

1 **South District of the United Methodist Women**  
2 **Desert Southwest Conference**

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4 **Standing Rules 2020**

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7 **References:** *Constitution and Bylaws* found in the **United Methodist Women**  
8 **Handbook 2017-2020 and the 2019** Standing Rules of the Desert Southwest  
9 Conference.

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11 **Authority:** Article VIII, Section 2, page 128 of the *Bylaws* found in the United  
12 Methodist Women Handbook 2017-2020 Standing Rules may be made and amended  
13 by the district organization, provided they are in harmony with the United Methodist  
14 Women's constitution and bylaws for the district organization. Provisions will be made  
15 in the district standing rules for additional elected and appointed officers and additional  
16 committees not specified in the bylaws. South District Standing Rules shall not be in  
17 conflict with the Desert Southwest Conference Standing Rules.

18 **I. SOUTH DISTRICT LEADERSHIP TEAM**

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

- 20 1. Those persons listed in the *Constitution and Bylaws* of the United  
21 Methodist Women. (Article IV, Section 1a, page 121): president as  
22 chairperson, treasurer, secretary and chairperson of the committee  
23 on nominations. The leadership team will also include members of  
24 the jurisdiction leadership team, directors of the United Methodist  
25 Women national organization, members of the program advisory  
26 group, and members of the conference leadership team residing  
27 within the boundaries of the district. It may include others as the  
28 district leadership team may determine
- 29 2. The District Superintendent shall be an ex officio member of the  
30 district organization of United Methodist Women and of its  
31 leadership team or equivalent structure.
- 32 3. Vice president of programming, secretary of program resources,  
33 communications coordinator, spiritual growth, educating members  
34 for mission, and social action coordinators.
- 35 4. Additional members: members of the conference committee on  
36 nominations residing within the boundaries of the district, without  
37 vote

38 **B. Meetings:**

- 39 1. The South District Leadership Team shall meet at least four (4)  
40 times a year. Special meetings may be called as needed.
- 41 2. Any officer who has two unexplained consecutive absences from  
42 leadership team meetings/events shall have her office declared  
43 vacant by the district president. The committee on nominations  
44 shall fill the unexpired term which shall be voted on by the  
45 leadership team.

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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

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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 enews 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.

- 136 a. Less than one year of service a gift to mission card  
 137 b. **Complete** one year, \$40.00 pin (gold with cross)  
 138 but less than two full years  
 139 c. Complete two or three years, \$60.00 pin (sapphire)  
 140 but less than four full years  
 141 d. Four full years of service \$100.00 pin (pearl)  
 142 e. More than four years of service \$200.00 pin (emerald)  
 143 3. The outgoing president is to present the incoming president with a  
 144 president's pin that is purchased by the district treasurer.  
 145 4. A member of the committee on nominations who serves less than two  
 146 (2) years shall be given a \$5 gift to mission card. If she served two (2)  
 147 years but less than four (4) years, she shall be given a \$40 Special  
 148 Mission Recognition pin. If she completed her four-year (4-year) term,  
 149 which may include serving as chair of the committee on nominations,  
 150 she shall receive a \$60 Special Mission Recognition pin  
 151 6. Retiring officers shall be reimbursed for expenses for visits to local  
 152 organizations to which she has been invited to speak and or  
 153 assisting at local training events. (Through December 31)

## 154 II. MEETING AND EVENTS:

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

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

### 163 C. Reservations:

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

### 171 D. Cancellation Policy for District Events

- 172 1. For all district events a full refund, can be made if cancellation is  
 173 received by the event registrar fourteen (14) days prior to the event;  
 174 after that date, there can be no refunds.  
 175 2. A registration may be transferred to another person.  
 176 3. Anyone wishing to register after the registration deadline for district  
 177 events shall pay an additional \$5.00.  
 178 4. The above statements shall be included on the registration form.  
 179 5. Extenuating circumstances for reimbursement as stated above  
 180 shall be reviewed by the district leadership team

181 E. **Registrars** for district events shall be an elected district officer.

- 182 **F. Annual Meetings:** The annual meeting shall be held each year in the fall,  
 183 prior to the Conference Annual Celebration. Funding for programs for the  
 184 annual meeting will be taken from registration fees as needed.
- 185 **G. Community-Building Event** (District Leadership Team Retreat)  
 186 1. A community-building event shall be held for the district leadership  
 187 team and the full committee on nominations as soon as possible  
 188 following the annual meeting.  
 189 2. Program planning for this event shall be the responsibility of the  
 190 president, vice president of programming, and others as requested.
- 191 **H. Training Events for Local Organizations**  
 192 1. Training events shall be held early in each calendar year.  
 193 2. Outgoing district officers are responsible for conducting the training  
 194 for the local organization officers.
- 195 **I. Safe Sanctuary Policy:** In the event children or youth are included in any  
 196 event, conference safe sanctuary policies shall be followed. These  
 197 policies can be found at [www.dscumc.org/safe-sanctuaries](http://www.dscumc.org/safe-sanctuaries). We must also  
 198 adhere to the Safe Sanctuaries policies at the facility where the event is  
 199 held.

