

SAN GABRIEL VALLEY DISTRICT

BYLAWS

ARTICLE I - Name

This corporation shall be known as the San Gabriel Valley District #20, GFWC California Federation of Women's Clubs, a nonprofit, charitable organization, Tax ID #95-6073894.

ARTICLE II - Object

The object shall be to cooperate with the General Federation of Women's Clubs (GFWC) to promote education, moral, civic, and welfare projects among the various clubs throughout the San Gabriel Valley District (SGVD) within the meaning of Internal Revenue Code 501(C) 3, nonprofit organizations.

ARTICLE III – Membership

Section 1. This District (San Gabriel Valley/SGVD) shall consist of federated clubs in that portion of Los Angeles County known as the San Gabriel Valley and its surrounding communities.

Section 2. A Club desiring membership in the District/SGVD Federation must likewise become a member of the General (General Federation of Woman's Clubs/GFWC) and State (California Federation of Woman's Clubs/CFWC) Federations. A nonpartisan, nondenominational club having membership of ten or more, may apply for membership in the State/CFWC and District/SGVD Federations by sending an application, accompanied by a roster of members and officers, dues and a copy of its bylaws, name and address of its President, Treasurer and Corresponding Secretary to the District /SGVD Second Vice President, who after investigation shall submit the bylaws to the District/SGVD Parliamentarian for review. Upon approval of the bylaws, the District/SGVD Parliamentarian and the District/SGVD Second Vice President shall present the application to the District/SGVD Executive Board and, upon approval, to the State Area B Vice President.

Section 3. Affiliate Groups are those (e.g. Past District/SGVD Presidents, Parliamentary and Alumnae) with one representative vote at San Gabriel Valley District /SGVD and California Federation of Women's Clubs/CFWC Conventions. Affiliate Presidents shall have one representative vote on the San Gabriel Valley District/SGVD Board. Members must have membership in a dues-paying Federated club. Clubs seeking affiliate status shall follow the procedure outlined in the CFWC Bylaws, Article III Section 3.5.

Section 4. Any Federation Club that reorganizes, or changes its name or object, shall submit a copy of its bylaws to the State/CFWC board through the Second Vice President.

Section 5. A club resigning from Federation shall do so by letter to the District/SGVD President before May 1, or be responsible for the current year's dues. Such requests must comply with GFWC California Federation of Women's Clubs bylaws.

Section 6. A Club having resigned from Federation or having been dropped for non-payment of dues may join again under the rule of membership, except that an entrance fee shall be required in accordance with State/CFWC bylaws.

Section 7. Any Club may be dropped from membership by action of the Executive Board for any reason, which would have prevented its admission, or for non-payment of dues.

Section 8. Clubs may adopt their own policies and are in no way committed to work for measures voted for at the General/GFWC, State/CFWC or District/SGVD meetings, such measures to be suggested, not mandatory.

Section 9 No member of the SGVD Executive Board shall serve simultaneously in the same capacity at the GFWC, CFWC, or club level when judging of report and awards is involved. A member not in compliance with this bylaw will be subject to having their chairpersonship declared vacant and a new appointment made.

ARTICLE IV – Dues

Section 1. The fiscal year shall be the first day of June of each year through the 31st of May of the succeeding year.

Section 2. The annual dues shall be four dollars (\$4), payable on or before April 30 of the fiscal year and are considered delinquent May 31. Beginning in 2023 changes in the dollar amount of annual dues shall be reflected in the Standing Rules instead of the Bylaws. If dues are not paid by October 15, a Club shall be dropped from the membership. Dues shall be paid on all members, including life members, listed on the Club Information Form as of May 1 and forwarded to GFWC/CFWC by the District/SGVD Treasurer. Dues for new members shall be collected monthly and forwarded to GFWC/CFWC by the District/SGVD Treasurer.

Section 3. Clubs joining Federation before the February GFWC/CFWC Board meeting shall pay dues for the current year. Clubs affiliating after the above date shall be credited to the following year.

ARTICLE V – Finance

Section 1. Upon approval of the Executive Committee special savings accounts may be set up to earn interest until needed.

