GENERAL FEDERATION OF WOMEN'S CLUBS

CALIFORNIA FEDERATION OF WOMEN'S CLUBS

SAN GABRIEL VALLEY DISTRICT

1142 So. Diamond Bar Blvd. #861

Diamond Bar, CA 91765

2026 – 2028 YEARBOOK



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 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 San Gabriel Valley District 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 includes an allocation for the San Gabriel Valley District, the California Federation of Women's Clubs (CFWC) and the General Federation of Women's Clubs (GFWC) and shall be payable on or before April 30 of the fiscal year and are considered delinquent May 31. 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 as they join and forwarded monthly 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, 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. Has been eliminated on April 24, 2026.

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, 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 completion of the term or resignation.

Section 8. The Treasurer shall disburse all monies received from any source; 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 disburses; 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, and 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 appointed by the President; the committee members shall be members of the Executive Board, may include a current or former financial officer of the SGVD or a SGVD Club, may not concurrently serve on the Nominating Committee or Election Board, The Parliamentarian shall present proposed bylaw 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 of January of the election years, preside until a Chairperson is selected, and continue to serve in an advisory capacity; 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 SGVD Officers, SGVD Past District Presidents who are current members of a San Gabriel Valley District (SGVD) Club, SGVD Chairpersons, SGVD Standing Committee members, San Gabriel Valley District (SGVD) Club Presidents or their alternates, SGVD Affiliate Group Presidents, SGVD Club First Vice Presidents, any GFWC (General) or CFWC (State) Federation Board member who is a member of a SGVD Club in the SGVD, shall constitute the Executive Board. The Executive Board shall conduct the business of the SGVD. The SGVD 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 to 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 San Gabriel Valley 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. Should a vacancy occur in the position of president, the 1st Vice President shall finish the term of the President. 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 1the incoming officers may meet for the purpose of filling the vacancy or ratifying the appointment.

Section 4. All plans requiring expenditure by Debit or Credit Card of unbudgeted money by officers or Chairpersons shall be presented to the Executive Committee for consideration and pre-approval.

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 and Treasurer 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.

Section 11. 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 or properly noticed special meeting of the Executive Committee. Proper notice shall be given 10 days prior, (unless it is a financial issue the executive committee has the Right to suspend all financial access until a special meeting can be held. Such a decision shall be ratified by the executive board at the next regular Board meeting) and in written form to 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 provided in the Bylaws.

Section 12. Removal of an officer. A. By majority vote of the Executive Board an officer or chairperson of the District can be removed at any time upon receipt and review of written proof of:

(i) willful misconduct, gross negligence, or material violation of the District's written policies (including codes of conduct and ethics);

(ii) fraud, embezzlement, theft, dishonesty, or other act involving moral turpitude or material harm to the District;

(iii) material breach of any fiduciary duty owed to the District;

(iv) unauthorized disclosure or misuse of the District's Confidential Information or trade secrets;

(v) conviction of, or plea of guilty or nolo contendere to, a felony or any crime involving fraud or moral turpitude; or

(vi) repeated failure or refusal to perform material duties of the role after written notice and a reasonable opportunity (not less than ten (10) days) to cure (if curable).

As the forgoing items (i – vi) are considered a reason that the IRS can revoke the 501(c)3 status of the District.

(b) Procedure; Notice. The Executive Committee will provide the Officer with written notice of the grounds asserted as Cause and, if the asserted grounds are curable, a reasonable opportunity to cure as set forth above. At the time the written notice is provided by mail, email or in person, a temporary suspension of that officer is in effect until a special or regularly scheduled Executive Board meets. Suspension of an officer prohibits them from attending Executive Committee meetings, and suspends use of any financial accounts. Removal for Cause will require the affirmative vote of at least Majority of the Executive Board at a duly called meeting (or unanimous written consent), with the Officer provided an opportunity to respond in writing or in person.

(c) Effective Time. Removal will be effective on the date specified in the notice of removal (which may be immediate in cases where the grounds are not curable or present a risk of ongoing harm), subject to any applicable cure period.

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 maybe 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. District Council Meals and Luncheons $25.00 – effective June 2023.

Section 5. A delegate shall represent but one (1) Club and shall have one (1) vote. Voting proxy, either written or verbal, shall not be permitted. An Executive Board Member 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 their highest position as a delegate to convention and the Spring Council in an election year. Should they also have a vote as an officer or delegate from their Club, the Club shall assign an alternate delegate.

Section 6. 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 he 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 7. 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. SECTION 1. Eligibility.

