UNITED METHODIST WOMEN
DESSERT SOUTHWEST CONFERENCE
EAST DISTRICT
2020 Standing Rules

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
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.
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.
   c. 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.
2. The members of the committee on finance shall consist of the East District Leadership Team.

3. When there is an offering taken at an event or funds collected for sale of books or symbols (or any money given to the treasurer), two persons shall count the money and make a signed written record of the amount turned in to the treasurer.

4. The responsibility is according to the Handbook, (Section 5.IV)

C. Committee on Membership Care
1. The coordinator for membership care is the chairperson of the committee on membership care.
2. The members of the committee on membership care shall consist of the East District Leadership Team.
3. The responsibility is according to the United Methodist Women Handbook/Constitution (Section 6) and Bylaws of United Methodist Women in the District (Article IV, Section 4.b.)

D. 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 seven (7) members on the committee.
3. Meetings
   a. There shall be a committee on nominations meeting every spring when the committee on program meets. The committee of nominations will then attend the spring district leadership team meeting generally held on the same day.
   b. All other committee meetings (maximum 3 additional) to be set by the chairperson; however, any member of committee may call a meeting at any time. If the committee business can be conducted by email or phone, other meetings are not deemed mandatory. It is the responsibility of the chairperson to assure that committee business is conducted as needed.
   c. The chairperson of the committee on nominations shall select one or two members of the committee on nominations to attend each district leadership team meeting at district expense.
4. At the spring meeting, with as little disruption as possible, the committee on nominations will interview district officers whose term of office is expiring.
5. The committee on nominations should interview each district officer for discussion and evaluation of her tasks and performance at some time during the year.
6. Any district officer may request a meeting with the committee on nominations.
7. Talent bank and tenure chart information shall be kept up-to-date and passed on to the new chairperson of the committee on nominations.
8. A follow-up letter shall be sent which shall include:
   a. Educational opportunities
   b. Job description including term of office
   c. Time commitments (schedule of meetings)

9. A committee member shall contact potential nominees.

E. Administrative Committee
1. There is to be an Administrative Committee consisting of the president, vice president, secretary, treasurer, chairperson of the committee on nominations and mission coordinator of membership care.
2. The purpose of this committee is to conduct emergency business only.
3. Four members shall constitute a quorum.
4. Any business transacted by this committee is to be reported at the next district leadership team meeting.

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

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

B. Tenure
1. Terms of Office
   a. All district officers shall be elected for a two (2) year term.
   b. Officers shall be elected and installed at the District Annual Celebration. They shall assume their duties January 1 following their installation. They continue their duties until December 31 following the election and installation of their successors.
   c. Members of the committee on nominations shall be elected to serve a class of four (4) years.
2. Nominations and Elections
   a. In the odd-numbered years the following officers shall be elected:
      (1) President
      (2) Secretary
      (3) Mission coordinator for spiritual growth
      (4) Mission coordinator for education for missions
      (5) Secretary of program resources
      (6) Communications coordinator
   b. In the even-numbered years the following officers shall be elected:
      (1) Vice President
      (2) Treasurer
      (3) Chairperson of the committee on nominations
(4) Mission coordinator for membership care

(5) Mission coordinator for social action

c. Only those accepting a new term of office shall be installed; those continuing in
office shall then join them for recommitment.

d. Two mission coordinator positions may be filled by one person

3. Tenure according to Bylaws. No elected officer will hold the same office for more
than four (4) years, except the treasurer, who may hold the same office for six (6)
years.

C. Officer Transition

1. Each officer whose term is ending is to review the written job description, and
meetings for her office at her interview with the committee on nominations at the
spring district leadership team meeting.

2. It is the outgoing officer’s duty and responsibility to meet with the incoming officer to
thoroughly explain the job responsibilities. She will turn over supplies, etc. needed to
perform her job prior to January 1. The outgoing officer is expected to be available for
support and advice regarding the new officer’s Leadership Enrichment session.

3. The retiring officer shall give the new officer a copy of the district leadership team and
committee on program minutes for the preceding year.

4. The outgoing treasurer
   a. It is her responsibility to have the books audited.
   b. Will help the incoming treasurer set up new books before January 1.

D. Removal from Office

1. If there is no indication of job performance (reports turned in, communicating with
East District officers, two [2] unexplained consecutive absences) the office may be
declared vacant by the president.

2. The Committee on Nominations according to the Bylaws of United Methodist Women
in the District will fill said office.

3. The secretary will write a letter to the person informing her of the action upon
direction of the president. The president and secretary will both sign the letter.

IV. District Meetings and Events

A. Annual Celebration

1. The Annual Celebration will be held in October.

2. East District United Methodist Women attendees at the Annual Celebration will have
a vote.

3. After approval by the District Leadership Team, the budget and Pledge to Mission to
the Desert Southwest Conference shall be presented at the Annual Celebration and
submitted for approval.

