

## **STANDING RULES**

### **A. GENERAL POLICIES**

1. The San Gabriel Valley District (SGVD) does not endorse partisan political measures or persons. A measure may be considered if both sides, pros and cons, are presented.
2. It is contrary to the policy of the District/SGVD for any member to use or sign her name "San Gabriel Valley District" in any personal business or political communication literature.
3. Fund-raising activities may not be conducted by Clubs during District/SGVD meetings, except by the host Club. Clubs may promote fund-raising events during announcement time, prior to, during recess, and after District/SGVD Board meetings.
4. No funds shall be solicited, nor indebtedness incurred, by any group or member of the District/SGVD without the approval of the Executive Board.
5. Resolutions adopted by the Executive Board, District/SGVD Councils and the District/SGVD Convention shall be recorded in a separate book by the Chairperson of Resolutions and shall remain the policy of the District/SGVD until amended or rescinded.
6. All publicity of the District/SGVD Federation must have the approval of the President.
7. District/SGVD stationery shall be used only for Federation work and not for personal matters. No Chairperson shall have special stationery printed. All stationery remaining at the end of an administration shall be returned to the corresponding Secretary.
8. When debating a motion on the floor each member may speak twice and each opportunity to speak shall be for no more than two minutes. Speakers shall be rotated between those speaking in support of a motion and those speaking against the motion. A member may speak for their second time only after all members have been given their opportunity to speak for their first time.
9. The San Gabriel Valley District/SGVD will establish and maintain an official street mailing address by obtaining a mail box at a local mailing service company such as UPS. Allocations of funds to pay for the mail box shall be at a reasonable rate which is researched and approved annually by the Executive Committee.

## **B. EXECUTIVE COMMITTEE**

1. In an election year, the May Executive Committee meeting shall be a joint meeting of out- going and in-coming officers.

## **C. FINANCIAL POLICIES**

1. All checks pertaining to District/SGVD activities, whether for dues, emblems, etc., shall be made payable to "San Gabriel Valley District CFWC" or "SGVD-CFWC" earmarked for the purpose for which it is intended.
2. The District/SGVD treasurer shall be authorized to pay for all unclaimed meal reservations.
3. It shall be the duty of the Reservation Chairperson to seek reimbursement from the Club or individual making the reservation.
4. The charge for all District/SGVD Council luncheons shall be twenty dollars (\$20). Two (2) reservations per Club will be held for each District/SGVD council until the reservation deadline. Reservations must be made with full payment by the reservation deadline or they will be automatically cancelled. Members must make reservations through their Club. Clubs should produce one check payable to SGVD-CFWC.
5. CFWC Officers/Chairpersons within the District/SGVD shall be the guests at District/SGVD Convention at the time they are honored, the money to be paid from the Convention fund (does not include registration fee).
6. A registration fee of fifteen dollars (\$15) shall be paid per member attending any part of the District/SGVD Convention; proceeds of this fund shall be used for convention expenses. After the deadline, the registration fee will be twenty-five dollars (\$25). Registration fee shall be waived for guests.
7. Convention monies in excess of three thousand dollars (\$3,000) shall revert to the General Fund.
8. The installing officer shall have her dinner paid with monies to come from the convention account.
9. Courtesy funds shall be allowed for the President in the amount of fifty dollars (\$50) per month; for the First Vice President, seventy-five dollars (\$75) per year; for all other officers, fifty dollars (\$50) per year; and for the KEY Editor, twenty-five dollars (\$25) per year.
10. The District/SGVD will pay for the expenses, the amount determined by the budget, for the President to attend GFWC Convention and Western Regional Conference. Should adequate funds not be available to cover the necessary expenses a prorated amount may be paid. The Executive Committee may make this modification with a 2/3 vote of those present at the meeting where the decision is made. When attending

CFWC Area Conference, the President's registration fee will be paid by the District/SGVD. SGVD Convention expenses shall be provided through the District/SGVD Convention Fund. The District/SGVD will pay for the expenses (registration, transportation by the most economical means, scheduled meals and one-half of the total lodging for the President to attend GFWC/CFWC Conventions and CFWC Board Meetings.

