South District of the United Methodist Women
Desert Southwest Conference

Standing Rules 2020


Authority: Article VIII, Section 2, page 128 of the Bylaws found in the United Methodist Women Handbook 2017-2020 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 officers and additional committees not specified in the bylaws. South District Standing Rules shall not be in conflict with the Desert Southwest Conference Standing Rules.

I. SOUTH DISTRICT LEADERSHIP TEAM

A. Membership: The South District Leadership Team shall include:

1. Those persons listed in the Constitution and Bylaws of the United Methodist Women. (Article IV, Section 1a, page 121): president as chairperson, treasurer, secretary and chairperson of the committee on nominations. The leadership team will also include members of the jurisdiction leadership team, directors of the United Methodist Women national organization, members of the program advisory group, and members of the conference leadership team residing within the boundaries of the district. It may include others as the district leadership team may determine.

2. The District Superintendent shall be an ex officio member of the district organization of United Methodist Women and of its leadership team or equivalent structure.

3. Vice president of programming, secretary of program resources, communications coordinator, spiritual growth, educating members for mission, and social action coordinators.

4. Additional members: members of the conference committee on nominations residing within the boundaries of the district, without vote.

B. Meetings:

1. The South District Leadership Team shall meet at least four (4) times a year. Special meetings may be called as needed.

2. Any officer who has two unexplained consecutive absences from leadership team meetings/events shall have her office declared vacant by the district president. The committee on nominations shall fill the unexpired term which shall be voted on by the leadership team.
3. Members of the committee on nominations shall attend as non-voting members, at district expense, all district leadership team meetings.

4. The district president shall be notified if a district officer is unable to attend a district leadership team meeting.

5. Each district officer shall send a written report via email to the president and secretary of her activities regarding her district office prior to the leadership team meeting. Even if an officer is unable to attend a written report via email shall be submitted to the president and the secretary.

6. District officers are expected to attend conference training events, Conference Spring Retreat, Conference Annual Celebration, one session of Mission u and all district level meetings, and shall be reimbursed for their expenses. District officers must be present at the district training events to train their counterparts from the district local organizations. Each district officer's priority during her term shall be:
   a) District meetings
   b) Conference meetings
   c) Local organization and church activities

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 committee by “electronic means” (email or phone). 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.

C. Speaking Engagements:
1. When speaking or assisting at a local or district meeting or event, a district officer shall not accept an honorarium. A Gift to Mission card may be given in place of an honorarium.

2. All expenses for travel, meals, and lodging shall be a district responsibility.

D. Leadership Team Communication Responsibilities:
1. The secretary shall prepare minutes of each district leadership team meeting and shall email a copy no later than four (4) weeks after the meeting to:
   a) Each member of the district leadership team
   b) Conference president and any conference officer residing in the South District
   c) Conference secretary
   d) District Superintendent
2. **South District Directory:** District Communications Coordinator is responsible for having a district directory published (print and download version) by the end of January and sent to:
   a) The district leadership team officers
   b) All United Methodist Women conference officers
   c) All conference committee on nominations members
   d) The other district presidents
   e) Local organization presidents
   f) The Bishop and administrative assistant
   g) The South District Superintendent and administrative assistant

3. **Footprints** South District United Methodist Women’s Newsletter.
   There shall be a district newsletter, *(Footprints)* which shall be the responsibility of the communications coordinator. The newsletter shall be published and emailed four (4) times a year: or an e-news shall be sent as needed to the mailing list.
   a) Mailing (March, June, September and December). The newsletter link will be emailed to the following:
      1) The Bishop and administrative assistant
      2) The District Superintendent and administrative assistant
      3) Ministers of the district
      4) All South District leadership team members, including the committee on nominations
      5) Past district officers (for one year)
      6) Conference leadership team
      7) District United Methodist Women presidents
      8) District lay leader
      9) Local organization officers

4. Local organizations should make an annual donation of $10.00 for the South District United Methodist Women’s directory.

5. Other communications. Informational mailings sent by a district officer to her local organization counterparts and local president should also send an email copy to the district president and conference counterpart.

6. Each officer should have the capability and skills to send and receive communications in a timely manner. This means computer access is the preferred mode of communications, perhaps through a friend or her church office if she does not have a home computer.

**E. Retiring District Officers:**

1. Retiring elected and appointed district officers and members of the committee on nominations shall be recognized during the Annual Celebration.