200 **III. COMMITTEE ON NOMINATIONS:**

- 201 **A.** The committee will be composed of no fewer than five (5) members, including  
 202 the chairperson, the number to be determined by the district organization on  
 203 the basis of membership distribution and size. The committee will be  
 204 representative of the membership of the district in matters of employment,  
 205 age and racial and ethnic background. (Representation for racial and ethnic  
 206 groups in proportion to their membership should be seen as a minimum  
 207 requirement.) (Article IV, Section 3a, page 122)
- 208 **B.** The chair on the committee on nominations shall have voting privileges on the  
 209 leadership team.
- 210 **C.** The committee on nominations: shall have a rotating membership of four (4)  
 211 classes; each member shall be elected for a four-year term. The chairperson  
 212 shall be elected for a two (2) year term.
- 213 **D.** The full committee shall meet at least twice a year, the first one by April 1.  
 214 Members shall attend, at district expense, all district meetings including  
 215 leadership team meetings. Each member shall have her expenses paid to  
 216 one Mission u, the Conference Annual Celebration, the Conference Spring  
 217 Retreat and the conference social action event.
- 218 **E.** The committee on nominations shall maintain a talent bank and tenure chart  
 219 to be updated annually. The committee on nominations shall educate local  
 220 women about the value of the talent bank and tenure chart.  
 221 Potential nominees shall be contacted by a committee member, either  
 222 personally or by phone, prior to September
- 223 1. A follow-up letter shall be sent, which shall include:  
 224 a) Educational opportunities.  
 225 b) Job description, including term of office.  
 226 c) Time commitments (schedule of meetings).  
 227 d) Connectional responsibilities. (Your counterparts)

228 2. A signed copy of the follow-up letter returned to the chairperson of  
229 the Committee on Nominations shall constitute acceptance of  
230 nomination.

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

232 1. **Elected in odd number years are:**

- 233 a) President
- 234 b) Secretary
- 235 c) Spiritual growth coordinator
- 236 d) Educating members for mission coordinator
- 237 e) Secretary of program resources

238 2. **Elected in even numbered years are:**

- 239 a) Vice president of programming
- 240 b) Treasurer
- 241 c) Social action coordinator
- 242 d) Communication coordinator
- 243 e) Chairperson committee on nominations

244 **G. Tenure:** Article V, Section 2a-g pages, 125-126) No elected officer shall  
245 hold the same office for more than four (4) years, except the Treasurer  
246 who can hold the same office for six (6) years. Tenure on the district  
247 leadership team shall be limited to a total of eight (8) years. When a leader  
248 has completed her tenure of eight (8) years and after a period of four (4)  
249 years has elapsed, she may be elected for one additional term, not to  
250 exceed two years, in a different office. The period of four years also  
251 applies to persons who, after completing their tenure in the district, served  
252 on the district leadership team in any appointed or ex officio position  
253 (including ex officio positions as a conference officer, a member of the  
254 jurisdiction leadership team, a member of the program advisory group  
255 and/or a director of United Methodist Women).

256 1. When a woman serves as president and has tenure remaining to serve  
257 in another office (within the eight years) she is eligible to serve again. If a  
258 woman has already completed her eight year tenure in positions other  
259 than president, she may still be elected president.

260 2. All years of service as an elected leader of any district United  
261 Methodist Women, Women's Society of Christian Service and Women's  
262 Society of World Service, including secretary/chairperson of the Wesleyan  
263 Service Guild, will be counted when determining tenure.

264 3. Service of six months or more in an officer year by an interim or acting  
265 officer will be counted as one year of tenure.

266 4. A two (2) year term as chairperson of the committee on nominations  
267 does not count toward tenure as described in (Article V, Sections 2a and  
268 2d)

269 5. Appointed leaders not specified in the bylaws will serve no more than  
270 four (4) years on the leadership team in any combination of such  
271 appointed responsibilities. This is in addition to the tenure limitations  
272 described in (Article V, Sections 2a and 2d.)

- 273 H. The committee on nominations chairperson shall give a list of all persons  
274 to receive Special Mission Recognition pins and the number of years  
275 (tenure) that each has served to the district treasurer no later than two  
276 months before the District Annual Meeting.
- 277 I. Any position remaining open on the South District leadership team may be  
278 appointed by the president and she shall be a member of the leadership  
279 team with voting privileges.

