

**United Methodist Women  
Oregon-Idaho Conference  
CRATER LAKE DISTRICT STANDING RULES  
Adopted September 15, 2012**

The United Methodist Women of the Crater Lake District of the Oregon-Idaho Conference shall function in accordance with the Constitution and Bylaws for the District and Conference Organization of United Methodist Women adopted from recommendations of the Women's Division of the Board of Global Ministries. These standing rules are supplementary thereto.

**I. NOMINATIONS, ELECTIONS, AND APPOINTIVE PROCEDURES**

- A. All elected leaders shall take office immediately following their election and installation at the fall annual meeting, with the exception of the treasurer who shall assume office January 1 of the new year. They shall be elected to serve a two-year term. Election shall be as follows:

Even Years (year of election)

- Vice President
- Treasurer
- Communications Coordinator
- Mission Coordinator for Membership Nurture & Outreach
- Mission Coordinator for Education and Interpretation

Odd Years (year of election)

- President
- Secretary
- Secretary of Program Resources
- Mission Coordinator for Spiritual Growth
- Mission Coordinator for Social Action
- Chair, Committee on Nominations (out of class 2 year hence)

**II. FUNDS**

- A. Money sent from local units shall be sent to the district treasurer to be disbursed as directed.
- B. The signature of the treasurer shall be required signature on all checks. The president shall be the alternative signature in case of emergency.
- C. Leader Expense
1. All expenses must be vouchered. Vouchers shall require the signature of the president and secretary. Appropriate receipts must be attached to all vouchers. Receipts are required for all expenses except mileage.
  2. Allowable expenses shall be:
    - a. Postage
    - b. Paper supplies

- c. Printing costs
  - e. Dependent care-not to exceed \$20.00 per day. An amount equal to that which is reimbursed by the Oregon/Idaho Conference UMW shall be authorized for dependent care (children/adults) for elected officers for necessary meetings.
  - f. Mileage – reimbursement at same rate as listed in Conference Standing Rules to District approved activities.
  - g. Meal Allowance, including gratuity, for breakfast, lunch, and dinner equal to that which is reimbursed by the Oregon/Idaho Conference UMW
  - h. Lodging – hospitality housing is preferred. If that is not available, lodging at motels will be paid if arrangements made by district host. If hospitality housing is available and an officer chooses to stay in motel instead, the district will not reimburse the officer.
- D. Honorariums or Love Gifts.
- 1. Honorariums of up to \$50.00 shall be paid to keynote speakers and workshop leaders for district functions. Honorariums or love gifts up to \$50.00 shall be paid to keynote speakers and workshop leaders of District UMW functions.
  - 2. Travel expenses for speakers shall be reimbursed at the same rate as those for executive leaders.
  - 3. A love gift or honorarium shall be given to the host church and/or host UMW unit when hosting district event.
- E. The treasurer shall acknowledge terms of elected leaders with gifts to Mission Giving in the following denominations:
- 1. A Special Mission Recognition pin with a sapphire or all district elected leaders serving four years.
  - 2. A basic Special Mission Recognition pin for all district elected leaders serving two years.
  - 3. A Gift to Mission card for shorter terms.
  - 4. The treasurer shall send a \$10.00 Gift in Memory upon the death of a present elected leader, past president, or members of their immediate families.
- F. The president, vice-president and secretary of program resources shall receive the UMW sampler subscription from Mission Resource Center. Cost of these shall be paid by the district.
- G. Conference Mission u Subsidy
- 1. The District pays the registration fee for all elected officers and members of the nominating committee, to attend the full 4 days, plus 'early arrival' if travel requires an officer to arrive a day early. (Note: additional cost for a single room, or additional fee for late registration will be paid by the participant.)