

2022 STANDING RULES

United Methodist Women
Desert Southwest Conference

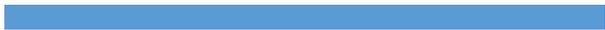


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1 **References:** *Constitution and Bylaws* found in the **United Methodist Women Handbook 2021-**
2 **2024** available from United Methodist Women National for purchase or download
3 <http://www.unitedmethodistwomen.org/umwhandbook> 2021-2024

4 **Authority:** *Bylaws of United Methodist Women* (Article II, Section 1c, paragraph 2), "Relationship
5 to the national office: Each leadership team is directly related to the jurisdiction and
6 national organization of United Methodist Women and subject to their constitution and
7 bylaws. Conferences may develop standing rules as deemed necessary to expand
8 structures and establish procedures. Such rules will not be in conflict with or limit the
9 bylaws approved by the United Methodist Women national organization."

10 These revised standing rules are supplementary thereto and shall take effect on
11 January 1 of the coming year.
12 Adopted on 10/09/2021.

13 **ARTICLE I**

14 **CONFERENCE LEADERSHIP TEAM**

15 **A. Membership**

16 The Conference Leadership Team shall include:

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

31 **B. Meetings**

- 32 1. The leadership team shall meet at least four (4) times a year.
- 33 2. Any officer who has two unexplained consecutive absences from conference
34 meetings/events shall have her office declared vacant by the leadership team with a majority
35 vote. The committee on nominations shall fill the unexpired term and the leadership team
36 shall vote on the replacement.
- 37 3. Each member shall make every effort to attend her own local United Methodist Women's
38 organization and district team meetings, but attendance at conference meetings and events
39 shall be given first priority if there is a conflict.
- 40 4. Prior to each team meeting, each officer shall send via email a copy of her officer's report to
41 the secretary and the president.
- 42 5. Any leadership team member who is unable to attend a leadership team meeting must notify
43 the president prior to the meeting and send an email copy of her report to the president and
44 the secretary.
- 45

- 46 6. A district officer substituting for a district president at any conference meeting shall be
47 accorded full voting privileges. Expenses will be paid by the conference as they would be for
48 the district president.
- 49 7. In the event there is a need to vote on business which occurs between regularly scheduled
50 leadership team meetings, the president of the leadership team shall inform the members of
51 the leadership team by "electronic means" (email or phone). A motion will be made and
52 seconded. A motion and discussion will follow by email using the "reply all" option. A time
53 limit will be set for the discussion period and then the vote will be taken by email. A simple
54 majority (half plus one) can pass the motion. Results of the vote, including final tally, will be
55 disseminated via email and will be ratified at the next leadership team meeting.

56 **C. Speaking Engagements**

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

60 **D. Officer File**

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

67 **E. Officer Communication Responsibility**

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

- 91 9. A leadership team member must notify the conference president for any extended absence.
92 The president will provide coverage if needed.
93 10. Committee members will communicate directly with their chairs in all matters, especially
94 where financial aspects are concerned. If they are to be out of town for an extended time,
95 they must inform their committee chair.
96 11. If a matter is brought to the attention of a member of the leadership team and the matter is
97 not resolved in a timely fashion, the leadership team member should bring it to the attention
98 of the leadership team president.

99 **F. Retirement Recognition**

- 100 1. The retiring dean and/or retiring assistant dean of Mission u will be recognized at the final
101 Mission u of the year held within the conference.
102 2. Retiring elected and appointed conference officers and members of the committee on
103 nominations shall be recognized during the Annual Celebration.
104 3. A Special Mission Recognition pin, purchased by the treasurer, shall be presented to each
105 retiring team member, according to consecutive years of service.
106 a. Less than one year of service a gift to mission card
107 b. Complete one year, but less than two full years..... \$40.00 pin (gold with cross)
108 c. Complete two or three years, but less than four full years... \$60.00 pin (sapphire)
109 d. Four full years of service..... \$100.00 pin (pearl)
110 e. More than four years of service..... \$200.00 pin (emerald)
111 4. The outgoing president is to present the incoming president with a president's pin that is
112 purchased by the conference treasurer.
113 5.

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

- 115 1. A community-building event shall be held for the conference leadership team with incoming
116 officers and the full committee on nominations as soon as possible following the annual
117 celebration.
118 2. Program planning for this event shall be the responsibility of the president, vice president,
119 and others as requested.
120 3. The conference president and conference treasurer will provide a general orientation and
121 review at the officers' retreat for the conference officers, including incoming officers and
122 incoming members of the committee on nominations, during the officers' retreat and
123 leadership team meeting.