11. The District/SGVD will pay expenses (registration, transportation by the most economical means, scheduled meals associated with projects and program/ meetings, and one-half of lodging) for the First Vice President to attend GFWC/CFWC State Board meetings and Conventions. SGVD Convention expenses shall be provided through the District/SGVD Convention fund. Area registration fee will be paid for the First Vice President. Should adequate funds not be available to cover the necessary expenses a prorated amount may be paid. The Executive Committee may make this modification for the first vice president once funds have been allocated for the expenses of the President with a 2/3 vote of those present at the meeting where the decision is made.
12. The District/SGVD will pay expenses (registration, transportation by the most economical means, scheduled meals associated with District/SGVD Membership meetings, and one-half of lodging) for days required that District/SGVD Second Vice President needs to attend. Should adequate funds not be available to cover the necessary expenses a prorated amount may be paid once funds have been allocated for the expenses of the President and first Vice President. The Executive Committee may make this modification for the 2nd vice president with a 2/3 vote of those present at the meeting where the decision is made.
13. The District/SGVD shall pay for one copy of the CFWC Procedure Book for the Parliamentarian.
14. At the annual District/SGVD Convention, selection of the Convention site for the following year will be made by a majority vote of the Delegates present and voting. A written financial statement for the Convention shall be presented to the Executive Committee in June.
15. All members and guests participating in District/SGVD Convention must make meal reservations through the District/SGVD Third Vice President.
16. Members officially representing the SGVD at CFWC or GFWC functions shall be reimbursed as out lined in the Standing Rules. If, for any reason other than sudden illness or family emergency, a member fails to attend any registered portion, that member may be held responsible for their expenses.
17. Any approved and authorized changes in the amount of dues required for membership in the California Federation of Woman's Clubs or the General Federation of Women's Clubs shall be added to the dues required for Club participation in the San Gabriel Valley District of Woman's Clubs.

#### **D. EXECUTIVE BOARD**

1. The regular meeting of the Executive Board shall be held the Second Friday of June, and September through May, unless the Board or Executive Committee orders otherwise
2. Courtesy seats shall be granted to Club Officers and Chairpersons at District/SGVD Board meetings, but they shall have no vote except when representing the President or First Vice President.
3. To honor the Past District/SGVD Presidents at the Birthday Council a donation will be made in their names to the Helen Tunkis Memorial Fund, the amount to be determined by the Executive Committee.
4. An Officer or Chairperson shall be reimbursed for approved expenses when representing the District/SGVD. See Bylaws, Article VIII, Section 4.
5. All Officers and Chairpersons not presenting bills by May 31<sup>st</sup> shall forfeit payment of same.

#### **E. COURTESY MEALS**

1. Members of the San Gabriel Valley District/SGVD, when participating in programs of Councils, Conferences and other District/SGVD affairs, shall receive courtesy meal tickets only when invited as special guests by the Executive Committee or the Executive Board.
2. Past CFWC Presidents from the District/SGVD, Past District/SGVD Presidents, GFWC/CFWC Officers or Chairpersons and other District/SGVD Presidents in Area, when invited to specific District/SGVD functions, shall have their meals paid for by the District/SGVD.
3. Past CFWC Presidents from the District/SGVD and Past District/SGVD Presidents are to be the guests at the Birthday Council and the District/SGVD Convention function at the time they are honored.

#### **F. AWARDS**

1. District/SGVD awards shall be limited to three awards in each program and department and in each size category. Additional awards may be given upon approval of the First Vice President. CFWC award Certificates shall become the property of the Chairperson winning the award, with a copy provided for the SGVD President's memory book.

