

9E

**Standing Rules
Lutheran Women's Missionary League
Pacific Southwest District**

1. The Friday Evening Convention Offering is given to a designated mission outreach chosen by the Board of Directors.
2. The District will be represented at the PSW District Pastors' Conference with a display and attendance at the wives' luncheon with a small gift presentation to the wives.
3. In the event an offering is taken at the district retreat, it will go to District mite grants.
4. An offering may be taken at the convention to cover unexpected convention costs.
5. Any undesignated gifts received by the District shall be used for District mites and/or other funds as voted on by the Board of Directors. (Revised 06/05/01)
6. If there is a tie vote of the last chosen project at a convention, the ties shall be broken by the voting assembly of the convention. (Added 06/06/01)

**Standing Rules for Travel
(added December 2006)**

EC/BOD/RETREAT/DISTRICT CONVENTION

Expenses of meetings of the Board of Directors (BOD), Executive Committee (EC) and departments, and other routine administrative expenses incurred in the management of the PSD LWML shall be paid from the PSD treasury.

TRAVEL PROCEDURE GUIDELINES FOR BOD AND EC

1. Frequent flyer miles may be donated back to PSD LWML, but they cannot be required to be used per federal guidelines.
2. If overnight stays are necessary, the travel coordinator will make arrangements in conjunction with the people involved.

3. The PSD LWML will reimburse for travel and accommodations according to federal guidelines.
 - Note: Travel – Mileage is not to exceed flight costs if flying is an option.
4. Expenses are paid for official District representation at Zone events.

CONVENTIONS AND RETREATS

1. Executive Committee and Appointed Officers
 - A. Transportations and accommodations for the PSD LWML Convention are paid by the PSD LWML.
 - B. Rooms are to be shared by two (2) people or the occupant pays one-half of the cost.
2. Board of Directors
 - A. Transportation and accommodations for the PSD LWML Convention are paid by each Zone since the Zone presidents are delegates.

DISTRICT NOMINEES

1. The nominees will provide their own transportation. If help is needed with travel plans, they may contact the travel coordinator.

APPOINTED OFFICERS

1. Assistant to the President, the Planner, the Site/Travel Coordinator and the Special Gift Fund Chairman are voting members of the BOD so their travel and accommodations are covered by the PSD LWML.
2. Special Appointed personnel (Archivist/Historian, Host Committee Chairman, and Parliamentarian who are not voting members of the BOD) attend meetings at the request of the President. Therefore, their travel and accommodations, when required, are covered by the PSD LWML.