



# 2022 STANDING RULES

United Methodist Women  
Desert Southwest Conference



## Table of Contents

<b>I.</b>	<b>Conference Leadership Team</b>	
	Membership .....	2
	Meetings.....	2
	Speaking Engagements .....	3
	Officer File - .....	3
	Officer Communication Responsibility .....	3
	Retirement Recognition.....	4
	Community-Building Event.....	4
<b>II.</b>	<b>Other Committees</b>	
	Committee on Programming .....	4
	Committee on Finance .....	4
	Committee on Nominations .....	5
	Committee on Mission u.....	6
	Committee on the Charter for Racial Justice Policies.....	7
	Committee on Standing Rules .....	7
<b>III.</b>	<b>Election Policy</b>	
	Terms of Office.....	7
	Nominations and Elections .....	8
<b>IV.</b>	<b>Conference Meetings and Events</b>	
	Annual Celebration.....	8
	Training Event for District Leadership.....	9
	Dependent Care.....	9
	Safe Sanctuary Policy .....	9
	Offerings Taken at Conference Events.....	9
	Cancellation Policy for Conference Events .....	9
	Registrars .....	9
<b>V.</b>	<b>Other Meetings and Events</b>	
	Western Jurisdictional Quadrennial Meeting .....	9
	Assembly.....	10
	Other National Events .....	10
<b>VI.</b>	<b>Mission Projects</b> .....	10
<b>VII.</b>	<b>Expense of the Conference Leadership Team</b>	
	Expense Vouchers .....	10
	Travel .....	11
	Meal Allowance .....	11
	Courtesy Housing.....	12
	Commercial Housing.....	12
	Program Materials.....	12
<b>VIII.</b>	<b>Other Expenses</b>	
	Administration and Membership Development .....	12
	Expenses for Meetings Required by Virtue of Office Held.....	12
	Expenses for those elected to Jurisdiction and National Committees .....	13
	Honorarium .....	13
	Memorials.....	13
<b>IX.</b>	<b>General Rules</b>	
	Meeting Options .....	13
	Responsibility for Unused Registration or Reservations.....	14
	<i>Southwest Winds</i> .....	14
	<b>Standing Rules Committee</b> .....	14

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

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

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

## ARTICLE I

### CONFERENCE LEADERSHIP TEAM

#### A. Membership

The Conference Leadership Team shall include:

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

#### B. Meetings

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

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

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

123 **ARTICLE II**

124 **OTHER COMMITTEES**

126 **A. Committee on Programming**

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

135 **B. Committee on Finance**

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

#### **C. Committee on Nominations**

1. The committee on nominations shall consist of five (5) to eleven (11) members, which includes the chairperson. See the *Bylaws of United Methodist Women* (Article IV, Section 3a) .
2. The chair(s) of the committee on nominations shall have voting privileges on the leadership team.
3. The committee on nominations will be representative of the conference membership, ensuring diversity. Elements of diversity include, but are not limited to, age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities, and employment inside and outside of the home.
4. The committee on nominations shall maintain a talent bank to be updated annually and shall educate district and local women about the value of the talent bank. The talent bank should reflect diversity as in Article II, section C, paragraph 3 of these standing rules.
5. Potential nominees to elected offices shall be contacted by a committee on nominations member, either in person or by phone, prior to September 1.

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

**D. Committee on Mission u**

1. The retiring dean of Mission u shall remain on the leadership team after the completion of final Mission u of the year to give a report at the next scheduled leadership team meeting.
2. Members of this committee shall be dean, assistant dean, Mission u secretary, Mission u business manager, Mission u registrar, conference educating members for mission coordinator, and conference president.
3. There will be at least three yearly Mission u events.
4. The dean and assistant dean will be nominated by the committee on nominations at the first meeting of the Leadership Team (usually February or March) for approval by the conference leadership team. The terms of office shall be one (1) year with a maximum of two (2) years in succession in each position.
5. Minutes of the Mission u meetings shall be sent to the Mission u committee, conference president, and conference secretary.
6. There are two (2) scholarships that will be awarded annually as long as funding is available. Each scholarship will be awarded annually to one individual from each district [four (4) persons total per scholarship]; however, a district may opt to relinquish their scholarship if they do not have a qualified applicant and another district may use it. The scholarship will cover the expenses of registration, lodging, books, travel, and dependent care if needed for a