2. A Special Mission Recognition pin, purchased by the treasurer, shall be presented to each retiring team member, according to consecutive years of service on the conference leadership team.
a. Less than one year of service a gift to mission card

b. **Complete** one year, $40.00 pin (gold with cross)
   but less than two full years

c. Complete two or three years, $60.00 pin (sapphire)
   but less than four full years

d. Four full years of service $100.00 pin (pearl)
e. More than four years of service $200.00 pin (emerald)

3. The outgoing president is to present the incoming president with a
   president’s pin that is purchased by the district treasurer.

4. A member of the committee on nominations who serves less than two
   (2) years shall be given a $5 gift to mission card. If she served two (2)
   years but less than four (4) years, she shall be given a $40 Special
   Mission Recognition pin. If she completed her four-year (4-year) term,
   which may include serving as chair of the committee on nominations,
   she shall receive a $60 Special Mission Recognition pin

6. Retiring officers shall be reimbursed for expenses for visits to local
   organizations to which she has been invited to speak and or
   assisting at local training events. (Through December 31)

II. **MEETING AND EVENTS:**

A. **Advance Arrangements:** A checklist form letter shall be sent by the vice
   president of programming to the host church prior to a meeting regarding
   physical arrangements. District officers shall notify the vice president of
   programming of any specific needs and shall not make individual
   arrangements with the host church.

B. **Host Church Expenses:** If a host church incurs expense for any district
   meeting, such as childcare or extra custodial services, payment shall be
   according to the local church rate.

C. **Reservations:**
   1. All district officers shall submit their registration form for all district
      events to district treasurer by the deadline date.
   2. For conference events registered on line a copy of the registration
      confirmation should be forwarded to the district treasurer.
   3. District officers are responsible to attend the event they have registered
      for or otherwise reimburse the district United Methodist Women for
      expenses incurred.

D. **Cancellation Policy for District Events**
   1. For all district events a full refund, can be made if cancellation is
      received by the event registrar fourteen (14) days prior to the event;
      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 district
      events shall pay an additional $5.00.
   4. The above statements shall be included on the registration form.
   5. Extenuating circumstances for reimbursement as stated above
      shall be reviewed by the district leadership team

E. **Registrars** for district events shall be an elected district officer.
F. **Annual Meetings:** The annual meeting shall be held each year in the fall, prior to the Conference Annual Celebration. Funding for programs for the annual meeting will be taken from registration fees as needed.

G. **Community-Building Event** (District Leadership Team Retreat)
   1. A community-building event shall be held for the district leadership team and the full committee on nominations as soon as possible following the annual meeting.
   2. Program planning for this event shall be the responsibility of the president, vice president of programming, and others as requested.

H. **Training Events for Local Organizations**
   1. Training events shall be held early in each calendar year.
   2. Outgoing district officers are responsible for conducting the training for the local organization officers.

I. **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](http://www.dscumc.org/safe-sanctuaries). We must also adhere to the Safe Sanctuaries policies at the facility where the event is held.

III. **COMMITTEE ON NOMINATIONS:**
   A. The committee will be composed of no fewer than five (5) members, including the chairperson, the number to be determined by the district organization on the basis of membership distribution and size. The committee will be representative of the membership of the district in matters of employment, age and racial and ethnic background. (Representation for racial and ethnic groups in proportion to their membership should be seen as a minimum requirement.) (Article IV, Section 3a, page 122)
   B. The chair on the committee on nominations shall have voting privileges on the leadership team.
   C. The committee on nominations: shall have a rotating membership of four (4) classes; each member shall be elected for a four-year term. The chairperson shall be elected for a two (2) year term.
   D. The full committee shall meet at least twice a year, the first one by April 1. Members shall attend, at district expense, all district meetings including leadership team meetings. Each member shall have her expenses paid to one Mission u, the Conference Annual Celebration, the Conference Spring Retreat and the conference social action event.
   E. The committee on nominations shall maintain a talent bank and tenure chart to be updated annually. The committee on nominations shall educate local women about the value of the talent bank and tenure chart.
      Potential nominees shall be contacted by a committee member, either personally or by phone, prior to September
      1. 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).
         d) Connectional responsibilities. (Your counterparts)
2. A signed copy of the follow-up letter returned to the chairperson of the Committee on Nominations shall constitute acceptance of nomination.