A. All SGVD officers shall hold membership in an active SGVD club.
B. President. To be eligible for the office of President a member shall have served as First Vice-President.
1. A President serving an unexpired term, ("Term is Defined as Two Years") less than the major portion of a term, may serve for an additional two-year term in the same office.
2. A President serving an unexpired term, more than the major portion of a term, shall not be eligible to continue in the same office.
C. First Vice President. A member shall have served at least four years on the Executive Board, one term of which shall have been as Vice-President and one term as officer as defined in Article VII Section 1, and one term as Chairman. The member shall have served one term as a SGVD Club President or SGVD Director of Junior Clubs.
D. Second Vice President. A member shall have served two years on the Executive Board, or SGVD Chairman. The member shall have served one term as a SGVD Club President or SGVD Director of Junior Clubs.
E. Recording Secretary. The Recording Secretary shall have served at least one term as a Chairman.
F. Finance Officers. The Finance Officers shall be the Treasurer, and Financial Secretary. All candidates for the financial offices shall have previous financial experience.

Section 2. By 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 by 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 endorsed 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 for any elected position on the Executive Committee of the San Gabriel Valley District of Women's Clubs/SGVD shall be limited to nominees qualifying under the sections listed in these Bylaws. Nominations from the floor may be made at any official meeting of the San Gabriel Valley District of Women's Clubs/SGVD after the slate of candidates is presented to the Executive Board by the Chairperson of the Nominating Committee.

Section 8. Members of the San Gabriel Valley of Women's Clubs/SGVD submitting their name for nomination, selected by the Nominating Committee for nomination and/or nominated from the floor for a financial position are required to include in the documents they submit examples of their job experience or financial education prior to being placed on the ballot. Should a financial officer be required to be bonded, they must meet the qualifications of the bonding agency prior to being allowed to fill the position.

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.

Section 7. The names of all members nominated by the Nominating Committee or nominated from the floor for a San Gabriel Valley District (SGVD) office shall have their names printed on the ballot prior to distribution of the ballots and prior to the start of voting. A place for the name of a write in candidate for each office shall appear on the ballot.

Section 8. The order of the names of candidates that are printed on the ballot will be determined by a chance drawing. The drawing shall be witnessed and certified by the members of the Nominating Committee.

Section 9. All members seeking an elected office in the San Gabriel Valley District of Women's Clubs/SGVD will be given an opportunity to give a two (2) minute speech on their qualifications to members of the Executive Board the meeting prior to the election.

Section 10. All members seeking an elected office in the San Gabriel Valley District of Women's Clubs/SGVD are required to provide to the Nominating Committee a Candidate Statement that includes: Name, Club affiliations, Years in Federation; positions held at the Club level; positions held in the San Gabriel Valley District/SGVD, positions held at the General Federation of Women's Clubs/GFWC - California Federation of Women's Clubs/CFWC, position the candidate is running for and a candidate statement of up to 250 words. The Nominating Committee shall create a document containing all of the Candidate Statements and email them to all delegates no later than one (1) week prior to the election.

Section 11. Any candidate that is nominated from the floor on the day of the Election will have the opportunity to give a two (2) minute speech on their qualifications and provide their candidate statement to delegates at the meeting at which they are nominated.

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.

Second 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. Members of the San Gabriel Valley District requesting the Executive Committee consider endorsing a member including themselves for a CFWC or GFWC position shall submit to the Executive Committee a Candidate Statement that includes: Name, Club affiliations, Years in Federation; positions held at the Club level; positions held in the San Gabriel Valley District/SGVD, positions held at the General Federation of Women's Clubs/GFWC – California Federation of Women's Clubs/CFWC, position the candidate is running for and a candidate statement of up to 250 words.

Section 3. After the Executive Committee has completed the process for approving the writing of a letter of endorsement for a CFWC or GFWC position, if an additional person(s) make a request for a letter of endorsement at an Executive Board meeting, all potential members to be endorsed will have the opportunity to give a 2 minute speech prior to any vote being taken by the Board to approve the submission of letter of endorsement on behalf of the San Gabriel Valley District (SGVD).

Section 4. 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. This section may be suspended as described in Section 2.

Section 2. SGVD Clubs or SGVD members may propose changes or additions to the SGVD Bylaws and Standing Rules and submit them to the Parliamentarian for consideration of the SGVD Bylaw Committee by November 1 of each year. Submission shall be submitted in a format that includes the current language, proposed changes, rationale and new language. A SGVD Bylaw or SGVD Standing Rule may be suspended for the duration of a single meeting of the SGVD Executive Committee or SGVD Executive Board by a majority vote of those members present. All amendments to the SGVD Bylaws and SGVD Standing Rules made under the suspension shall become effective at the close of the business session at which they are adopted, except for those continuing a proviso date.

Section 3. The Bylaws may be amended at the Convention by a two thirds vote of delegates in attendance.

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 24, 2026

SGVD 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.

