

**UNITED METHODIST WOMEN — DBA UNITED WOMEN IN FAITH  
DESERT SOUTHWEST CONFERENCE  
EAST DISTRICT  
2023 Standing Rules**

**References:** *United Methodist Women Handbook 2021-2024*

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

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

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

**I. District Leadership Team**

**A. Membership**

The East District Leadership Team should include:

1. President, vice president, secretary, treasurer, program resources coordinator, communication coordinator, mission coordinator spiritual growth, mission coordinator membership care, mission coordinator education for mission, mission coordinator social action, and chair committee on nominations.
2. Members of the Conference Leadership Team and the Conference committee on nominations residing in the District (without vote).

**B. Meetings**

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

**C. Visits to Local Organizations**

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

**D. Officer File**

- 49 1. Files of information pertinent to her office shall be kept by each officer and made  
50 available to her successor at the time of Annual Celebration at which the successor is  
51 elected.  
52 2. Materials purchased at District expense or received from United Women in Faith  
53 National remain the property of the District for a minimum of four (4) years and shall  
54 be transferred to an officer's successor. Outdated materials should be discarded.  
55 Officers may keep Mission u textbooks and program books.  
56 3. Equipment and Records Owned  
57 a. President: Gavel, banner, chalices  
58 b. Vice President: Event Programs for five years; Local Church Guidelines for  
59 Annual Celebration, Leadership Enrichment Event, Ubuntu, etc.  
60 c. Secretary: District Event Programs for five years, minutes forever, office supplies,  
61 District directories for five years.  
62 d. Treasurer: Moneybox, software as required, financial reports of the past five  
63 years, and all audit reports to align with current IRS guidelines.  
64 e. Chair of Committee on Nominations: Tenure of officers, talent bank, officers' job  
65 descriptions and timelines, District directories.  
66 f. Program Resources Coordinator: Two calculators, pamphlets on current Reading  
67 Program Plan.  
68 g. Communications Coordinator: Event Program and *Circuit Rider* will be kept on  
69 current electronic media. At least one copy of each Event Program and *Circuit*  
70 *Rider* prior to 2016 will be kept for archives.  
71 4. Copies may be kept on current electronic media.

72 E. *Communication Responsibilities*

- 73 1. Each officer shall give a written report of her activities to the secretary and president  
74 at or before each District Leadership Team meeting.  
75 2. Each officer shall contact her local organization counterparts a minimum of three  
76 times a year (personal, letter, phone, Christmas card, email, newsletter, etc.) and  
77 send material pertaining to her office.  
78 a. Agendas shall be mailed/emailed two (2) weeks prior to the meeting by the  
79 president and vice president.  
80 b. Minutes shall be mailed/emailed within four (4) weeks after the meeting by the  
81 secretary.  
82 c. Minutes and agenda of the District Leadership Team meeting shall be sent to the  
83 following:  
84 (1) All members of the District Leadership Team  
85 (2) Members of the Committee on Nominations  
86 (3) East District Superintendent  
87 (4) Conference president  
88 (5) Conference secretary  
89 (6) Any Conference officer residing in East District  
90 (7) Members of the Conference committee on nominations residing in East District  
91 (8) Members of the Western Jurisdictional Leadership Team and Western  
92 Jurisdictional Leadership Team committee on nominations living in East District  
93 (9) Directors or members of the Program Advisory Group of United Women in  
94 Faith residing in Desert Southwest Conference.  
95 d. The minutes will also serve as a reminder of time, place, and date of the next  
96 meeting. Minutes and agenda of the committee on program meeting shall be sent  
97 to all District officers.