- Mission u event as further delineated in VII.B and VII.D of these standing rules. Recipients are expected to attend all the activities of the event.
- a. The Marilyn Jean Chapman Scholarship will be awarded to any member of United Methodist Women.
  - b. The Marilyn Sue Stout Scholarship, instituted during the 2010-2011 year, will be awarded to youth or young women ages 14-30.
7. A budget shall be set by the Mission u committee and submitted to the conference finance committee. This will be submitted to the conference finance committee prior to their goal-setting and financial analysis meeting.
  8. A yearly review of the books shall be performed and a copy provided to the leadership team by the end of December.
  9. The business manager shall provide a profit & loss statement and a balance sheet to the leadership team after all bills have been paid following the last Mission u.
  10. All conference officers, including committee on nominations, members of the Western Jurisdiction leadership team and Western Jurisdiction leadership team committee on nominations who reside within the conference, and directors of United Methodist Women and program advisory committee members who reside within the conference shall be reimbursed by the conference for expenses to attend up to one (1) Mission u events.
  11. Upon retirement, the dean and assistant dean will be presented a special mission recognition pin at the final Mission u of the year in accordance with years of service as in Article I, Section F, paragraph 3 of these standing rules.

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

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

#### **F. Committee on Standing Rules**

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

### **ARTICLE III**

#### **CONFERENCE LEADERSHIP TEAM**

##### **A. Terms of Office**

1. Officers shall be elected for a two (2) year term.
2. Officers elected and appointed in October will assume duties the following January 1. The conference year shall be considered to be January 1 to December 31.
3. All incoming and outgoing officers are required to attend in person the community-building event (conference officers' retreat and leadership team meeting).

##### **B. Nominations and Elections**



1. In odd-numbered years, these conference officers shall be elected:
  - a. President.
  - b. Secretary.
  - c. Spiritual growth coordinator.
  - d. Educating members for mission coordinator.
  - e. Secretary of program resources.
2. In even-numbered years, these conference officers shall be elected:
  - a. Vice president.
  - b. Treasurer.
  - c. Chairperson of the committee on nominations.
  - d. Social action coordinator.
3. The position of communications coordinator may be an appointed position. The appointment shall be made by the president at the annual celebration in even-numbered years for a two (2) year term. She shall be a member of the leadership team with voting privileges.
4. Only those accepting a new term of office shall be installed. Those continuing in office shall then join them for recommitment.
5. For election of nominees for membership in the United Methodist Women national organization, see *Bylaws of United Methodist Women* (Article V, Section 4, a. board of directors and b. program advisory group).
6. For election of voting delegates to the quadrennial meeting of the Western Jurisdiction, see *Bylaws of United Methodist Women* (Article V, Section 3).

## ARTICLE IV

### CONFERENCE MEETING AND EVENTS

- A. Annual Celebration** *Bylaws of United Methodist Women* (Article VI, Section 1)
1. The annual celebration shall be held in October or November, and the site shall be rotated among the districts. The suggested pattern is North, East, South, and West districts.
  2. Members of Desert Southwest United Methodist Women attending the conference annual celebration will have a vote.
  3. At the September leadership team meeting, the conference leadership team will approve the finance committee's recommendation for Pledge to Mission. This recommendation will be presented for approval by those in attendance at annual celebration. The treasurer will then send this approved Pledge to Mission to the national office of United Methodist Women.
  4. If anyone at the annual celebration meeting speaks to the budget and the budget has already been approved, it will need to be referred to the committee on finance and be reflected in the following year's budget.
  5. After the committee on nominations presents the slate at the annual celebration, additional nominations can be made from the floor with the approval of the nominee. The committee on nominations will subsequently interview the nominee, and election of that office will be suspended until after the interview. If approved by committee on nominations prior to the end of annual celebration, vote will be taken and the matter will finalize. If unable to do this prior to the end of annual celebration, leadership team will finalize the matter and results will be announced in *Southwest Winds*.
  6. The conference shall pay registration and travel expenses for all conference officer nominees including committee on nominations to attend the Annual Celebration.

**B. Training for District Leadership**

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

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

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

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

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

**F. Cancellation Policy for Conference Events**

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

**G. Registrars**

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

**ARTICLE V**

**OTHER MEETINGS AND EVENTS**

**A. Western Jurisdiction Quadrennial Meeting**

1. The procedure for electing voting delegates to the quadrennial meeting are specified in the *Bylaws of United Methodist Women* (Article V, Section 3).
2. The president shall be one of three voting delegates and shall attend at United Methodist Women conference expense. If she is unable to attend then the leadership team shall select a replacement.
3. Two additional voting delegates will be nominated by the committee on nominations and elected at the annual celebration prior to the quadrennial meeting; they shall attend at United Methodist Women conference expense.
4. The election of women for membership in the United Methodist Women's national organization is outlined in the *Bylaws of United Methodist Women* (Article V, Section 4. a. Board of directors, b. Program advisory group).