280

281 **IV. ELECTIONS AND TRANSITION:**

- 282 A. Elections shall take place at the annual meeting. There shall be an  
283 opportunity for nominations from the floor. Elections may be by  
284 acclamation or by ballot. A majority vote is sufficient for election. Those  
285 elected shall assume their duties on January 1. The district year shall be  
286 considered January 1-December 31.
- 287 B. The slate of nominees shall be available to the leadership team and  
288 membership prior to the annual meeting at which the election is held. The  
289 slate of nominees shall be published in the district E-newsletter at least 30  
290 days prior to the annual meeting.
- 291 C. All materials shall be transferred from outgoing to incoming officers. The  
292 outgoing officer shall be responsible for explaining the duties of their office  
293 to the incoming officer at their convenience but no later than the training  
294 event.

295

296 **V. PROGRAM COMMITTEE:**

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

300

301 **VI. TREASURER RESPONSIBILITIES:**

- 302 A. The district treasurer shall receive and disburse all funds pertaining to any  
303 district-sponsored event. The president, secretary and the treasurer shall  
304 have authority to sign checks. Only one signature is required. Under no  
305 circumstances shall a personal account be used for United Methodist  
306 Women funds. The treasurer shall make and pay for registrations for  
307 conferences or district events for all district officers and committee on  
308 nominations. It shall be the responsibility of each individual to make  
309 housing reservations for these events. The officer in charge of the event  
310 shall notify the treasurer to arrange for guests who are invited at district  
311 expense.
- 312 B. The outgoing treasurer continues in office until December 31, at which  
313 time it is her responsibility to have the books audited. It is the outgoing  
314 treasurer's duty to help the incoming treasurer set up new books before  
315 January 1.
- 316 C. The district treasurer is authorized to distribute vouchers and pay  
317 expenses for the South District Leadership Team for:
- 318 1. All district leadership team meetings

- 319 2. South District Annual Meeting  
320 3. Conference training events  
321 3. Conference Spring Retreat  
322 4. Conference Annual Celebration  
323 5. One session of Mission u  
324 6. Mileage allowance at the rate of \$.35 per mile as allowed by the  
325 Conference Standing rules.  
326 7. Those traveling at district expense shall use the least expensive  
327 mode of transportation possible.  
328 8. Car Pooling: Local women sharing the ride with district officers  
329 shall not be expected to share the cost.  
330 a) When carpooling is offered and not accepted, the expense  
331 of the extra car shall be the personal responsibility of the  
332 officer.  
333 b) When “piggyback” carpooling can be arranged with persons  
334 attending district meetings or events other than those of  
335 United Methodist Women, if it is a conference meeting or  
336 event, the mileage cost shall be paid by the conference.  
337 When district and conference officers car pool to a district  
338 meeting or event, the mileage cost shall be paid by the  
339 district. The driver of the vehicle will voucher this to the  
340 appropriate treasurer.  
341 10. For individual meals the allowance is:  
342 a) Breakfast seven dollars (\$7.00)  
343 b) Lunch, ten dollars (\$10.00)  
344 c) Dinner, thirteen dollars (\$13.00)  
345 d) Daily total of: thirty dollars (\$30.00) for three meals  
346 11. Officer Supplies:  
347 a) Postage, printing, long distance telephone calls, and other  
348 expenses pertaining to the office (including a study book for  
349 a course taken at the Mission u) shall be paid. Books and  
350 supplies purchased with district funds must be passed on to  
351 the incoming officer or used by a local organization.  
352 b) All vouchers shall be accompanied by receipts to support the  
353 expenditure.  
354 c) Expense vouchers shall be turned in to the district treasurer  
355 at each event or within sixty (60) days thereafter. The  
356 treasurer shall approve the expense vouchers and then the  
357 president and secretary or another officer shall sign all  
358 vouchers. The treasurer may request approval of expense  
359 vouchers via email.  
360 d) Checks are not to be issued without signed vouchers.  
361 e) It is the responsibility of each officer to keep a record of her  
362 expenses, to submit her signed expense sheet and attach  
363 bills and receipts as directed by the treasurer by December  
364 10 or funds shall not be available.