124 **ARTICLE II**

125 **OTHER COMMITTEES**

127 **A. Committee on Programming**

- 128 1. Members of this committee shall be the entire leadership team, with the vice president
129 serving as chair.
130 2. The secretary of the leadership team shall serve as secretary of this committee.
131 3. The committee shall meet at least four (4) times a year preceding meetings of the conference
132 leadership team.
133 4. Minutes of the committee on programming shall be sent to the leadership team.
134 5. Dates for conference events shall be set by the committee on programming at least one year
135 in advance, if possible, subject to the approval of the conference leadership team.

136 **B. Committee on Finance**

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

168 **C. Committee on Nominations**

- 169 1. The committee on nominations shall consist of five (5) to eleven (11) members, which
170 includes the chairperson. See the *Bylaws of United Methodist Women* (Article IV, Section 3a)
171 .
- 172 2. The chair(s) of the committee on nominations shall have voting privileges on the leadership
173 team.
- 174 3. The committee on nominations will be representative of the conference membership,
175 ensuring diversity. Elements of diversity include, but are not limited to, age, race, marital
176 status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities, and
177 employment inside and outside of the home.
- 178 4. The committee on nominations shall maintain a talent bank to be updated annually and shall
179 educate district and local women about the value of the talent bank. The talent bank should
180 reflect diversity as in Article II, section C, paragraph 3 of these standing rules.

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

213 **D. Committee on Mission u**

- 214 1. The retiring dean of Mission u shall remain on the leadership team after the completion of
215 final Mission u of the year to give a report at the next scheduled leadership team meeting.
- 216 2. Members of this committee shall be dean, assistant dean, Mission u secretary, Mission u
217 business manager, Mission u registrar, conference educating members for mission
218 coordinator, and conference president.
- 219 3. There will be at least three yearly Mission u events.
- 220 4. The dean and assistant dean will be nominated by the committee on nominations at the first
221 meeting of the Leadership Team (usually February or March) for approval by the conference
222 leadership team. The terms of office shall be one (1) year with a maximum of two (2) years in
223 succession in each position.
- 224 5. Minutes of the Mission u meetings shall be sent to the Mission u committee, conference
225 president, and conference secretary.
- 226 6. There are two (2) scholarships that will be awarded annually as long as funding is available.
227 Each scholarship will be awarded annually to one individual from each district [four (4)
228 persons total per scholarship]; however, a district may opt to relinquish their scholarship if

- 229 they do not have a qualified applicant and another district may use it. The scholarship will
230 cover the expenses of registration, lodging, books, travel, and dependent care if needed for a
231 Mission u event as further delineated in VII.B and VII.D of these standing rules. Recipients
232 are expected to attend all the activities of the event.
- 233 a. The Marilyn Jean Chapman Scholarship will be awarded to any member of United
234 Methodist Women.
 - 235 b. The Marilyn Sue Stout Scholarship, instituted during the 2010-2011 year, will be awarded
236 to youth or young women ages 14-30.
- 237 7. A budget shall be set by the Mission u committee and submitted to the conference finance
238 committee. This will be submitted to the conference finance committee prior to their goal-
239 setting and financial analysis meeting.
 - 240 8. A yearly review of the books shall be performed and a copy provided to the leadership team
241 by the end of December.
 - 242 9. The business manager shall provide a profit & loss statement and a balance sheet to the
243 leadership team after all bills have been paid following the last Mission u.
 - 244 10. All conference officers, including committee on nominations, members of the Western
245 Jurisdiction leadership team and Western Jurisdiction leadership team committee on
246 nominations who reside within the conference, and directors of United Methodist Women and
247 program advisory committee members who reside within the conference shall be reimbursed by
248 the conference for expenses to attend up to two Mission u events.
 - 249 11. Upon retirement, the dean and assistant dean will be presented a special mission recognition
250 pin at the final Mission u of the year in accordance with years of service as in Article I,
251 Section F, paragraph 3 of these standing rules.

252 **E. Committee on the Charter for Racial Justice Policies**

- 253 1. The Charter for Racial Justice committee shall consist of those listed in the *Bylaws of United*
254 *Methodist Women* (Article IV Section 6).
- 255 2. Members shall serve for a maximum of three years.

