

STANDING RULES

A. GENERAL POLICIES

1. The San Gabriel Valley District 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 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 meetings, except by the host Club. Clubs may promote fund-raising events during announcement time, prior to, during recess, and after District Board meetings.
4. No funds shall be solicited, nor indebtedness incurred, by any group or member of the District without the approval of the Executive Board.
5. Resolutions adopted by the Executive Board, District Councils and the District Convention shall be recorded in a separate book by the Chairman of Resolutions and shall remain the policy of the District until amended or rescinded.
6. All publicity of the District Federation must have the approval of the President.
7. District stationery shall be used only for Federation work and not for personal matters. No chairman shall have special stationery printed. All stationery remaining at the end of an administration shall be returned to the corresponding Secretary.

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 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 treasurer shall be authorized to pay for all unclaimed meal reservations.
3. It shall be the duty of the Reservation Chairman to seek reimbursement from the Club or individual making the reservation.
4. The Charge for all District Council luncheons shall be fifteen dollars (\$15) of which thirteen dollars (\$13) shall be paid to the hostess club and two dollars (\$2) to the District general fund. Two (2) reservations per Club will be held for each District 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/Chairmen within the District shall be the guests at District 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 ten dollars (\$10) shall be paid per member attending any part of the District 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 will pay for the expenses, the amount determined by the budget, for the President to attend GFWC Convention and Western Regional Conference. When attending CFWC Area Conference, the President's registration fee will be paid by the District. SGVD Convention expenses shall be provided through the District Convention Fund. The District 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 will pay expenses (registration, transportation by the most economical means, scheduled meals and one-half of the total lodging) for the First Vice President to attend GFWC/CFWC State Board meetings and Conventions. SGVD Convention expenses shall be provided through the District Convention fund. Area registration fee will be paid for the First Vice President.
12. The District shall pay expenses (registration, transportation by the most economical means, scheduled meals associated with District Membership meetings, and one-half of lodging) for days required that District Second Vice President needs to attend.
13. The District shall pay for one copy of the CFWC Procedure Book for the Parliamentarian.
14. At the annual District 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 Convention must make meal reservations through the District Third Vice President.

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 Chairmen at District Board meetings, but they shall have no vote except when representing the President or First Vice President.
3. To honor the Past District 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 Chairman shall be reimbursed for approved expenses when representing the District. See Bylaws, Article VIII, Section 4.
5. All Officers and Chairmen not presenting bills by May 31st shall forfeit payment of same.

E. COURTESY MEALS

1. Members of the San Gabriel Valley District, when participating in programs of Councils, Conferences and other District 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, Past District Presidents, GFWC/CFWC Officers or Chairmen and other District Presidents in Area, when invited to specific District functions, shall have their meals paid for by the District.
3. Past CFWC Presidents from the District and Past District Presidents are to be the guests at the Birthday Council and the District Convention function at the time they are honored.

F. AWARDS

1. District 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 Chairman winning the award, with a copy provided for the SGVD President's memory book.
2. Club size categories for District as well as CFWC awards shall be determined by CFWC.
3. Any bona fide member of a District may enter into competition for District awards.
4. All District Chairmen 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. Signed Judges Placement Sheets must be turned in with reports to the District 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 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 President.
8. The LEADS Chairman 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.

G. DISTRICT BULLETIN - *The KEY*

1. All material for the District Bulletin (*The KEY*) shall be in the hands of the Editor not later than the fifteenth (15th) of the preceding month. Annual subscription to *The KEY* shall be six dollars (\$6). Members with computers may download the KEY from the District 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.
2. 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.
3. 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.

H. DISTRICT YEARBOOK

1. The Executive Board, as described in Article VII Section 1, shall receive the Yearbook gratis. All others shall pay ten dollars (\$10) per book.

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. AMENDMENTS

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

Amended April 13, 2019