- 98 e. Minutes and agenda of the committee on nominations shall be sent to all  
 99 nominating committee members and the District president.
- 100 3. Mentors
- 101 a. Each officer is assigned to several local organizations as their mentors. She will  
 102 communicate with the local organization presidents promptly and, when invited,  
 103 visit their group or subgroup meetings and/or their leadership team meetings.
- 104 b. District officer will inform her mentored units of all District and Conference  
 105 meetings and offer to help in any way needed.
- 106 c. Each officer shall make a verbal report of her visit(s) at the District Leadership  
 107 Team meeting(s).
- 108 4. The District treasurer shall send District quarterly financial statements to District  
 109 president, Conference president, and Conference treasurer.
- 110 **F. Retirement Recognition**
- 111 1. Retiring District officers and committee on nominations members shall be recognized  
 112 during Annual Celebration with the presentation of a Special Mission Recognition pin  
 113 according to the following schedule:
- 114 a. Less than a full two-year term gold pin (with plain certificate)
- 115 b. Two- or three-years gold pin with sapphire (with gold certificate)
- 116 c. Four years gold pin with pearl (with blue certificate)
- 117 d. Over four years gold pin with emerald (with green certificate)
- 118 2. Committee members retiring prior to completing one year of service shall receive a  
 119 Gift to Mission card in the amount of \$25.00.
- 120 3. The outgoing president is to keep her president's pin, and a new president's pin is to  
 121 be given to the new president.
- 122 4. In those years when a new president is elected, the committee on nominations chair  
 123 shall ask the treasurer to order a new president's pin.
- 124 5. No later than August 1st, the committee on nominations chair shall give to the District  
 125 treasurer, District vice president, and the communications coordinator a list of  
 126 persons to receive a Special Mission Recognition pin and the number of years each  
 127 has served.
- 128 **II. Other Committees**
- 129 **A. Committee on Program**
- 130 1. The vice president is chair of the committee on program.
- 131 2. The committee shall consist of the East District Leadership Team.
- 132 3. Minutes of the committee shall be sent to those listed in I.A.1.
- 133 4. The committee shall set dates for East District events at least one year in advance, if  
 134 possible, subject to the approval of the District Leadership Team.
- 135 **B. Committee on Finance**
- 136 1. The treasurer is chair of the committee on finance.
- 137 2. The members of the committee shall consist of the East District Leadership Team.
- 138 3. When there is an offering taken at an event, or funds collected, or any money given to  
 139 the treasurer, two persons shall count the money and make a signed written record of  
 140 the amount turned in to the treasurer.
- 141 4. The responsibility is according to the *Handbook*, (Section 5.IV)
- 142 **C. Committee on Membership Care**
- 143 1. The mission coordinator for membership care is the chair of the committee on  
 144 membership care.
- 145 2. The members of the committee shall consist of the East District Leadership Team.

- 146 3. The responsibility is according to the *Handbook/Constitution (Section 6) and Bylaws*  
147 *of United Methodist Women in the District (Article IV, Section 4.b.)*
- 148 D. *Committee on Nominations*
- 149 1. The chair of the committee on nominations shall be nominated from the serving  
150 members for a term of two (2) years.
- 151 2. There shall be no fewer than five (5) or more than seven (7) members on the  
152 committee.
- 153 3. Meetings
- 154 a. There shall be a committee meeting every spring when the committee on program  
155 meets. The committee on nominations will then attend the spring District  
156 Leadership Team meeting generally held on the same day.
- 157 b. Committee members are encouraged to attend all leadership meetings, preferably  
158 in person, or virtually if necessary.
- 159 c. All committee meetings should be set by the chair; however, any member of the  
160 committee may call a meeting at any time providing all members agree.
- 161 d. Committee meetings are to be held virtually, if possible, or in-person if all  
162 members agree.
- 163 e. The chair of the committee shall select one or two members of the committee to  
164 attend each Conference or District Leadership Team meeting at District expense.
- 165 4. In the spring the committee members will interview each District officers whose term  
166 of office is expiring.
- 167 5. At some time during the year, the committee should interview each continuing District  
168 officer for discussion and evaluation of her tasks and performance.
- 169 6. Any District officer may request a meeting with the committee.
- 170 7. Talent bank and tenure chart information shall be kept up-to-date and passed on to  
171 the new chairperson of the committee.
- 172 8. A committee member shall contact potential nominees.
- 173 9. Nominated leadership should be representative of the membership of the East District  
174 United Women in Faith.
- 175 10. The following information shall be given to all nominees for a District office prior to  
176 their decision to accept the nomination:
- 177 a. Job description including term of office
- 178 b. Time commitments as outlined in the East District directory including schedule of  
179 meetings to attend, information regarding the dates for District Annual  
180 Celebration, District officers' retreat, first District Leadership Team meeting,  
181 Committee on Program, Conference Annual Celebration and Development for  
182 District officers. The times and dates will also be given for any other dates already  
183 on the calendar.
- 184 c. Instructions for accessing the *Handbook* and Standing Rules.
- 185 E. *Administrative Committee*
- 186 1. There is to be an Administrative Committee consisting of the president, vice  
187 president, secretary, treasurer, committee on nominations chair, and mission  
188 coordinator of membership care.
- 189 2. The purpose of this committee is to conduct emergency business only.
- 190 3. Four members shall constitute a quorum.
- 191 4. Any business transacted by this committee is to be reported at the next District  
192 Leadership Team meeting.
- 193 F. *Standing Rules Committee*