ARTICLE VI – Officers and their Duties

Section 1. The Executive Committee shall be comprised of the following Officers: President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Financial Secretary, Treasurer, Corresponding Secretary and Parliamentarian.

Section 2. The President shall preside at all meetings of the District/SGVD; shall, with the endorsement of the Executive Committee, appoint all Chairpersons; shall be an ex-officio member of all committees except the Election and Nominating Committees; shall sign checks for the District/SGVD together with the Treasurer; shall sign all contracts ordered by the Executive Committee; shall represent the District/SGVD at State (CFWC)Board meetings

and at State (CFWC) Convention; shall serve as a voting member on the GFWC/CFWC Executive Board. Before installation, the President-elect shall appoint a Corresponding Secretary and a Parliamentarian and shall also call a meeting of the newly elected Officers to ratify these appointments.

Section 3. The First Vice President shall assist the President when requested; shall assume the duties of the President when necessary; shall be Dean of all Chairpersons; shall sign checks for the District/SGVD in case of the Treasurer's or Presidents inability to serve; shall be responsible for all Federation Program certificates at the Convention, shall serve as a voting member on the GFWC /CFWC Executive Board

Section 4. The Second Vice President shall assist the President when requested; shall assume the duties of the President in the absence of the President and First Vice President; shall promote membership in Federation; shall seek information as to the organization of new clubs and make available Federation literature and materials to members; shall present new club applications for District/SGVD membership to the Executive Board

Section 5. The Third Vice President shall assist the President; shall assume the duties of the President in the absence of the President, First and Second Vice Presidents; shall be the convention chairperson; shall have responsibility for the monies pertaining to convention; and shall, with the Convention Treasurer, sign all checks pertaining to the Convention.

Section 6. The Recording Secretary shall keep the minutes of the District/SGVD Federation and all the papers pertaining to the office; shall forward minutes taken at all meetings to the President no later than fifteen (15) days after such meetings; shall keep all ballots and tally sheets until the end of the fiscal year or until ordered to destroy; shall list and maintain, at the beginning of each administration, an inventory of all District/SGVD-owned property and provide a copy of the property list to each Officer.

Section 7. The Financial Secretary shall receive all monies belonging to the District/SGVD, excluding convention funds, and give receipts for same. Shall deposit all monies in a bank designated by the Executive Committee, shall forward a detailed account of all such funds at each Executive Committee and Executive Board meeting; shall collect all dues and keep separate records of all dues and projects funds; shall draw all warrants; shall keep the Club Information Forms on file and distribute copies to the President, First Vice President, Second Vice President, and Corresponding Secretary, passing on the originals to the Treasurer with a list of all clubs whose dues are not paid by January 15; shall furnish the Credentials Chairperson and Election Committee Chairperson with a list of all Clubs in good standing thirty days prior to Elections. Upon completion of the term office the outgoing Financial Secretary shall provide the incoming Financial Secretary a procedure book and all financial materials by July 1 of the election year. Upon the resignation the Financial Secretary shall provide all financial documents needed for the audit required under Section 9 of this Article within 1 week of resignation.

Section 8. -The Treasurer shall disburse all monies received from any source other than convention funds; shall pay all bills approved by the Executive Board upon receipt of properly drawn warrants signed by the President and the Financial Secretary; shall forward State /CFWC and General /GFWC Federation monies to the State /CFWC Financial Secretary by the 15th of each month; shall at each Executive Committee and Executive Board meeting give a detailed statement of funds on hand and disburse; shall be responsible for filing all State and Federal Government Finance statements covering the term of office; shall be Chairperson of the Budget Committee, presenting a proposed budget to the Executive Committee and Executive Board at the June meetings for approval; shall keep a records of the amounts budgeted for each line item and the actual amounts disbursed; shall present a budget review at the January Executive committee meeting; shall, if budget changes are needed present them to the January Executive Board meeting for action; shall present an oral and written Financial Statement to the Convention. The Treasurer shall be responsible for ensuring the President, First Vice President, third Vice President, Financial Secretary, Treasurer and Convention Treasurer be bonded by a reliable Surety Company as is required under Article VIII Executive Committee Section 8 of the Bylaws. The Annual Report of the Treasurer and the Adopted Budget shall be published in the District/SGVD Yearbook

Section 9. Upon the resignation of the Treasurer or Financial Secretary, the Executive Committee shall appoint an individual or individuals to perform a financial review of the records.