256 **F. Committee on Standing Rules**

- 257 1. The committee on standing rules shall be composed of five (5) members including:
 - 258 a. The conference president, treasurer, and secretary.
 - 259 b. One (1) district president, for a one-year term in rotation – North, East, South, West.
 - 260 c. One other elected conference officer, who will act as chairperson of the committee.
- 261 2. The committee shall be appointed by the president at the first meeting after the Annual
262 Celebration.
- 263 3. A review of the standing rules shall be done annually.
- 264 4. The conference leadership team shall approve any and all revisions by a two-thirds (2/3)
265 majority of those voting.
- 266 5. After approval by the leadership team, revisions shall be approved by majority vote at the
267 annual celebration by the United Methodist Women in attendance.

268 **ARTICLE III**

269 **CONFERENCE LEADERSHIP TEAM**

271 **A. Terms of Office**

- 272 1. Officers shall be elected for a two (2) year term.
- 273 2. Officers elected and appointed in October will assume duties the following January 1. The
274 conference year shall be considered to be January 1 to December 31.

275 3. All incoming and outgoing officers are required to attend in person the community-building
276 event (conference officers' retreat and leadership team meeting).

277 **B. Nominations and Elections**

278 1. In odd-numbered years, these conference officers shall be elected:

- 279 a. President.
- 280 b. Secretary.
- 281 c. Spiritual growth coordinator.
- 282 d. Educating members for mission coordinator.
- 283 e. Secretary of program resources.

284 2. In even-numbered years, these conference officers shall be elected:

- 285 a. Vice president.
- 286 b. Treasurer.
- 287 c. Chairperson of the committee on nominations.
- 288 d. Social action coordinator.

289 3. The position of communications coordinator may be an appointed position. The appointment
290 shall be made by the president at the annual celebration in even-numbered years for a two
291 (2) year term. She shall be a member of the leadership team with voting privileges.

292 4. Only those accepting a new term of office shall be installed. Those continuing in office shall
293 then join them for recommitment.

294 5. For election of nominees for membership in the United Methodist Women national
295 organization, see *Bylaws of United Methodist Women* (Article V, Section 4, a. board of
296 directors and b. program advisory group).

297 6. For election of voting delegates to the quadrennial meeting of the Western Jurisdiction, see
298 *Bylaws of United Methodist Women* (Article V, Section 3).

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ARTICLE IV

CONFERENCE MEETING AND EVENTS

302 **A. Annual Celebration** *Bylaws of United Methodist Women* (Article VI, Section 1)

303 1. The annual celebration shall be held in October or November, and the site shall be rotated
304 among the districts. The suggested pattern is North, East, South, and West districts.

305 2. Members of Desert Southwest United Methodist Women attending the conference annual
306 celebration will have a vote.

307 3. At the September leadership team meeting, the conference leadership team will approve the
308 finance committee's recommendation for Pledge to Mission. This recommendation will be
309 presented for approval by those in attendance at annual celebration. The treasurer will then
310 send this approved Pledge to Mission to the national office of United Methodist Women.

311 4. If anyone at the annual celebration meeting speaks to the budget and the budget has already
312 been approved, it will need to be referred to the committee on finance and be reflected in the
313 following year's budget.

314 5. After the committee on nominations presents the slate at the annual celebration, additional
315 nominations can be made from the floor with the approval of the nominee. The committee on
316 nominations will subsequently interview the nominee, and election of that office will be
317 suspended until after the interview. If approved by committee on nominations prior to the end
318 of annual celebration, vote will be taken and the matter will finalize. If unable to do this prior

319 to the end of annual celebration, leadership team will finalize the matter and results will be
320 announced in *Southwest Winds*.
321 6. The conference shall pay registration and travel expenses for all conference officer nominees
322 including committee on nominations to attend the Annual Celebration.

323 **B. Training for District Leadership**

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

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

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

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

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

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

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

348 **G. Registrars**

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

353 **ARTICLE V**

354 **OTHER MEETINGS AND EVENTS**

356 **A. Western Jurisdiction Quadrennial Meeting**

- 357 1. The procedure for electing voting delegates to the quadrennial meeting are specified in the
358 *Bylaws of United Methodist Women* (Article V, Section 3).
359 2. The president shall be one of three voting delegates and shall attend at United Methodist Women
360 conference expense. If she is unable to attend then the leadership team shall select a
361 replacement.
362 3. Two additional voting delegates will be nominated by the committee on nominations and elected
363 at the annual celebration prior to the quadrennial meeting; they shall attend at United Methodist
364 Women conference expense.