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 and be reflected
in the following year’s budget.

5. Standing Rules for the coming year will be presented for approval.

B. Leadership Enrichment Event

1. The Leadership Enrichment Event will be held in January or February.

2. District officers shall be responsible for presenting the Enrichment session.

3. Special focus class(es) should be offered for attendees of the Leadership Enrichment
Event who are not officers.

4. If a district officer is unable to attend the Leadership Enrichment Event. It is her
responsibility to inform the district vice president. The vice president, with the district
president’s input, will find a reliable substitute.
5. District officers should contact and invite their local counterparts at least two (2) weeks prior to the Leadership Enrichment Event.

C. Offerings Taken at District Events: All monetary offerings taken at district events shall be sent to United Methodist Women/National through the Conference as Mission Giving.

D. Responsibilities for all District Events

1. The Committee on Program should make site selection no less than one year in advance.
2. The vice president shall insure that district events are on the host church calendars.
3. The vice president shall make advance arrangements prior to each district event.
4. A letter shall be sent by the vice president to the host church secretary and to the local president prior to a meeting regarding physical arrangements.
5. The vice president shall secure the use of the host church for purpose of the rehearsal.
6. District officers will notify the vice president of any specific need and will not make individual arrangements.
7. The vice president should arrange for guests invited at district expense (i.e. speakers, senior minister of the host church, etc.) and advise the district treasurer prior to the reservation deadline.
8. The (vice president and) communications coordinator shall compile and print the program booklets for all district events.
9. The registrar shall be a current member of the East District leadership team and bonded.
10. A portion of the registration fees, as decided by the district leadership team, will be allocated to the host organization for meals and other expenses prior to the event.

Luncheon meals at District Events shall be no more than $8.50 each.

11. The vice president will send a thank you note to the host UMW group.

E. Expenses at District Events

1. Dependent care for all district events shall be paid for at the minimum wage or at the amount customarily paid at the host church.
2. When a local church is asked to provide food for district events, they shall be reimbursed at no more than the district meal allowance rate.
3. If a church incurs expense for any district meeting such as extra custodial services, the district will pay the cost previously agreed.
4. Honorariums for speakers, pianists, organists, and/or other musicians shall be $50.00, unless the District Leadership Team has approved a larger amount.
5. When a member of the District Leadership Team or a member of the district committee on nominations fails to notify the person in charge of a district or conference event for which she has registered but will not attend, she shall be responsible for any expense incurred by the District because of her absence.
6. Registration deadline is 10 days prior to the event. Refund deadline is 7 days prior to the event. Notification for refund is to be made to the event registrar. Registration may be transferred to another person.

F. Resource Room

1. The book table at our annual meetings will feature a sample of items of United Methodist Women’s resources, and paper order forms.
2. At our meetings we will display the sample items and take orders from members. This replaces selling items for cash, checks, or credit cards.
3. After the event the orders will all be mailed in together. After they are processed, the purchased materials will be sent directly to each member who placed an order.
V. Other Meetings

A. District Leadership Team is expected to attend:

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

B. Jurisdiction/Assembly Meetings

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

VI. Expenses of the District Officers and Committee on Nominations

A. Travel

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. Travel expenses (airfare, mileage, meals, and lodging) shall be paid by the East District treasurer for all district officers for all district meetings and events, and for conference meetings and events if they are expected to attend.
3. Travel expenses (airfare, mileage, meals, and lodging) shall be paid by the East District treasurer for the Committee on Nominations members for all district meetings and events if they are expected to attend.
4. Those traveling at district expense shall be reimbursed for the least expensive mode of transportation possible.
5. Travel expenses for automobile travel shall be paid at the same rate as the Conference.
6. When travel is shared with a conference officer for attendance at a district event, the mileage reimbursement shall be issued by the district treasurer in accordance with the policies established in the Standing Rules of The United Methodist Women of the Desert Southwest Conference to the driver.
7. When travel is shared with a conference officer for attendance at a conference event, the mileage reimbursement shall be issued by the conference treasurer in accordance with the policies established in the Standing Rules of The United Methodist Women of the Desert Southwest Conference to the driver.
8. Local women sharing the ride shall not be expected to share the cost.
9. 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 ($30.00) per day.

B. Meal Allowance

1. For individual meals, the allowance shall be the same as stated in the Standing Rules of The United Methodist Women of the Desert Southwest Conference.
2. When travel necessitates being absent from home for two or more meals, the meal allowance may be combined and used as desired.
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 officers and members of the district Committee on Nominations by persons other than the district officers.

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 $5.00 shall be given as a hostess gift. A card is to be obtained from the district treasurer.