- 194 1. Members of the East District Standing Rules Committee will include District secretary,  
 195 District treasurer, District vice president, and one other elected District officer to be  
 196 appointed by District president.  
 197 2. The committee may elect its own chair.  
 198 3. A review of the Standing Rules should be performed biennially.  
 199 4. Revisions shall be decided by majority vote of the District Leadership Team.  
 200 5. Final approval of revisions will be voted on at the East District Annual Celebration.

### 201 III. Election Policy

#### 202 A. Elections

- 203 1. The slate of nominees shall be published in the District newsletter at least thirty (30)  
 204 days prior to the Annual Celebration at which the election is held.  
 205 2. There shall be an opportunity for nominations from the floor with verbal or written  
 206 permission of the person being nominated.  
 207 3. Vacancies occurring midterm shall be filled upon recommendation of the committee  
 208 on nominations and elected by the District Leadership Team, and shall be for the  
 209 unexpired term of the office. The committee on nominations shall make every effort to  
 210 fill vacant positions from other than current officers. If a current officer fills a vacancy,  
 211 she shall be replaced for her unexpired term.

#### 212 B. Tenure

- 213 1. Terms of Office  
 214 a. All District officers shall be elected for a two (2) year term.  
 215 b. Officers shall be elected and installed at the District Annual Celebration. They  
 216 shall assume their duties January 1 following their installation. They continue their  
 217 duties until December 31 following the election and installation of their  
 218 successors.  
 219 c. Members of the committee on nominations shall be elected to serve a class of  
 220 four (4) years.  
 221 2. Elections  
 222 a. In the odd-numbered years the following officers shall be elected:  
 223 (1) President  
 224 (2) Secretary  
 225 (3) Mission Coordinator for Spiritual Growth  
 226 (4) Mission Coordinator for Education for Missions  
 227 (5) Program Resources Coordinator  
 228 (6) Communications Coordinator.  
 229 b. In the even-numbered years the following officers shall be elected:  
 230 (1) Vice President  
 231 (2) Treasurer  
 232 (3) Chair of the Committee on Nominations  
 233 (4) Mission Coordinator for Membership Care  
 234 (5) Mission Coordinator for Social Action.  
 235 c. Only those accepting a new term of office shall be installed; those continuing in  
 236 office shall then join them for recommitment.  
 237 d. Two mission coordinator positions may be filled by one person  
 238 3. Tenure according to *Bylaws*. No elected officer will hold the same office for more than  
 239 four (4) years, except the treasurer, who may hold the same office for six (6) years.

#### 240 C. Officer Transition

- 241 1. Each officer whose term is ending is to review the written job description and  
 242 meetings for her office at her interview with the committee on nominations.

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2. It is the outgoing officer's duty and responsibility to meet with the incoming officer to thoroughly explain the job responsibilities. She will turn over supplies, etc. needed to perform her job prior to January 1. The outgoing officer is expected to be available for support and advice regarding the new officer's Leadership Enrichment session.
  3. The retiring officer shall give the new officer a copy of the District Leadership Team and committee on program minutes for the preceding year.
  4. Outgoing treasurer
    - a. It is her responsibility to have the books audited.
    - b. Will help the incoming treasurer set up new books before January 1.

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**D. Removal from Office**

1. If there is no indication of job performance (reports turned in, communicating with East District officers, two (2) unexplained consecutive absences) the office may be declared vacant by the president.
2. The Committee on Nominations according to the *Bylaws of United Women in Faith in the District* will fill said office.
3. Upon direction of the president, the secretary will write a letter to the person informing her of the action. The president and secretary will both sign the letter.

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**IV. District Meetings and Events**

**A. Annual Celebration**

1. The Annual Celebration will be held in October, usually the 2<sup>nd</sup> Saturday.
2. East District United Women in Faith attendees at the Annual Celebration will have a vote.
3. After approval by the District Leadership Team, the budget and Pledge to Mission to the Desert Southwest Conference shall be presented at the Annual Celebration and submitted for approval.
4. If anyone at the Annual Celebration speaks to the budget and the budget has already been passed, it will need to be referred to the committee on finance and be reflected in the following year's budget.
5. Standing Rules for the coming year will be presented for approval.