- 365 4. The election of women for membership in the United Methodist Women's national organization is
366 outlined in the *Bylaws of United Methodist Women* (Article V, Section 4. a. Board of directors, b.
367 Program advisory group).
- 368 5. Voting delegates, nominees, and the alternate for positions on the board of Directors shall all
369 attend the quadrennial meeting at United Methodist Women conference expense.
- 370 6. The three women elected to be considered to serve on the program advisory group are not
371 required to attend the quadrennial meeting and therefore their expenses are not paid by the
372 United Methodist Women conference.
- 373 7. At least one thousand dollars (\$1000) shall be placed in a savings account annually to pay for
374 Western Jurisdiction quadrennial meeting.
- 375 8. An amount determined at the annual committee on finance meeting shall be placed in a savings
376 account for each district for jurisdiction quadrennial meeting. These funds will be available prior to
377 the jurisdiction quadrennial meeting upon written request to the conference treasurer by the
378 district treasurer.

379 **B. Assembly**

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

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

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

394 **ARTICLE VI**

395 **MISSION PROJECTS**

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

402 **ARTICLE VII**

403 **EXPENSES OF THE CONFERENCE LEADERSHIP TEAM**

405 **A. Expense Vouchers**

- 406 1. Stewardship of resources is an important concept of United Methodist Women. Because we
407 are organized for mission, we are each responsible to conserve our expenditures as much as
408 possible.

- 409 2. All vouchers shall be accompanied by receipts to support the expenditure.
410 3. Pertinent information shall be listed on the reverse side of vouchers.
411 4. Expense vouchers shall be turned in to the conference treasurer at each event or within sixty
412 (60) days thereafter. The treasurer shall review the expense voucher and then the president
413 and secretary or another officer shall sign all vouchers. The treasurer may request approval
414 of expense vouchers via email.
415 5. Checks are not to be issued without signed vouchers.
416 6. Under special circumstances where an officer must be transported by a spouse or other
417 person for conference business, the conference president, secretary, and treasurer will
418 review and make special allowances for the most cost-effective means of transportation and
419 housing. The vice president will review requests for the president, secretary, and treasurer.

420 **B. Travel**

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

450 **C. Meal Allowance**

- 451 1. For individual meals, the allowance is:
452 a. Breakfast, seven dollars (\$7.00).
453 b. Lunch, ten dollars (\$10.00).
454 c. Dinner, thirteen dollars (\$13.00).
455 d. Thirty dollars (\$30.00) per day total.

- 456 2. When travel necessitates being absent from home for two (2) or more meals, the meal
457 allowance may be combined.
458 3. When asked to provide meals (or part of a meal) for a committee, reimbursement may be
459 claimed for the cost of the food.

460 **D. Courtesy Housing**

- 461 1. Courtesy housing is defined as that offered to the conference leadership team by United
462 Methodist Women members and/or friends.
463 2. When courtesy housing is offered and not accepted, the cost of commercial lodging shall be
464 the personal responsibility and expense of the officer.
465 3. A Gift to Mission in the amount of five dollars (\$5.00) shall be given as a hostess gift to those
466 hostesses who are not on the conference leadership team. Leadership team members who
467 stay with someone who is not on the leadership team shall let the treasurer know with whom
468 they stayed so that the treasurer can mail these cards.
469 4. The conference treasurer shall purchase a supply of cards to be used by conference officers
470 when accepting courtesy housing.
471 5. Notice to cancel courtesy housing shall be given to the persons in charge of an event as
472 soon as possible so that a hostess will be inconvenienced as little as possible.

473 **E. Commercial Housing**

- 474 1. When commercial housing is used, reimbursement will be made for two (2) officers per room
475 unless the leadership team determines otherwise.
476 2. If an officer desires fewer in a room than the number determined by the leadership team, she
477 will pay the difference between the conference rate and what she chooses.

478 **F. Program Materials**

- 479 1. When possible, accessing resource materials virtually would be preferred.
480 2. The following officers shall receive the United Methodist Women annual resources virtually or
481 for purchase: president, vice president, secretary of program resources, spiritual growth,
482 educating members for mission, and social action coordinators. Officers will purchase this
483 resource and place the cost on their vouchers for reimbursement.
484 3. All other officers are encouraged to access the United Methodist Women Daily Prayer Guide
485 virtually.

486 **ARTICLE VIII**

487 **OTHER EXPENSES**

489 **A. Administration and Membership Development**

- 490 1. At the committee on finance meeting prior to the conference annual celebration, the district
491 budgets and administration and membership development (A&MD) funds are approved. After
492 the approval of the budgets, the conference treasurer will make 10 equal payments to each
493 of the Districts beginning in February and ending in November of each year.
494 2. Districts are to “empty the treasury” at the end of the year and keep just enough money to
495 start off a new year.