Section 10. The Corresponding Secretary shall conduct all correspondence delegated by the President and shall keep a correct list of Federated Clubs, District /SGVD Officers, District /SGVD Chairpersons, and Standing and Special Committees; shall compile all District /SGVD data for the State Procedure/Yearbook and the District /SGVD yearbook; shall supervise all District/SGVD printing except that delegated to specific committees; shall forward all District/SGVD Yearbook corrections to the GFWC/CFWC Corresponding Secretary.

Section 11. The Parliamentarian shall give advice on Parliamentary Law when asked; shall keep an official copy of the bylaws; shall be Chairperson of the Bylaws Committee, whose members shall be appoint by the President; shall present proposed amendments at the January Executive Committee meeting; shall review Clubs' bylaws to ensure they continue to be in compliance with District/SGVD bylaws; shall call the first meeting of the Nominating Committee which shall be by the first week in January of the election years, preside until a chairperson is selected, and continue to serve in an advisory capacity only; shall call the first meeting of the election Board by February 1 of the election year and preside until a chairperson is selected; shall instruct them in their duties and shall approve the form of the ballot before it is printed; shall have the right to vote and shall have all membership privileges.

ARTICLE VII – Executive Board

Section 1. The Officers, Past District/SGVD Presidents, Chairpersons, Standing Committee members, Club Presidents or their alternates, Affiliate Group Presidents, Club First Vice Presidents, any General or State Federation Board member who resides in or is a member of a club in, this District/SGVD, shall constitute the Executive Board. The Executive Board shall conduct the business of the District/SGVD. The Executive Board shall have the power to execute the instructions of Conventions.

Section 2. A District/SGVD Assistant or co-chairperson may attend Executive Board meetings but may vote only in the absence of her chairperson.

Section 3. The Budget shall be prepared by the Budget Committee, which shall be composed of the Executive Committee, with the Treasurer serving as chairperson. The Budget shall be presented the Executive Board by the June District/SGVD board meeting. Necessary adjustments may be made through the year by a two-thirds (2/3) vote of the Executive Board.

Section 4. Twenty-one (21) members, three of whom shall be Officers, shall constitute a quorum.

Section 5. Each Chairperson shall submit a written report as requested by the State and as instructed by the First Vice President. Each Chairperson shall keep a procedure book, and on the expiration of her term of chairpersonship or in event of her resignation shall file immediately with the District/SGVD First Vice President all books and materials pertaining to her chairpersonship.

Section 6. Should a District/SGVD Officer or Chairperson be absent from three (3) consecutive Board meetings without adequate excuse, fails to perform duties acceptably, or exhibit conduct in a manner detrimental to this organization the individual may be removed from office at any regular meeting of the Executive Committee providing written notice has been given the Officers or Chairperson under discussion. Final action shall require a majority vote of those in attendance. The resulting vacancy is to be filled in the way provide in the Bylaws.

Section 7. The term of office for chairpersons shall be one year, or until their successors are appointed. No chairpersons shall hold the same position for more than four consecutive years.

Section 8. Special meetings shall be held upon the call of the President or upon written request of fifteen (15) members of the Executive Board, such requests to state the purpose for which the special meeting is called.

Section 9: In the event of national, state or local emergencies, man-made or natural, which could potentially put members in danger, at the discretion of the President and approval of the Executive Committee, the Executive Board meetings may be conducted electronically. The application used to conduct electronic meetings must allow all participating members to see each other, as well as to hear each other. The notice of the electronic meeting must include adequate description of how to participate in it.

ARTICLE VIII – Executive Committee

Section 1. The Executive Committee shall consist of Officers of the District/SGVD. They shall have the power to act in an emergency between Executive Board meetings. Five members shall constitute a quorum. Should a vacancy occur in an elected position, the Executive Committee shall make recommendations to the President for their replacement. Recommendations should include recruitment of potential replacement officers from all Clubs in the District/SGVD. The President shall select a replacement for the vacant position from those recommended. Appointments are ratified by a majority vote of the Executive Board. **Section 2.** They shall fill vacancies in elected officers; ratify appointed Officers, Chairpersons, Standing Committees and programs. They shall decide on which bank to deposit monies. Upon review of the Budget, they may recommend any changes before the final adoption by the Executive Board.