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**B. Leadership Enrichment Event**

1. The Leadership Enrichment Event will be held in January or February.
2. District officers shall be responsible for presenting the Enrichment session.
3. Special focus class(es) should be offered for attendees of the Leadership Enrichment Event who are not officers.
4. If a District officer is unable to attend the Leadership Enrichment Event, it is her responsibility to inform the District vice president. The vice president, with the District president's input, will find a reliable substitute.
5. District officers should contact and invite their local counterparts at least two (2) weeks prior to the Leadership Enrichment Event.

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

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**D. Responsibilities for all District Events**

1. The vice president shall contact the president of a local unit to schedule events at their church location. When approved by the District Leadership Team, the vice president shall confirm that the event is on the local church calendar.
2. The vice president shall make arrangements prior to each District event regarding physical arrangements at the host church. This may include, but not be limited to, any breakout rooms required, use of microphone, stage, table, and chair set up.

- 291 3. The vice president shall secure the use of the host church for purpose of a rehearsal,  
292 if needed.  
293 4. District officers will notify the vice president of any specific needs for the event and  
294 will not make arrangements with the host church on their own.  
295 5. The vice president should arrange for guests invited at District expense (i.e.,  
296 speakers, senior minister of the church, etc.) and advise the District treasurer prior to  
297 the reservation deadline.  
298 6. Registrar for the event must be a current member of the East District Leadership  
299 Team.  
300 7. A portion of the registration fees, as decided by the District Leadership Team, will be  
301 allocated to the host organization for meals and other expenses prior to the event.  
302 Luncheon meals at District events shall be no more than \$12.  
303 8. The vice president shall send a thank you to the host group and to any speakers.  
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#### 305 *E. Expenses at District Events*

- 306 1. Dependent care, if needed, for all District events shall be paid at the minimum wage  
307 or at the amount customarily paid at the host church.  
308 2. If a church incurs expense for any District meeting such as custodial services, East  
309 District will pay the cost as previously agreed upon.  
310 3. Honorariums for speakers, pianists, organists, and/or other musicians shall be \$50  
311 unless the District Leadership Team has approved a larger amount.  
312 4. When a member of the District Leadership Team or a member of the District  
313 Committee on Nominations fails to notify the person in charge of a District or  
314 Conference event for which she has registered but will not attend, she shall be  
315 responsible for any expense incurred by the District because of her absence.  
316 5. Registration deadline is 10 days prior to the event. Refund deadline is 7 days prior to  
317 the event. Notification for refund is to be made to the event registrar. Registration  
318 may be transferred to another person.

#### 319 **V. Other Meetings**

- 320 *A. District Leadership Team is expected to attend:*  
321 1. All Conference enrichment/training events.  
322 2. Conference Spring Retreat.  
323 3. Conference Annual Celebration and counterpart training.  
324 4. One session of Mission u. Team members may attend two Mission u classes per year  
325 at District expense if the funds are budgeted.

#### 326 *B. Jurisdiction/Assembly Meetings*

- 327 1. The District will pay the president's total expenses to attend the Assembly and  
328 Jurisdiction events.  
329 2. The remaining funds for the event are to be divided equally among other officers who  
330 wish to attend these events.  
331 3. Annually, the District treasurer shall send a minimum of \$800 (\$500 for Assembly,  
332 \$300 for Jurisdiction) to the Conference treasurer to be held in savings to pay for  
333 above event expenses.

#### 334 **VI. Expenses of the District Officers and Committee on Nominations**

##### 335 *A. Travel*

- 336 1. Stewardship of resources is an important concept of United Women in Faith; because  
337 we are organized for mission, we are each responsible to conserve our expenditures  
338 as much as possible.