496 **B. Expenses for Meetings Required by Virtue of Office Held**

- 497 1. If attendance is required at meetings of the United Methodist Church boards, agencies,
498 committees, etc., due to one’s conference United Methodist Women’s office, any expenses
499 incurred not paid for by the Desert Southwest Conference shall be paid for by the conference
500 United Methodist Women.

- 501 2. Expenses shall be paid for specified conference officers to participate in ecumenical
502 relationships, e.g., Church Women United and the World Federation of Methodist Women.
503 3. When the conference president attends the Desert Southwest Annual Conference, any
504 expenses incurred that are not paid for by the Desert Southwest Conference shall be paid for
505 by the conference United Methodist Women. The Desert Southwest Conference has no
506 financial provision for alternates.
507 4. The conference communications coordinator will coordinate the needed visual representation
508 as requested by the Desert Southwest Annual Conference. If her attendance is needed, her
509 expenses will be paid by United Methodist Women conference. This will include registration,
510 lodging, additional meals, mileage, and supplies.
511 a. In the event that she is unable to attend when needed, the conference leadership team
512 may select a substitute.
513 b. The communications coordinator and the conference president will be reimbursed for a
514 shared room.
515 5. The conference officers are members of the leadership team of the district in which they live,
516 *Bylaws of United Methodist Women in the District* (Article IV, Section 1a). The district will
517 reimburse conference officers living within the district for mileage, meals, and registration
518 fees when they attend district events or leadership team meetings within the district in which
519 they live. The district could then request reimbursement from the conference.

520 **C. Expenses for those elected to Jurisdiction and National Committees**

- 521 1. For those elected to membership in the Western Jurisdiction organization, members of the
522 Western Jurisdiction committee on nominations and those elected to membership in the
523 United Methodist Women national organization or to the program advisory group of the
524 United Methodist Women national organization living within the conference, the Conference
525 shall pay expenses for these persons only when they attend conference leadership team
526 meetings and conference events.

527 **D. Honorarium**

- 528 1. A person invited by the conference leadership team to participate as a guest speaker, panel
529 member, workshop leader, retreat leader, musician, etc., may be reimbursed for expenses
530 and given an honorarium.
531 2. The honorarium shall not exceed two hundred dollars (\$200).
532 3. If the resource person is United Methodist Women-related and ineligible to receive an
533 honorarium, the amount equivalent to the honorarium he or she might have received shall be
534 given as a Gift to Mission.

535 **E. Memorials:** Upon the death of a former/current conference officer or their spouse a Gift in
536 Memory in the amount of fifty dollars (\$50) shall be sent to the national office.

537 **ARTICLE IX**

538 **GENERAL RULES**

540 **A. Meeting Options**

- 541 1. All meetings may be in person, virtual, or a combination of the two.
542 2. In person meetings shall follow the guidelines in *Bylaws of United Methodist Women* (Article
543 VI)
544 3. Virtual meetings shall follow the guideline outlined *Bylaws of United Methodist Women*
545 (Article VI, Section 3).

546 **B. Responsibility for Unused Registrations or Reservations**

- 547 1. When a member of the conference leadership team fails to notify the person in charge of a
548 conference event for which she has registered but will not attend, she shall be responsible
549 for any expense incurred by the conference because of her absence.
550 2. Extenuating circumstances for reimbursement as stated above shall be reviewed by the
551 conference leadership team.
552 3. When a member of any district leadership team fails to notify the person in charge of a
553 conference event for which she has registered but will not attend, she shall be responsible
554 for any expense incurred by the conference because of her absence.
555 **C. *Southwest Winds* (Conference United Methodist Women Newsletter)**
556 1. *Southwest Winds* newsletter shall be sent monthly and/or as needed to the mailing list
557 maintained by the communications coordinator.
558 a. Each elected officer of the conference leadership team is expected to submit an article
559 when requested.
560 b. Additional articles may be submitted and will be published at the discretion of the
561 communications coordinator.
562 c. The communications coordinator has editing and re-writing privileges.
563 2.

Standing Rules Committee Members (2021)

Cyndi Heinecke, conference vice president (committee chair)
Alberta Farnsworth, conference president
Colleen Becker, district president (West)
June Hanson, conference treasurer
Suvasini McCormick, conference secretary
Carla Whitmire, conference communication coordinator