Section 3. If any vacancy occurs among the elected officers prior to June 1 the incoming officers may meet for the purpose of filling the vacancy or ratifying the appointment.

Section 4. All plans requiring expenditure of unbudgeted money by chairpersons shall be presented to the Executive Committee for consideration.

Section 5. The Executive Committee shall meet monthly prior to the meeting of the Executive Board, or upon the call of the President and shall report at each Executive Board meeting or Council when necessary.

Section 6. The Executive Committee is authorized to approve the minutes of the Council meetings at the regular meeting following the council and to approve the Convention minutes at its next regular meeting following convention.

Section 7. The Executive Committee shall select and authorize a qualified individual or individuals to review the books of the Financial Secretary, Treasurer and the Third Vice President at the end of the Fiscal year.

Section 8. The President, First Vice President, Third Vice President, Financial Secretary, and Treasurer shall be bonded by a reliable Surety Company, providing a surety company can be found to provide coverage at a reasonable deductible and premium. The Executive Committee shall determine the amounts necessary and the District/SGVD shall pay the cost.

Section 9. Each Officer shall maintain a procedure book, and on the expiration of her term of office or in the event of her resignation, shall file with the District/SGVD President all books and materials pertaining to her office.

Section 10: In the event of national, state or local emergencies, man-made or natural, which could potentially put members in danger, at the discretion of the President and approval of the Executive Committee, the Executive Board meetings may be conducted electronically. The application used to conduct electronic meetings must allow all participating members to see each other, as well as to hear each other. The notice of the electronic meeting must include adequate description of how to participate in it.

ARTICLE IX – Departments, Programs, and Committees

Section 1. The programs and committees shall correspond to those of the GFWC California Federation of Women’s Clubs, as nearly as possible and such others or combinations as the Executive Committee deems advisable.

Section 2. Established standing Committees are: Bylaw Committee, Resolution Committee, Convention Committee and Credential Committee. Additional Standing Committees shall be created, as the Executive Committee deems necessary.

Section 3. Special Committees may be created by the Executive Committee, Executive Board, Councils, and Convention as deemed necessary to carry out the work of the District/SGVD.

Section 4. Program conferences may be called by the District/SGVD Chairperson and may be conducted by them with the approval of the President. The time and place of the meeting shall be approved by the President or First Vice President.

ARTICLE X – Councils

Section 1. Past CFWC Presidents of the District/SGVD, Past Presidents of the District/SGVD, the Officers and Chairpersons of the Executive Board and the Club Presidents, Affiliate Group Presidents, First Vice Presidents, and members of the Federated Clubs of the District/SGVD shall constitute a Council to meet at the call of the District/SGVD President. Special meetings may be called by the President or upon written request by five clubs stating to the Executive Committee the purpose of the meeting.

Section 2. The quorum of Council meetings, except Spring Council in an election year, shall consist of the Presidents of ten clubs, seven District/SGVD Chairpersons and three Officers. The Council may transact any business of the District/SGVD not requiring delegates, except in election years at the Spring Council.

ARTICLE XI – Annual Meeting/Convention

Section 1. The annual Meeting/Convention of the District/SGVD shall be held at the time and place determined by the Executive Board except in case of emergency, when Convention may be changed by a two-thirds (2/3) vote of the Executive Committee. A Call and credential card/forms are for each delegate shall be sent by order of the Executive Committee to all Federated Clubs in good standing at the Birthday Council. Credential cards issued for the Convention and Spring Council in an election year.

Section 2. The quorum at Spring Council in an election year and at the annual Meeting/Convention shall consist of forty (40) voting members, three of whom shall be District/SGVD Officers.