- 339 2. Travel expenses (airfare, mileage, meals, and lodging) shall be paid by the East  
340 District treasurer for all District officers for all District meetings and events, and for  
341 Conference meetings and events if they are expected to attend.  
342 3. Travel expenses (airfare, mileage, meals, and lodging) shall be paid by the East  
343 District treasurer for the committee on nominations members for all District meetings  
344 and events if they are expected to attend.  
345 4. Those traveling at District expense shall be reimbursed for the least expensive mode  
346 of transportation possible.  
347 5. Travel expenses for automobile travel shall be paid at the same rate as the  
348 Conference.  
349 6. When travel is shared with a Conference officer for attendance at a District event, the  
350 mileage reimbursement shall be issued by the District treasurer in accordance with  
351 the policies established in the Standing Rules of the United Women in Faith of the  
352 Desert Southwest Conference to the driver.  
353 7. When travel is shared with a Conference officer for attendance at a Conference  
354 event, the mileage reimbursement shall be issued by the Conference treasurer in  
355 accordance with the policies established in the Standing Rules of the United Women  
356 in Faith of the Desert Southwest Conference to the driver.  
357 8. Local women sharing the ride shall not be expected to share the cost.  
358 9. Dependent care funds are provided for District officers to allow the District officer to  
359 attend any meeting necessary for her office. The officer shall be reimbursed at the  
360 maximum rate of thirty dollars (\$30) per day.

361 *B. Meal Allowance*

- 362 1. For individual meals, the allowance shall be the same as stated in the Standing Rules  
363 of the United Women in Faith of the Desert Southwest Conference.  
364 2. When travel necessitates being absent from home for two or more meals, the meal  
365 allowances may be combined.  
366 3. When asked to provide meals (or part of a meal) for a committee, reimbursement may  
367 be claimed for the cost of the food.

368 *C. Courtesy Housing*

- 369 1. Courtesy housing is that offered to the District officers and members of the District  
370 committee on nominations by persons other than the District officers.  
371 2. When courtesy housing is offered and not accepted, the cost of commercial lodging  
372 shall be the personal responsibility and expense of the officer.  
373 3. In appreciation, the District treasurer shall make a Gift to Mission in the amount of \$5  
374 and send a card to the hostess.  
375 4. Notice to cancel courtesy housing shall be given to the persons in charge of an event  
376 as soon as possible, so that a hostess will be inconvenienced as little as possible.

377 *D. Commercial Housing*

- 378 1. When commercial housing is used, the treasurer will reimburse the officers at the rate  
379 of two (2) persons per room.  
380 2. If an officer desires less than a two-person room, she will pay the additional amount  
381 between the rate for two and what she chooses at the time of registration.

382 *E. Program Materials*

- 383 1. When possible, materials from the Mission Resource Center utilized for an office shall  
384 be ordered by the program resources coordinator.  
385 2. The Coordinator will notify the members of the District Leadership Team and offer to  
386 order new resource publications as needed.

- 387 3. If requested, the coordinator will place the order and East District will pay for the  
 388 following:  
 389 a. A current copy of *Program Resources* <https://www.umwmissionresources.org/>  
 390 b. *Response* magazine either electronic or print edition  
 391 <https://uwfaith.org/resources/response-magazine/>  
 392 c. Either an electronic or printed edition of *Daily Prayer Guide*  
 393 (1) A free edition can be accessed at  
 394 <https://www.facebook.com/dailyprayerguide/>  
 395 d. A copy of the Mission u text book  
 396 e. When an update becomes available, a *Handbook* will be purchased by the  
 397 coordinator for each officer. The *Handbook* shall be given to the officer's  
 398 successor.  
 399 4. Other Program Resources can be viewed on the International United Women in Faith  
 400 website — <http://www.uwfaith.org>

401 **F. Other Officer Expenses**

- 402 1. Other officer expenses to be paid by the District include postage, supplies, and any  
 403 other approved expenses pertaining to the office.  
 404 2. Retiring officers shall be reimbursed through December 31 for visits to local  
 405 organizations to which they have been assigned as mentors.

406 **G. Expense Vouchers**

- 407 1. Receipts to support the expenditure shall accompany all vouchers.  
 408 2. Pertinent information shall be listed on the reverse side of the vouchers.  
 409 3. Expense vouchers shall be turned in to the United Women in Faith District treasurer  
 410 for review at each event or within sixty (60) days thereafter, if possible. After review  
 411 by the treasurer, expense vouchers shall be routed to the District president and  
 412 secretary for approval, and then returned to the District treasurer.  
 413 a. The vice president will sign vouchers for the president and secretary.  
 414 b. Members of the committee on nominations shall turn in vouchers to the chair of  
 415 the committee on nominations, who will approve and route to the District treasurer  
 416 for review, then to the president for approval, then returned to the District  
 417 treasurer.  
 418 c. Final vouchers for the year should be received by the treasurer on or before  
 419 December 10<sup>th</sup>, but no later than December 31.