2. Club size categories for District/SGVD as well as CFWC awards shall be determined by CFWC.
3. Any bona fide member of a District/SGVD may enter into competition for District/SGVD awards.
4. All District/SGVD Chairpersons who have reports to be judged must submit to the First Vice President no later than November 1 the names of three judges who are not members of Clubs in our District/SGVD. Signed Judges Placement Sheets must be turned in with reports to the District/SGVD First Vice President at the Birthday Council.
5. Contest forms must be presented for approval by the Executive Committee by the June meeting.
6. All scholarship recipients must submit all paperwork required in the contest rules to the District/SGVD Financial Secretary by November 30 of the year in which the scholarship is awarded.
7. Monies collected at the annual Birthday Council shall be donated at the discretion of the current District/SGVD President.
8. The LEADS Chairperson shall submit to the First Vice President no later than November 1 the names of three judges who are not members of a club in our District/SGVD.

#### **G. DISTRICT/SGVD BULLETIN – THE KEY**

1. All material for the District/SGVD Bulletin (The KEY) shall be in the hands of the Editor not later than the twentieth (20<sup>th</sup>) of the preceding month. Annual subscription to The KEY shall be ten dollars (\$10) for members wishing to receive a copy via U.S. mail. Club presidents and 1<sup>st</sup> Vice presidents, and SGVD Committee Chairpersons will receive a copy via email. Members may download The KEY from the District/SGVD website. Subscription year is June 1 through May 31. Club Presidents are to submit names and addresses of members subscribing to The KEY by mail to the Editor at the May Board meeting with a Club check for subscriptions. Additional subscriptions may be submitted throughout the year.

GFWC/CFWC President, GFWC/CFWC First Vice President, GFWC/CFWC Second Vice President, GFWC/CFWC Area C Vice President, GFWC/SGVD President, GFWC/SGVD Past Presidents and GFWC/SGVD Past CFWC Presidents from SGVD shall receive The KEY gratis. All Clubs and Affiliate Groups shall receive one complimentary copy of The KEY sent by the most economical means. Ads may be placed in The KEY at a cost of ten dollars (\$10) per issue or one hundred dollars (\$100) per year, payable at the time the ad is placed.

2. GFWC/CFWC President, GFWC/CFWC First Vice President, GFWC/CFWC Second Vice President, GFWC/CFWC Area B Vice President, GFWC/SGVD President, GFWC/SGVD Past Presidents and GFWC/SGVD Past CFWC Presidents from SGVD shall receive *The Key* gratis. All Clubs and Affiliate Groups shall receive one complimentary copy of *The Key* sent by the most economical means.

## **H. DISTRICT/SGVD YEARBOOK**

1. The Executive Board, as described in Article VII Section 1, shall receive one Yearbook gratis. Executive Board members will be asked their preference of a printed or electronic copy of the Yearbook. All others shall pay ten dollars (\$10) per book. Electronic copies of the Yearbook will be provided at no cost.

## **I. PRIVACY AND SECURITY**

1. Neither the Procedure/Yearbook nor any part of it shall be sold or used for commercial or other purposes except upon approval of the SGVD Executive Committee or the SGVD President.
2. Any SGVD member sending an email to all members or a group of members shall be requested to use the BCC option.

## **J District/SGVD Social Media/Website**

1. The official Facebook and Website for the San Gabriel Valley District/SGVD of the California Federation of Women's Clubs shall be established and maintained by a member(s) appointed by the President and ratified by the Executive Committee as the Facebook Administrator and Webmaster. All costs related to these sites shall be covered by the SGVD. Access codes/administrative rights shall be limited to the President and the member(s) appointed to maintain the sites.
2. The Facebook Administrator and Webmaster shall be considered Administrative Chairpersons and report directly to the President.
3. When new Facebook Administrator and/or Webmaster is appointed, a joint meeting of the former and new appointees shall be held at which time the former members assigned to those tasks shall provide a procedures book to the new appointees and also provide all access codes/administrative rights to the newly appointed members. This meeting shall be chaired by the SGVD President and shall take place within one week of the change in appointments.
4. Upon receipt of the previous access codes/administrative rights the newly appointed Facebook Administrator and/or Webmaster shall change the codes within 3 business

days. Should a former Facebook Administrator and/or Webmaster refuse/prevent the changing of access codes/administrative rights without the authorization of the President maintain any control over the SGVD Facebook or Website they shall be subject to the disciplinary procedures under Article VII Section 6 of the Bylaws of the SGVD and shall be held personally responsible for any costs related to changing of access codes/administrative rights.

