

GFWC/CFWC San Bernardino District
Bylaw and Standing Rules Amendments
February 21, 2020

Please note: The Bylaw Committee is recommending the re-formatting of several sections of the District Bylaws by changing "bulleted" items to number/alpha identifiers. This will allow ease in referencing items. In addition, there will be some changes in "duties" descriptions (gender references. Etc.), without change to the language of said duties – unless otherwise noted below.

Current wording	Proposed change
<p style="text-align: center;">Article III – Membership</p> <p>New Bylaw (pg. 32, 2019-20 District Yearbook)</p> <p style="text-align: center;">Article IV – OFFICERS AND DUTIES</p> <p>Section 4. Duties (pg. 33 Dist Yearbook)</p> <p>The Third Vice President:</p> <ul style="list-style-type: none"> • Shall serve as Program Chairman. • Shall provide an educational and/or entertainment program at each District meeting. • Shall serve on the Convention Committee. • Shall serve as the Itinerary Chairman. • Shall be a resource for clubs desiring assistance with program selection. <p>The Financial Reviewer: (pg. 34 of Yearbook)</p> <ul style="list-style-type: none"> • Shall review the accounts of the Treasurer and the Financial Secretary twice a year: from June 1 to December 31 and from January 1 to May 31. 	<p>Section 6. No Officer, member, or family member shall profit financially from the activities of this organization. [rationale: recommendation from CFWC to be added to Club and District Bylaws.]</p> <p>Section 4. Duties</p> <p>D. The Third Vice President shall:</p> <ol style="list-style-type: none"> 1. serve as the District Fundraising Chairman; 2. be responsible for implementing District Fundraisers; 3. select and work with the District Fundraising Committee, providing guidance and assistance; 4. oversee the purchase of supplies for fundraising opportunities; 5. prepare the annual District Fundraising Report; 6. present Fundraising Awards at the Annual District Convention; 7. assist clubs with inquiries about fundraisers; 8. serve on the District Convention Committee. <p>[rationale: change of duties; 3rd VP becomes a District Report Writing Chairman (fundraising); program duties become District Chairman appointed by District President]</p> <p>I. The Financial Reviewer shall:</p> <ol style="list-style-type: none"> 1. review the accounts of the Treasurer and the Financial Secretary twice a year: from June 1 to November 30 and from December 1 to May 31. <p>[rationale: to allow for monthly bank statements to arrive in timely manner for review and to give 6-month timeframe for each audit.]</p>

ARTICLE V – EXECUTIVE COMMITTEE AND DUTIES

(pg. 35 Dist. Yearbook)

Section 1. The Executive Board shall be composed of the officers and shall meet at the call of the President or the request of at least three (3) members. Five (5) shall constitute a quorum.

Section 2. Duties –

Shall meet immediately following the close of the Election Year Convention to ratify the District President’s appointments of Chairmen of Programs within Departments, Special Committees and Special Appointments.

Shall consider matters of policy for the Administration before presenting them to the Executive Board.

Shall have the power to transact business in emergencies not covered by the Bylaws or Standing Rules. They may transact emergency business by telephone vote when necessary. The roll call vote and action taken shall be ratified at the next meeting of the Executive Committee and included in the minutes.

Shall decide the time and place of the Annual Convention.

Shall authorize the purchase of bonds for the President, Financial Secretary, Treasurer and Budget Director in the amount adequate to cover the year’s budget.

Shall authorize the signature of the President, Financial Secretary, Treasurer and Budget Director and any two (2) of these bonded signatures may be used in signing District checks.

Shall equalize and determine the membership categories for judging for District awards and announce same at the Summer Conference.

Shall declare a vacancy, by two-thirds (2/3) vote if an appointee member or an elected officers of the Executive Board fails to perform her duties.

Section 1. The Executive **Committee** shall be composed of the officers and shall meet at the call of the President or the request of at least three (3) members. Five (5) **members** shall constitute a quorum.

Section 2. Duties – **The Executive Board shall:**

1. 1st paragraph language remains same – numbering added.

2. 2nd paragraph same – becomes # 2

3. have the power to transact business in emergencies not covered by the Bylaws or Standing Rules. They may transact emergency business by telephone or electronic communication vote when necessary. The roll call vote...in the minutes.

4. 4th paragraph same – now #4

5. authorize the purchase of bonds for the President, Financial Secretary, Treasurer in the amount adequate to cover the year’s budget. (Budget Director – removed)

6. authorize the signature of the President, Financial Secretary, Treasurer and any two (2) of these bonded signatures may be used in signing District checks. (Budget Director – removed)

Remove 7th paragraph “Shall equalize... at Summer Conference.”

7. last paragraph becomes new #7 - Shall declare a vacancy, by two-thirds (2/3) vote if a member of the Executive **Committee resigns or fails to perform **the** duties of the office.**

[rationale – Article V is Executive Committee and “Board” was in language and changed to “Committee”; “Budget Director” removed; “an appointee” and “an elected officers” removed; other minor changes]

ARTICLE VI – EXECUTIVE BOARD AND DUTIES

(pg. 36 of Yearbook)

Section 4. Meetings

The Executive Board shall hold three (3) meetings during the year, preferably following the CFWC Board Meetings. The Annual Convention is not included as one of these three meetings.