420 **VII. Other Expenses**

421 **A. Additional Meetings**

- 422 1. If attendance is required at meetings of boards, agencies, committees, etc., due to  
 423 one's District office, any expenses incurred not paid for by the board, agency, or  
 424 committee shall be paid by the District.  
 425 2. Expenses shall be paid for the District vice president or other delegate to participate  
 426 in ecumenical relationships, e.g., Church Women United and World Federation of  
 427 Methodist & Uniting Church Women.  
 428 3. When the District president attends the Desert Southwest Annual Church  
 429 Conference; any expenses incurred not paid for by the Desert Southwest Annual  
 430 Church Conference shall be paid by the East District.

431 **B. Expenses for Western Jurisdictional Leadership Team and Western Jurisdictional  
 432 Leadership Team Committee on Nominations and Directors of United Women in Faith  
 433 living within the East District**

- 434 1. The District shall pay expenses for these persons only when they attend District  
 435 meetings and events and are not otherwise reimbursed.

436 C. *Memorials*: Upon the death of a past or current District officer or spouse, a gift in the  
437 amount of fifty dollars (\$50.00) shall be given in memory to United Women in Faith.

## 438 VIII. General Rules

### 439 A. *Officers' Responsibilities*

- 440 1. It is each officer's responsibility to register for all District and Conference events and  
441 to advise the District treasurer if she is going to attend any Conference or District  
442 meeting.
- 443 2. Each person submits voucher for repayment, approved and signed by the president  
444 and secretary or vice president.
- 445 3. A District officer may request an advance to cover an approved expense.
- 446 4. The program resources coordinator will order for all the District officers the study  
447 books and leaders' guides for the mission study(ies) taken at Mission u. The study  
448 book(s) remain the property of the officer and is not part of officer materials that are  
449 turned over to the new officer.
- 450 5. The program resources coordinator shall supply the names of Reading Program  
451 participants to the District vice president and the communications coordinator by four  
452 weeks prior to the District Leadership Enrichment Event.

### 453 B. *Circuit Rider* (East District Newsletter)

- 454 1. A *Circuit Rider* will be distributed online (4) times a year. Publication months are:  
455 March, June, September, December.
- 456 2. The newsletter content deadlines shall be 15 days prior to publication date.
  - 457 a. Recognitions of the following will be published in the March publication:
    - 458 (1) Reading Program
    - 459 (2) Mission Today
    - 460 (3) Five Star Mission Giving
    - 461 (4) Pledge Paid in Full
  - 462 b. June publication: Emphasis: Mission u
  - 463 c. September publication: Emphasis: District Annual Celebration & Conference  
464 Annual Celebration
  - 465 d. December publication: Emphasis: Call to Prayer and Self Denial, District  
466 Leadership Enrichment Event.
- 467 3. The *Circuit Rider* will be published online through the Desert Southwest Conference.  
468 Email notice regarding current newsletter will be sent to: (See C.2 distribution list  
469 below).

### 470 C. *District Directory*

- 471 1. Directory Compilation
  - 472 a. Compilation of directory information shall be the responsibility of the person  
473 named by the East District Leadership Team.
  - 474 b. If possible, directories should be made available online by the January Leadership  
475 Enrichment Event.
- 476 2. Directories shall be distributed electronically to:
  - 477 a. President of each local organization in the East District
  - 478 b. Bishop of Desert Southwest Conference
  - 479 c. East District Superintendent
  - 480 d. Presidents of other districts in Desert Southwest Conference
  - 481 e. East District and Conference Leadership Teams
  - 482 f. Members of East District Committee on Nominations
  - 483 g. Members of Western Jurisdiction Leadership Team and directors of United  
484 Women in Faith residing in the Desert Southwest Conference

485 h. Dean and Assistant Dean of Mission u.

486 D. *Courtesies*

487 1. Thank you, sympathy, get-well, and congratulations cards are encouraged to be sent  
488 by any District officer who is aware of the need.

489 2. Courtesy gifts may be sent to a District officer during a crisis. An offering may be  
490 taken at the next District Leadership Team meeting.

491 Standing Rules Committee Members:

492 Marjorie Wright, Committee on Nominations, Chair

493 Cris Bass, Vice President

494 Joy V Bliss, Treasurer

495 Marilyn Seese, Mission Coordinator Membership Care

496 June Hanson, Conference Treasurer, ex-officio

497 August 20, 2022

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499 *Presented/Adopted at East District Celebration, October 8, 2022*

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