Section 3. The voting membership of the annual Meeting/Convention and the Spring Council in an election year are: District/SGVD Executive Committee, Past District/SGVD Presidents, District/SGVD Chairpersons, Chairperson of the Election Board, Standing Committee members, Club Presidents or their alternates, Club First Vice

Presidents or their alternates, Club delegates or their alternates, Affiliate Group Presidents or their alternates, any General/GFWC or State/CFWC Federation Board member who resides in, or is a member of, a club in this District/SGVD.

Section 4. At Convention and the Spring Council in an election year, a Club shall be entitled to be represented by the President, the First Vice President, and one delegate or their alternates for every twenty-five (25) members or a majority thereof. Clubs having a membership of twenty-five (25) or fewer shall be represented by the President, the First Vice President and one delegate or their alternates. Club delegates shall be based on the number listed by CFWC at the close of the preceding year.

Section 5. A delegate shall represent but one (1) Club and shall have but one (1) vote. Voting proxy, either written or verbal, shall not be permitted. A Club President who attends a convention, including the Federated/Affiliate Groups, who holds a District/SGVD, State or General Federation Office or Chairpersonship, or is a Past District/SGVD President of San Gabriel Valley District/SGVD, shall represent her Club as a delegate to Convention and the Spring Council in an election year.

Section 6. Proposed amendments to the bylaws shall be presented by the Parliamentarian to the Executive Committee at their January meeting for their information before being sent out in the Call to Convention.

ARTICLE XII – Nominations

Section 1. To be eligible to the Office of President or First Vice President, one shall have served at least 1 term as an elected Officer on the District/SGVD Executive Committee and shall have been president of a Club holding membership in GFWC. To be eligible to other elective offices one shall have served at least one (1) year on the Executive Board. Eligibility of all Officers shall be limited to those who are residents of California and citizens of the United States and a member of a Federated Club in this District/SGVD and shall hold office in only one (1) District/SGVD at a time.

Section 2. At Fall Executive Board or Council meeting prior to the annual meeting in an election year, the Executive Board shall elect an Election Board of five members and two alternates, none of whom shall be members of the Executive Board, and a Nominating Committee of five members and two alternates all of who shall be members of the Executive Board. Alternates to both the Nominating Committee and the Election Board shall participate as observers at all meetings and step in as official active members as needed. The Election Board and Nominating Committee shall not have a majority of members from a single club.

Section 3. All Officers of the District/SGVD (except the Corresponding Secretary and the Parliamentarian) shall be nominated by the Clubs. In an election year any Club in good standing in the District/SGVD, at a regular Club meeting, may endorse a qualified candidate for any elective District/SGVD Office. List of qualifications shall accompany the letter of endorsement. The names shall be sent by the first of January to the Parliamentarian, who shall act as temporary Chairperson of the Nominating Committee, which shall meet in the first week of January. The Chairperson of the Nominating Committee shall read a list of candidates to the Executive Board at its January meeting and shall forward this list to the

District/SGVD Bulletin Editor for publication.

Section 4. The Nominating Committee may place upon the ticket all names for each office of those eligible and qualified and have been endorse by their own Club and have accepted the nomination.

Section 5. In case a full ticket is not secured from the Nominating Committee list, it shall be the duty of the Nominating Committee to complete the ticket, providing the nominee has obtained an endorsement from her own club.

Section 6. A list of nominees for District/SGVD Office shall be included in the Call to Convention not later than forty-five (45) days prior to Spring Council in an election year. The list shall be printed in the District/SGVD Newsletter.

Section 7. Nominations from the floor at Spring Council shall be limited to nominees qualifying under the sections listed in these bylaws.

ARTICLE XIII – Elections

Section 1. All Officers of the District/SGVD (except the Corresponding Secretary and the Parliamentarian) shall be elected by ballot biennially in even-numbered years at the Spring Council.

Section 2. A plurality vote shall elect for any office. In case of a tie vote, supplementary ballots shall continue until a plurality is reached. Immediately following the election, the newly elected President is authorized to plan and prepare the program of work for the new administration. The Installation of all Officers shall be held before June 1. Officers shall assume their duties June 1.

Section 3. All elected officers shall serve a term of two (2) years. No elected officer shall be eligible for the same office for two (2) consecutive terms. Any Officer who has served only one (1) year may be eligible for re-election to the same office for a full term.

