 for visits to local
426 organizations to which they have been assigned as mentors.
- 427 G. *Expense Vouchers*
428 1. Receipts to support the expenditure shall accompany all vouchers.
429 2. Pertinent information shall be listed on the reverse side of the vouchers.
430 3. Expense vouchers shall be turned in to the United Methodist Women district treasurer
431 for review at each event or within sixty (60) days thereafter. After review by the
432 treasurer, expense vouchers shall be routed to the district president and secretary for
433 approval, and then returned to the district treasurer.
434 a. The vice president will sign vouchers for the president and secretary.
435 b. Members of the committee on nominations shall turn in vouchers to the
436 chairperson of the Committee on Nominations, who will approve and route to the
437 district treasurer for review, then to the president for approval, then returned to the
438 district treasurer.

- 439 c. Final vouchers for the year must be received by the treasurer on or before
440 December 10th.

441 **VII. Other Expenses**

442 A. *Additional Meetings*

- 443 1. If attendance is required at meetings of boards, agencies, committees, etc., due to
444 one's district office, any expenses incurred not paid for by the board, agency, or
445 committee shall be paid by the district.
446 2. Expenses shall be paid for the district vice president to participate in ecumenical
447 relationships; e.g., Church Women United and The World Federation of Methodist
448 Women.
449 3. When the district president attends the Desert Southwest Annual Church Conference;
450 any expenses incurred not paid for by the Desert Southwest Annual Church
451 Conference shall be paid by the district.

- 452 B. *Expenses for Western Jurisdictional Leadership Team and Western Jurisdictional*
453 *Leadership Team Committee on Nominations and directors of United Methodist Women*
454 *living within the district. The district shall pay expenses for these persons only when they*
455 *attend district meetings and events and are not otherwise reimbursed.*

- 456 C. *Memorials:* Upon the death of a past or current district officer or spouse, a gift in the
457 amount of fifty dollars (\$50.00) may be given in memory to United Methodist Women.

458 **VIII. General Rules**

459 A. *Officers' Responsibilities*

- 460 1. It is each officer's responsibility to register for all district and conference events and to
461 advise the district treasurer if she is going to attend any conference or district
462 meeting.
463 2. Each person submits voucher for repayment, approved and signed by the president
464 and secretary or vice president.
465 3. A district officer may request an advance to cover an approved expense.
466 4. Secretary for program resources will order for all the district officers the study books
467 and leaders' guides for the mission study(ies) taken at Mission u. The study book(s)
468 remain the property of the officer and are not part of officer materials that are turned
469 over to the new officer.
470 5. Secretary of program resources shall supply the names of Reading Program
471 participants to the district vice president and the communications coordinator by four
472 weeks prior to the District Leadership Enrichment Event.

473 B. *Circuit Rider (District Newsletter)*

- 474 1. A *Circuit Rider* will be distributed online (4) times a year. Publication dates are: March
475 1, June 1, September 1, December 1.
476 2. The newsletter content deadlines shall be 15 days prior to publication date.
477 a. Recognitions of the following will be published in the March publication:
478 (1) Reading Program
479 (2) Mission Today
480 (3) Five Star Mission Giving
481 (4) Pledge Paid in Full
482 b. June publication: Emphasis: Mission u
483 c. September publication: Emphasis: District Annual Celebration &-Conference
484 Annual Celebration
485 d. December publication: Emphasis: Call to Prayer and Self Denial, District
486 Leadership Enrichment Event.

- 487 3. The *Circuit Rider* will be published through the Desert Southwest Conference. Email
488 notice regarding current newsletter will be sent to: (See C.2 distribution list below.)
- 489 C. *District Directory*
- 490 1. Directory Compilation
- 491 a. Compilation of directory information shall be the responsibility of the secretary.
- 492 b. Two bids for printing will be obtained by the district secretary.
- 493 c. Directories should be distributed at the Leadership Enrichment Event.
- 494 2. Directories shall be distributed to:
- 495 a. President of each local organization in the East District
- 496 b. Bishop of Desert Southwest Conference
- 497 c. East District Superintendent
- 498 d. Presidents of other districts in Desert Southwest Conference
- 499 e. Members of East Committee on Nominations
- 500 East District and Conference officers
- 501 f. Members of Conference Committee on Nominations
- 502 g. Members of Western Jurisdiction Leadership Team and Western Jurisdiction
- 503 Leadership Team Committee on Nominations and directors of United Methodist
- 504 Women residing in the Desert Southwest Conference.
- 505 h. Dean and Assistant Dean of Mission u
- 506 D. *Courtesies*
- 507 1. Thank you, sympathy, get-well and congratulations cards shall be sent by any district
- 508 officer who is aware of the need.
- 509 2. Courtesy gifts may be sent to a district officer during a crisis. An offering will be taken
- 510 at the next district leadership team meeting to cover the cost.
- 511 Standing Rules Committee Members,
- 512 Cris Bass, Vice President
- 513 Linda Moore, Treasurer
- 514 Cyndi Heinecke, Committee on Nominations
- 515 Marilyn Seese, Coordinator Membership Care
- 516 June Hanson, ex-officio
- 517 July, 2019
- 518
- 519 *Presented/Adopted at East District Celebration, October 12, 2019*
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