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

378 **B. Assembly**

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

388 **C. Other National Events**

- 389 1. Participants shall be selected by the conference leadership team when requested by the  
390 national office.  
391 2. At least two hundred dollars (\$200) shall be placed in a savings account annually for other  
392 United Methodist Women national events.  
393 3. The balance on the account shall not exceed \$1000.

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.

4. Expense vouchers shall be turned in to the conference treasurer at each event or within sixty (60) days thereafter. The treasurer shall review the expense voucher and then the president and secretary or another officer shall sign all vouchers. The treasurer may request approval of expense vouchers via email.
5. Checks are not to be issued without signed vouchers.
6. Under special circumstances where an officer must be transported by a spouse or other person for conference business, the conference president, secretary, and treasurer will review and make special allowances for the most cost-effective means of transportation and housing. The vice president will review requests for the president, secretary, and treasurer.

#### **B. Travel**

1. Travel expenses (airfare, mileage, meals, and lodging) shall be paid by the United Methodist Women conference treasurer for all conference meetings and events which conference officers are expected to attend.
  - a. Airfare and other necessary public transportation or car rental will be at lowest rate available. If car rental is used in lieu of personal vehicle, reimbursement will be at the current mileage allowance.
  - b. When air travel is required, officers shall make their own reasonable travel reservations and submit an expense voucher with the receipts to the treasurer for payment. An advance for air travel may be requested from the treasurer, followed by an expense voucher with receipts for reimbursement or for a refund of unused monies.
2. District presidents shall voucher their expenses for conference leadership team meetings through the conference treasurer.
3. Car Pooling
  - a. When car pooling is offered and not accepted, the expense of the extra car shall be the personal responsibility of the officer.
  - b. When car pooling is arranged with persons attending conference meetings or events other than those of United Methodist Women, it is the officer's responsibility to voucher her share of transportation expenses.
  - c. When conference and district officers car pool to a conference meeting or event, the mileage cost shall be paid by the conference. When conference and district officers car pool to a district meeting or event, the mileage cost shall be paid by the district. The driver of the vehicle will voucher this to the appropriate treasurer.
  - d. Local women sharing the ride shall not be expected to share the cost.
  - e. Mileage allowance is thirty-five cents (\$0.35) per mile.
4. If a conference officer must pay for dependent care, she shall be reimbursed at a previously agreed upon amount per day.
5. Travel insurance coverage: Group travel insurance coverage shall be provided for each member of the conference leadership team and district leadership team by Desert Southwest Conference.

#### **C. Meal Allowance**

1. For individual meals during travel, the meal allowance is:
  - a. Breakfast, eight dollars (\$8.00).
  - b. Lunch, twelve dollars (\$12.00).
  - c. Dinner, fourteen dollars (\$14.00).
  - d. Thirty-four dollars (\$34.00) per day total.
2. When travel necessitates being absent from home for two (2) or more meals, the meal 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 4. Reimbursement for meals at Conference events, such as Annual Celebration, are as agreed  
461 upon with the host unit and not subject to the above meal allowances limits.

462 **D. Courtesy Housing**

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

475 **E. Commercial Housing**

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

480 **F. Program Materials**

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

488 **ARTICLE VIII**

489 **OTHER EXPENSES**

491 **A. Administration and Membership Development**

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

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

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

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

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

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

**D. Honorarium**

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

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

**ARTICLE IX**

**GENERAL RULES**

**A. Meeting Options**

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

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

- 549 1. When a member of the conference leadership team fails to notify the person in charge of a  
550 conference event for which she has registered but will not attend, she shall be responsible  
551 for any expense incurred by the conference because of her absence.  
552 2. Extenuating circumstances for reimbursement as stated above shall be reviewed by the  
553 conference leadership team.  
554 3. When a member of any district leadership team fails to notify the person in charge of a  
555 conference event for which she has registered but will not attend, she shall be responsible  
556 for any expense incurred by the conference because of her absence.

557 **C. *Southwest Winds* (Conference United Methodist Women Newsletter)**

- 558 1. *Southwest Winds* newsletter shall be sent monthly and/or as needed to the mailing list  
559 maintained by the communications coordinator.  
560 a. Each elected officer of the conference leadership team is expected to submit an article  
561 when requested.  
562 b. Additional articles may be submitted and will be published at the discretion of the  
563 communications coordinator.  
564 c. The communications coordinator has editing and re-writing privileges.

Standing Rules Committee Members (2022)

Carla Whitmire, conference communication coordinator (committee chair)

Cleo Perry, conference secretary

Cyndi Heinecke, conference vice president

Gracie Campbell, conference president

June Hanson, conference treasurer

Karen Dallatore, district president (North)