F. All district officers' term of office shall be for two (2) years.

1. **Elected in odd number years are:**
   a) President
   b) Secretary
   c) Spiritual growth coordinator
   d) Educating members for mission coordinator
   e) Secretary of program resources

2. **Elected in even numbered years are:**
   a) Vice president of programming
   b) Treasurer
   c) Social action coordinator
   d) Communication coordinator
   e) Chairperson committee on nominations

G. **Tenure:** Article V, Section 2a-g pages, 125-126) No elected officer shall hold the same office for more than four (4) years, except the Treasurer who can hold the same office for six (6) years. Tenure on the district leadership team shall be limited to a total of eight (8) years. When a leader has completed her tenure of eight (8) years and after a period of four (4) years has elapsed, she may be elected for one additional term, not to exceed two years, in a different office. The period of four years also applies to persons who, after completing their tenure in the district, served on the district leadership team in any appointed or ex officio position (including ex officio positions as a conference officer, a member of the jurisdiction leadership team, a member of the program advisory group and/or a director of United Methodist Women).  
   1. When a woman serves as president and has tenure remaining to serve in another office (within the eight years) she is eligible to serve again. If a woman has already completed her eight year tenure in positions other than president, she may still be elected president.
   2. All years of service as an elected leader of any district United Methodist Women, Women’s Society of Christian Service and Women’s Society of World Service, including secretary/chairperson of the Wesleyan Service Guild, will be counted when determining tenure.
   3. Service of six months or more in an officer year by an interim or acting officer will be counted as one year of tenure.
   4. A two (2) year term as chairperson of the committee on nominations does not count toward tenure as described in (Article V, Sections 2a and 2d)
   5. Appointed leaders not specified in the bylaws will serve no more than four (4) years on the leadership team in any combination of such appointed responsibilities. This is in addition to the tenure limitations described in (Article V, Sections 2a and 2d.)
H. The committee on nominations chairperson shall give a list of all persons to receive Special Mission Recognition pins and the number of years (tenure) that each has served to the district treasurer no later than two months before the District Annual Meeting.

I. Any position remaining open on the South District leadership team may be appointed by the president and she shall be a member of the leadership team with voting privileges.

IV. ELECTIONS AND TRANSITION:

A. Elections shall take place at the annual meeting. There shall be an opportunity for nominations from the floor. Elections may be by acclamation or by ballot. A majority vote is sufficient for election. Those elected shall assume their duties on January 1. The district year shall be considered January 1-December 31.

B. The slate of nominees shall be available to the leadership team and membership prior to the annual meeting at which the election is held. The slate of nominees shall be published in the district E-newsletter at least 30 days prior to the annual meeting.

C. All materials shall be transferred from outgoing to incoming officers. The outgoing officer shall be responsible for explaining the duties of their office to the incoming officer at their convenience but no later than the training event.

V. PROGRAM COMMITTEE:

A. Membership: The committee shall consist of the district leadership team as listed in (Article V, Section 1a), page 1 of the South District Standing Rules.

VI. TREASURER RESPONSIBILITIES:

A. The district treasurer shall receive and disburse all funds pertaining to any district-sponsored event. The president, secretary and the treasurer shall have authority to sign checks. Only one signature is required. Under no circumstances shall a personal account be used for United Methodist Women funds. The treasurer shall make and pay for registrations for conferences or district events for all district officers and committee on nominations. It shall be the responsibility of each individual to make housing reservations for these events. The officer in charge of the event shall notify the treasurer to arrange for guests who are invited at district expense.

B. The outgoing treasurer continues in office until December 31, at which time it is her responsibility to have the books audited. It is the outgoing treasurer's duty to help the incoming treasurer set up new books before January 1.

C. The district treasurer is authorized to distribute vouchers and pay expenses for the South District Leadership Team for:

1. All district leadership team meetings
2. South District Annual Meeting
3. Conference training events
4. Conference Spring Retreat
5. Conference Annual Celebration
6. One session of Mission
7. Mileage allowance at the rate of $.35 per mile as allowed by the Conference Standing rules.
8. Those traveling at district expense shall use the least expensive mode of transportation possible.
9. Car Pooling: Local women sharing the ride with district officers shall not be expected to share the cost.
   a) When carpooling is offered and not accepted, the expense of the extra car shall be the personal responsibility of the officer.
   b) When “piggyback” carpooling can be arranged with persons attending district meetings or events other than those of United Methodist Women, if it is a conference meeting or event, the mileage cost shall be paid by the conference.
   c) When district and conference 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.
10. 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) Daily total of: thirty dollars ($30.00) for three meals
11. Officer Supplies:
   a) Postage, printing, long distance telephone calls, and other expenses pertaining to the office (including a study book for a course taken at the Mission) shall be paid. Books and supplies purchased with district funds must be passed on to the incoming officer or used by a local organization.
   b) All vouchers shall be accompanied by receipts to support the expenditure.
   c) Expense vouchers shall be turned in to the district treasurer at each event or within sixty (60) days thereafter. The treasurer shall approve the expense vouchers and then the president and secretary or another officer shall sign all vouchers. The treasurer may request approval of expense vouchers via email.
   d) Checks are not to be issued without signed vouchers.
   e) It is the responsibility of each officer to keep a record of her expenses, to submit her signed expense sheet and attach bills and receipts as directed by the treasurer by December 10 or funds shall not be available.
12. Each district officer shall use courtesy housing when offered. If preferring a motel, she shall pay for it herself. If no courtesy housing is extended and it is necessary to stay in motels, the district shall pay for two (2) persons in a room, unless the district leadership team determines otherwise. If less than two (2) persons is desired those individuals shall be responsible for the difference in cost.

13. Dependent care: Dependent care for all district and conference events including Mission u shall be paid for at the minimum wage or the amount customarily paid by the host church.

14. When the district 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 district.

15. The books shall be audited yearly. Audit is to be completed by July of each year. The auditor shall send a statement on findings of the audit to the president and a copy to the treasurer.

16. A non-check-signing member of the district leadership team shall review canceled checks for appropriateness and legitimacy of expense and signature at each team meeting. An oral report should be made to the district leadership team.

17. Any budget request for the following year shall be submitted to the treasurer by the May meeting.

18. When there is an offering taken at a South District event, funds for the sale of books or symbols (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.

VII. OFFICERS MATERIALS:

A. The following shall be supplied as necessary to fulfill the duties of each officer:

1. United Methodist Women Handbook
2. South District Standing Rules
3. The Annual Sampler Kit shall go to the president, the secretary of program resources, and the vice president of programming, spiritual growth coordinator, educating members for mission coordinator and social action coordinator. Each of the above officers will be responsible for ordering their own Annual Sampler Kit and voucher for reimbursement. Deadline date to order is April 1.
4. One study book for a course taken at Mission u unless the book has been purchased for personal use. Sharing of study books after Mission u is encouraged. This includes the committee on nominations.
5. Any other resources as deemed necessary by the district leadership team.

VIII. COURTESIES and HONORARIA:
A. The district secretary and any other district officer who is aware of a need may send thank you notes or other correspondence. Thank you notes shall also be sent to host churches.
B. The vice president of programming shall write a thank you note to those appearing on programs.
C. Offerings taken at any district event shall be sent to the conference treasurer by the South District treasurer as Mission Giving.
D. Memorials: Upon the death of a current/former district officer or their spouse, a Gift in Memory in the amount of fifty dollars ($50.00) shall be given to the conference treasurer by the district treasurer.
E. Honorarium
   1. A person invited by the district leadership team to participate as a guest speaker, panel member, workshop leader, etc., may be reimbursed for expenses and given an honorarium.
   2. The honorarium shall be fifty dollars ($50).
   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.

IX. ASSEMBLY/WESTERN JURISDICTION QUADRENNIAL:
A. The district shall pay for the president’s (or alternate’s) total expenses to attend the Assembly meeting and the Western Jurisdiction Quadrennial meeting.
B. Any remaining funds will be distributed evenly between South District leadership team officers who are also attending Assembly and Western Jurisdiction Quadrennial.
C. An amount determined at the conference annual committee on finance meeting shall be placed in a savings account for the South District for their Assembly fund and the Western Jurisdictional Quadrennial. These funds will be available upon written request to the conference treasurer by the district treasurer prior to the event.

X. COMMITTEE ON STANDING RULES:
A. The Standing Rules Committee shall be chaired by the communications coordinator. It shall consist of the communications coordinator, South District president, treasurer and one or two more members appointed by the South District president.
B. The District Standing Rules Committee shall review these Standing Rules annually and make changes as needed. Suggested changes will be brought to the leadership team by the Standing Rules Committee for approval.
C. After approval by the leadership team, revisions shall be approved by majority vote at the South District annual meeting by the United Methodist Women in attendance.

2019 South District Standing Rules Committee:

Alice Brown          South District communications coordinator
Bobbie Norris       South District president
Alberta Farnsworth  Conference president
Patsy June          South District treasurer
Jeanie Hughes       South District educating members for mission

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