4. 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.

D. **Commercial Housing**

1. When commercial housing is used, the treasurer will reimburse the officers at the rate of two (2) persons per room.

2. If an officer desires less than a two-person room, she will pay the additional amount between the rate for two and what she chooses at the time of registration.

E. **Program Materials**

1. Necessary “tools of office” shall be provided each officer.

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

3. The district shall subscribe annually to new materials publications service UMW Sampler provided by the Mission Resource Center for the district leadership team and the members of the Committee on Nominations. The secretary of program resources will place the order and the district will pay for it.

4. *Response* magazines shall be provided for the district president and the mission coordinators. The secretary of program resources will place the order and the district will pay for them.

5. Prayer Calendars will be provided to each district officer through the new materials publications service UMW Sampler.

6. Handbooks will be purchased by the secretary of program resources for each officer when revised version is published and the district will pay for them. If any updates are published; the secretary of program resources will order it for the officer(s). Handbooks shall be given to the officer’s successor.

F. **Other Officer Expenses**

1. Other officer expenses to be paid by the district include postage, supplies and any other approved expenses pertaining to the office.

2. Retiring officers shall be reimbursed through December 31 for visits to local organizations to which they have been assigned as mentors.

G. **Expense Vouchers**

1. Receipts to support the expenditure shall accompany all vouchers.

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

3. Expense vouchers shall be turned in to the United Methodist Women district treasurer for review at each event or within sixty (60) days thereafter. After review by the treasurer, expense vouchers shall be routed to the district president and secretary for approval, and then returned to the district treasurer.

   a. The vice president will sign vouchers for the president and secretary.

   b. Members of the committee on nominations shall turn in vouchers to the chairperson of the Committee on Nominations, who will approve and route to the district treasurer for review, then to the president for approval, then returned to the district treasurer.
c. Final vouchers for the year must be received by the treasurer on or before December 10th.

VII. 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 the district vice president 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 not paid for by the Desert Southwest Annual Church Conference shall be paid by the district.

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

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

VIII. General Rules

A. Officers' Responsibilities

1. It is each officer's responsibility to register for all district and conference events and to advise the district treasurer if she is going to attend any conference or district meeting.

2. Each person submits voucher for repayment, approved and signed by the president and secretary or vice president.

3. A district officer may request an advance to cover an approved expense.

4. Secretary for program resources will order for all the district officers the study books and leaders' guides for the mission study(ies) taken at Mission U. The study book(s) remain the property of the officer and are not part of officer materials that are turned over to the new officer.

5. Secretary of program resources shall supply the names of Reading Program participants to the district vice president and the communications coordinator by four weeks prior to the District Leadership Enrichment Event.

B. Circuit Rider (District Newsletter)

1. A Circuit Rider will be distributed online (4) times a year. Publication dates are: March 1, June 1, September 1, December 1.

2. The newsletter content deadlines shall be 15 days prior to publication date.

   a. Recognitions of the following will be published in the March publication:

      (1) Reading Program
      (2) Mission Today
      (3) Five Star Mission Giving
      (4) Pledge Paid in Full

   b. June publication: Emphasis: Mission U

   c. September publication: Emphasis: District Annual Celebration & Conference Annual Celebration

   d. December publication: Emphasis: Call to Prayer and Self Denial, District Leadership Enrichment Event.
3. The Circuit Rider will be published through the Desert Southwest Conference. Email notice regarding current newsletter will be sent to: (See C.2 distribution list below.)

C. District Directory

1. Directory Compilation
   a. Compilation of directory information shall be the responsibility of the secretary.
   b. Two bids for printing will be obtained by the district secretary.
   c. Directories should be distributed at the Leadership Enrichment Event.

2. Directories shall be distributed to:
   a. President of each local organization in the East District
   b. Bishop of Desert Southwest Conference
   c. East District Superintendent
   d. Presidents of other districts in Desert Southwest Conference
   e. Members of East Committee on Nominations
   f. Members of Conference Committee on Nominations
   g. Members of Western Jurisdiction Leadership Team and Western Jurisdiction Leadership Team Committee on Nominations and directors of United Methodist Women residing in the Desert Southwest Conference.
   h. Dean and Assistant Dean of Mission

D. Courtesies

1. Thank you, sympathy, get-well and congratulations cards shall be sent by any district officer who is aware of the need.
2. Courtesy gifts may be sent to a district officer during a crisis. An offering will be taken at the next district leadership team meeting to cover the cost.

Standing Rules Committee Members,
Cris Bass, Vice President
Linda Moore, Treasurer
Cyndi Heinecke, Committee on Nominations
Marilyn Seese, Coordinator Membership Care
June Hanson, ex-officio
July, 2019

Presented/Adopted at East District Celebration, October 12, 2019