Section 4. The Election Board shall have charge of all details of the election, including the printing of the ballot and the canvas of the votes. The ballot must contain Club affiliation of the candidate. Before the opening of the polls the Credentials Chairperson shall furnish the Election Board with the correct alphabetical lists of voting members, the first to contain all names beginning with the letters A to M inclusive, and the second N to Z inclusive. The voting hours, which shall not be less than three, shall be decided each election year by the District/SGVD Executive Committee and published in the District/SGVD Bulletin KEY. All delegates who are waiting to vote at the hour designated for closing the polls shall be permitted to vote. Voting shall be in person and after registration. No voting by proxy shall be allowed. Supplemental reports by the Credential Chairperson, to include late arrivals, may be made, not later than one-half hour before closing the polls.

Section 5. The Chairperson of the Election Board shall make all decisions and maintain quiet and order about the polls and shall report the results of the election as early as possible. One member of the Election Board shall have charge of the register and shall check the name of the person voting from the list of delegates. No member of the Election Board shall discuss with any voter the merits of a candidate, or seek in any way to influence

a voter's choice of the same. Such action shall disqualify the Election Officer from further service.

Section 6: In the event of national, state or local emergencies, man-made or natural, which could potentially put members in danger, the President, with the consent of the majority of the Executive Committee, may order elections to be held electronically or by US Postal Mail until such time as it is safe to meet and vote again in person.

ARTICLE XIV – Resolutions

Section 1. The District/SGVD Council shall have the power to adopt resolutions, as they deem necessary, to carry out the purpose of the Federation. Such resolutions when so adopted shall be executed by the Executive Board.

Section 2. The Executive Board may adopt resolutions recommended by conference groups and shall execute resolutions passed by the District/SGVD Council.

Section 3. No department or President's conference shall have the power to adopt resolutions but may recommend the adoption of resolutions to the Executive Board.

Section 4. All resolutions to be offered for consideration at Councils or at Convention shall be presented to the Resolution Committee, typewritten in the form of six copies, and shall have the endorsement of either the District/SGVD Executive Board or a Federated Club.

Section 5. Resolutions shall be presented to the Resolution Committee forty-five (45) days prior to Convention. A copy of the resolution shall be given to each delegate either with the credentials or at least the day before the resolutions are to be voted on. Emergency resolutions may be presented by the Resolution Committee not later than the last morning of the Convention and the Resolution Committee shall decide by a two-thirds vote if the resolution is an emergency or not. By a two-thirds vote of the Convention, a resolution may be presented on the floor if the emergency has risen during the time of Convention.

ARTICLE XV – State Endorsements

Section 1. At least by the December meeting in an election year, the Executive Committee shall consider endorsements of candidates from the District/SGVD for State office and recommend same to the Executive Board for action. The names of such endorsed candidates, after securing their consent, shall be forwarded to the State Nominating Committee Members prior to the CFWC February Board meeting. Endorsements or recommendations for a General Federation/GFWC office or chairpersonship shall be handled in the same manner as for a State Office and forwarded as directed by GFWC.

Section 2. Recommendations for qualified members of State Nominating, Election, Bylaws, and Resolution Committees shall be elected at the Annual District/SGVD Convention and presented by the District/SGVD President during the Area meeting at State Convention.

ARTICLE XVI – Amendments

Section 1. Proposed amendments to the bylaws shall be presented to the Executive Committee at its January meeting before being published in the Call to Convention.

Section 2: Clubs or members may propose changes or additions to the Bylaws and submit them to the Parliamentarian for consideration of the Bylaw Committee by October 1 of each year. Submission shall be submitted in a format that includes the current language, proposed changes, rationale and new language.

ARTICLE XVII – Dissolution

Section 1. The property of this corporation is irrevocably dedicated to charitable purposes and no part of the new income or assets of this corporation shall ever inure neither to benefit any director, officer or member thereof nor to benefit any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision of payment, of all debts and liabilities shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under section 501c3 of the Internal Revenue Code.

ARTICLE XVIII – Authority

Section 1. The rules contained in Robert’s Rules of Order Newly Revised Current Edition shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Amended April 2022