5. Upon the appointment of a new Facebook Administrator and/or Webmaster members previously responsible for these duties will discontinue posting material without authorization of the current President. Violation of this provision shall be subject to the disciplinary procedures under article VII Section 6 of the Bylaws of the SGVD and shall be held personally responsible for any costs related to changing of access codes/administrative rights.
6. The San Gabriel Valley District/SGVD does not sanction members other than those appointed by President and ratified by the Executive Committee to post information on the official District/SGVD Facebook page and/or website or to use any reference/statement that a private page is connected to the San Gabriel Valley District/SGVD. Should an unauthorized site exist and/or be established, the Facebook Administrator and Webmaster will post appropriate information on the official site as to lack of District/SGVD authorization of the unofficial site and the potential inaccuracy of those postings. The team shall work to eliminate the use of any title and/or logo on the unofficial site to include contacting Facebook or the Website hosting site to take any necessary action.
7. Any member concerned about a posting on the official San Gabriel Valley District/SGVD Facebook or Website shall report to the President and members who are assigned by the President to manage the site(s). Resolution shall be the responsibility of the Facebook Administrator and/or Webmaster and the Social Media Approval Committee as may be appropriate in consultation with the President's approval to resolve.
8. Any member concerned about the existence and/or posting of SGVD information on any unofficial site, shall report that posting to the Facebook Administrator and/or Webmaster as may be appropriate. Resolution shall be the responsibility of the Facebook Administrator and Webmaster in consultation with the President and shall include a formal written notification to stop unauthorized postings.
9. The Facebook Administrator and Webmaster shall follow all copyright laws, Facebook terms of service and community standards, CFWC and GFWC guidelines related to posted materials.
10. No new social media accounts on any platform involving the SGVD shall be established without the approval of the Executive Committee. Approval shall require a written request and vote of the majority of the members of the Executive Committee.

11. The membership forms and event sign-in sheets shall include a place for participants to provide permission for the use of photographs for posting on the SGVD Facebook and/or Website.
12. Material placed on this public format will not include personal information including addresses or phone numbers, pictures of checks or money. Club Members' privacy and dignity will be adhered to and any objection to postings by Club Members will be addressed in a timely manner.
13. The Facebook Administrator and Webmaster shall verify that all those included in posted photos have given permission for their use on Social Media.
14. There shall be zero cost to the members uploading and posting related information pertaining to Clubs within the District/SGVD on social media.
15. The District/SGVD website advertisement cost shall be free if a \$10.00 add is placed in the monthly Key Newsletter.
16. All information to be posted on Facebook or the District/SGVD Website shall be submitted to a Social Media Approval Committee for prior authorization. The Committee shall be composed of three members selected by the President. Should there be/become a conflict of interest between member(s) of the Social Media Approval Committee and the author of a proposal, the President shall make the final decision.
17. The purpose of the SGVD Facebook is to allow official District/SGVD approved information to be posted for all members to read and to allow the District/SGVD Clubs to promote their activities to other Clubs throughout the District/SGVD.
18. The President and her appointed Communications team to include the Social Media Approval Committee are the only members who may have access to Facebook administrative rights and Webpage. They are the only members who can post items.
19. Clubs may submit items to be posted and posted information shall be about their upcoming activities that are open to others to attend/participate in. Club posts must include the Club name and the CFWC/GFWC official logos.
20. Information related to activities not open to others should be posted on each Club's separate Facebook page or Website.
21. Should there be a breach in the Standing Rules related to Social Media the President may shut down the page, website account etc. as may be necessary until the problems are resolved.

## **H. AMENDMENTS**

1. These Standing Rules may be amended at any regular meeting of the Executive Board by a two-thirds vote.

**Amended April 2021**