1st Bullet – After June 1 of each year there shall be a combined Summer Conference/and Board Meeting. Additional meetings shall be held at the Call of the President, Executive Committee, or at the written request of five (5) clubs stating the time, place and purpose of the meeting.

ARTICLE VII – DUES AND FINANCE

(pg. 36 of Yearbook)

Sections 1 & 2 remain as in Yearbook

Section 3. The District Treasurer shall forward dues for new and late paying members to the CFWC Financial Secretary by the 15th of each month, following the June 15th deadline.

Section 4. Clubs joining the Federation prior to February 1 shall pay full dues for the current year, June 1 through May 31. Such Clubs shall be eligible to exercise full membership rights, provided dues are forwarded to CFWC on or before the 15th of February preceding the next Annual Convention.

Section 5. see District Yearbook language.

ARTICLE X – NOMINATIONS AND ELECTIONS

(pgs. 38, 39 of Yearbook)

Section 2. Eligibility

2B. To be eligible for the office of President, a member shall have served as First Vice President. There shall be no election to fill the office of President.

Section 4. Meetings

The Executive Board shall hold three (3) meetings (**conferences**) during the year, preferably following the CFWC Board Meetings. The Annual Convention is not included as one of these three meetings.

1st Bullet (with 1st sentence removed “After June ... and Board Meeting.” becomes

Section 4. A. Additional meetings shall be held at the Call of the President, Executive Committee, or at the written request of five (5) clubs stating the time, place and purpose of the meeting. [rationale – removal of 1st sentence – no longer District practice; bullet points become letters A-D]

Section 3. The District Treasurer shall forward dues **received** for new and late paying members to the CFWC Financial Secretary by the 15th of each month **through November 30.**

Section 4. **New** “Clubs joining... Annual Convention.”

Section 5. language remains same; **remove** “Article IX, Dues and Finance, Section 2C and D.” at end of Section 5 – reference to CFWC bylaws. [rational: current practice of District; reference to CFWC Bylaws no longer accurate]

Section 2. Eligibility

2B. To be eligible for the office of **District** President, a member shall have served as **District** First Vice President. There shall be no election to fill the office of President.

2C. The First Vice President shall have served two (2) years on the Executive Committee, two (2) years in a District Report Writing chairmanship in addition to her duties as an elected officer, and shall have served as a Federated Club President. She shall be endorsed by two (2) clubs in one of which she holds membership.

Section 3 – Nominations

3C. The Nominating Committee shall hold its first meeting no later than January 15 of the election year. The full committee shall ... of the committee discussion.

STANDING RULES (pgs. 41, 42 in Yearbook)

6. Each additional elected or appointed officer shall receive a desk allowance of twenty-five dollars (\$25.00) annually for expenses incurred.

7. Each Community Service Program Chairman shall receive a desk allowance of twenty dollars (\$20.00) annually, for expenses incurred for report writing, receipts to be received by March 1 for reimbursement.

8 A. Registration fees for District Conferences shall be three dollars (\$3.00). Registration fees for the District Convention shall be fifteen dollars (\$15.00).

2C. The First Vice President shall have served four (4) years of combined service as a member of the District Executive Committee, as a District Report Writing Chairman, or attended the CFWC Leadership Education and Development Seminar (LEADS) training, or as a Club Dean of Programs. In addition, the First Vice President shall have served as a Federated Club President and shall be endorsed by two (2) clubs in one of which membership is held.

[rationale – expanding criteria eligibility to serve as District First Vice President.]

3C. The Nominating Committee shall hold its first meeting no later than November 30th prior to the election year. (No changes in 2nd & 3rd sentences)

[rationale – allow more time for the Nominating Committee.]

6. Each additional elected or appointed officer shall receive a desk allowance of twenty-five dollars (\$25.00).

Delete “for expenses incurred” after “(\$25.00).”
[rationale – clarification]

7. Each Community Service Program Chairman shall receive a desk allowance of twenty dollars (\$20.00) annually.

Delete “for expenses incurred for report writing, receipts to be received by March 1 for reimbursement.”
[rationale – clarification]

8 A. Registration fees for District Conferences shall be three dollars (\$3.00). Registration fees for the District Convention shall be twenty dollars (\$20.00).

[rationale – increased costs for Convention.]

<p>8 C – new language added ;</p> <p>8D – In the event that there is no sponsoring club for District events, the District shall assume responsibility for the event. Club reservations shall be sent to the District Financial Secretary.</p> <p>9. new Standing Rule</p> <p>10. renumbering Standing Rules</p>	<p>8C. Clubs hosting District Conferences may be reimbursed up to one hundred fifty dollars (\$150.00) for the cost of the morning amenities, receipts required. [rationale – current practice]</p> <p>8D. NEW – language was formerly 8C; no changes.</p> <p>9. Each member Club shall pay an annual assessment of thirty dollars (\$30.00) for amenities at District Conferences. The assessment due to the District Financial Secretary no later than June 1 of each year. [rationale – current practice; due date needed]</p> <p>10. Renumbering of Standing Rules 9 – 15. (Standing rules now total 16; no change in language.)</p>
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Bylaws and Standing Rules amended _____.