- 365 12. Each district officer shall use courtesy housing when offered. If  
366 preferring a motel, she shall pay for it herself. If no courtesy  
367 housing is extended and it is necessary to stay in motels, the  
368 district shall pay for two (2) persons in a room, unless the district  
369 leadership team determines otherwise. If less than two (2) persons  
370 is desired those individuals shall be responsible for the difference in  
371 cost.
- 372 13. Dependent care: Dependent care for all district and conference  
373 events including Mission u shall be paid for at the minimum wage or  
374 the amount customarily paid by the host church.
- 375 14. When the district president attends the Desert Southwest Annual  
376 Conference, any expenses incurred that are not paid for by the  
377 Desert Southwest Conference shall be paid for by the district.
- 378 15. The books shall be audited yearly. Audit is to be completed by July  
379 of each year. The auditor shall send a statement on findings of the  
380 audit to the president and a copy to the treasurer.
- 381 16. A non-check-signing member of the district leadership team shall  
382 review canceled checks for appropriateness and legitimacy of  
383 expense and signature at each team meeting. An oral report  
384 should be made to the district leadership team.
- 385 17. Any budget request for the following year shall be submitted to the  
386 treasurer by the May meeting.
- 387 18. When there is an offering taken at a South District event, funds for  
388 the sale of books or symbols (any money given to the treasurer),  
389 two persons shall count the money and make a signed written  
390 record of the amount turned in to the treasurer.

391  
392 **VII. OFFICERS MATERIALS:**

- 393 **A.** The following shall be supplied as necessary to fulfill the duties of each  
394 officer:
- 395 1. United Methodist Women Handbook  
396 2. South District Standing Rules  
397 3. The Annual Sampler Kit shall go to the president, the secretary of  
398 program resources, and the vice president of programming,  
399 spiritual growth coordinator, educating members for mission  
400 coordinator and social action coordinator. Each of the above  
401 officers will be responsible for ordering their own Annual Sampler  
402 Kit and voucher for reimbursement. Deadline date to order is April  
403 1.
- 404 4. One study book for a course taken at Mission u unless the book  
405 has been purchased for personal use. Sharing of study books after  
406 Mission u is encouraged. This includes the committee on  
407 nominations.
- 408 5. Any other resources as deemed necessary by the district  
409 leadership team.

- 410 6. Basic Principles of Parliamentary Procedure for president, vice  
411 president of programming and secretary.  
412

413 **VIII. COURTESIES and HONORARIA:**

- 414 **A.** The district secretary and any other district officer who is aware of a need  
415 may send thank you notes or other correspondence. Thank you notes  
416 shall also be sent to host churches.  
417 **B.** The vice president of programming shall write a thank you note to those  
418 appearing on programs.  
419 **C.** Offerings taken at any district event shall be sent to the conference  
420 treasurer by the South District treasurer as Mission Giving.  
421 **D.** Memorials: Upon the death of a current/former district officer or their  
422 spouse, a Gift in Memory in the amount of fifty dollars (\$50.00) shall be  
423 given to the conference treasurer by the district treasurer.  
424 **E.** Honorarium  
425 1. A person invited by the district leadership team to participate as a  
426 guest speaker, panel member, workshop leader, etc., may be  
427 reimbursed for expenses and given an honorarium.  
428 2. The honorarium shall be fifty dollars (\$50).  
429 3. If the resource person is United Methodist Women-related and  
430 ineligible to receive an honorarium, the amount equivalent to the  
431 honorarium he or she might have received shall be given as a Gift  
432 to Mission.  
433

434 **IX. ASSEMBLY/WESTERN JURISDICTION QUADRENNIAL:**

- 435 **A.** The district shall pay for the president's (or alternate's) total expenses to  
436 attend the Assembly meeting and the Western Jurisdiction Quadrennial  
437 meeting.  
438 **B.** Any remaining funds will be distributed evenly between South District  
439 leadership team officers who are also attending Assembly and Western  
440 Jurisdiction Quadrennial.  
441 **C.** An amount determined at the conference annual committee on finance  
442 meeting shall be placed in a savings account for the South District for their  
443 Assembly fund and the Western Jurisdictional Quadrennial. These funds  
444 will be available upon written request to the conference treasurer by the  
445 district treasurer prior to the event.  
446

447 **X. COMMITTEE ON STANDING RULES:**

- 448 **A.** The Standing Rules Committee shall be chaired by the communications  
449 coordinator. It shall consist of the communications coordinator, South  
450 District president, treasurer and one or two more members appointed by  
451 the South District president.  
452 **B.** The District Standing Rules Committee shall review these Standing Rules  
453 annually and make changes as needed. Suggested changes will be  
454 brought to the leadership team by the Standing Rules Committee for  
455 approval.

456 C. After approval by the leadership team, revisions shall be approved by  
457 majority vote at the South District annual meeting by the United Methodist  
458 Women in attendance.  
459

460 **2019 South District Standing Rules Committee:**

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

466  
467 Standing Rules date revised: 10/1998, 9/24/2001, 9/23/2002, 9/20/2003,  
468 10/11/2008, 10/8/2011, 10/10/2015, 10/8/2016, 10/14/2017, 10/13/2018 and  
469 10/12/2019  
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