10. For discussions on items on the Agenda that are not a part of a motion, the Chair may elect to use the speaking time limits and procedures adopted for motions in Standing Rules General Polices number eight (8).

11. Each Club is an entity within itself that is governed by the Club Bylaws and Standing Rules and overseen by the Club Officers. In Compliance with the guidance from the California Federation of Women's Clubs the San Gabriel Valley District of Women's Clubs does not direct Clubs on how to deal with Club business. The District may give advice when asked by Officers of a Club.

12. Should a member of a Club requesting the advice of the San Gabriel Valley District/SGVD contact the California Federation of Women's Clubs/CWFC and the CFWC expresses an issue with the support being provided, all assistance by SGVD will be terminated until the CFWC provides written approval for the SGVD to continue in an advise/support roll. A summary of what has transpired with the Club in question will be provided to the CFWC President along with a statement regarding the termination of assistance and the direction to Club officers to contact the CFWC for any further assistance.

13. All Clubs and Affiliates within the San Gabriel Valley District of Women's Clubs /SGVD are considered to be separate legal entities from the SGVD and are required to file for and maintain their own raffle permits, liability insurance, and any and all fiduciary obligations, forms, filings as may be necessary for maintaining their 501c3 status and protecting the Club from unnecessary liability. Since Affiliates are not dues paying members of the SGVD and are dues paying members of the CFWC, all fiduciary issues regarding Affiliates' 501c3 status will be referred to the CFWC for support and guidance. Should the SGVD become aware of a failure of an Affiliate to meet their fiduciary responsibilities, the CFWC President will be informed and asked to provide any necessary assistance.

14. Only members in good standing in a San Gabriel Valley District (SGVD) Club and in the San Gabriel Valley District may be a delegate; vote on any SGVD motion; speak to any SGVD motion; to be

considered as representing the SGVD publicly, privately, formally or informally when providing guidance/opinion/advise to any SGVD Club or to the SGVD. This shall apply to members of Affiliate Groups as well as other Clubs. A member in good standing of the SGVD includes having paid the full amount of SGVD annual dues.

15. In order to be recognized by the San Gabriel Valley District (SGVD) as a SGVD Club President or SGVD Club 1st Vice President, the SGVD Club affected must submit a letter of verification signed by the President and Recording Secretary of the current elected officers of the SGVD Club. This letter is a requirement for voting as members of the SGVD Executive Board as the President or 1st Vice President of an SGVD Club.

16. Any member who has been removed or resigned from an elected or appointed position for failing to perform duties acceptably or for exhibiting conduct in a manner detrimental to the organization may not be nominated or appointed to a position on the SGVD Executive Committee or as an SGVD Committee Chairperson.

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.

2. The President at their discretion may include other members and/or outside experts/consultants as may be deemed necessary at Executive Committee Meetings. The additional participants do not have vote. All those in attendance at the Executive Committee Meetings shall conform to standards of confidentiality as appropriate.

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" earmarked for the purpose for which it is intended.

2. The District/SGVD treasurer shall be authorized to pay for all unclaimed meal reservations. It shall be the duty of the Reservation Chairperson to seek reimbursement from the Club or individual making the reservation.

3. The charge for all District/SGVD Council luncheons shall be twenty-five dollars ($25). 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.

4. CFWC Officers/Chairpersons within the District/SGVD who is/are a current member of a SGVD Club shall be the guests at District/SGVD Convention for the meal(s) at the time they are honored, the money to be paid from the Convention fund (does not include registration fee).

5. A registration fee of twenty dollars ($20) 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 thirty dollars ($30). Registration fee waived for guests.

6. Convention monies in excess of three thousand dollars ($3,000) shall revert to the General Fund.

7. The installing officer shall have her dinner paid with monies to come from the convention account.

8. 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 and Communications and Public Relations Chairman, twenty-five dollars ($25) per year.

9. 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.

10. 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. Member annual dues for the San Gabriel Valley District shall be $4. The total amount of dues to be paid by each member shall include the amount established by California Federation of Woman's Clubs or the General Federation of Women's Clubs. 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.

18. The San Gabriel Valley District (SGVD) will support the SGVD Clubs in their efforts to generate Academic Scholarship funds. And, the SGVD will now fund and conduct only the SGVD Music Scholarship Competition. The SGVD Music Chair will ensure the Fundraising Committee executes plans to do what is necessary to generate funds to cover the cost of the SGVD Music Scholarship Competition.

D. EXECUTIVE COMMITTEE

1. The President at their discretion may include other members and/or outside experts/consultants as may be deemed necessary at Executive Committee Meetings. The additional participants do not have a vote. All those in attendance at the Executive Committee Meetings shall conform to standards of confidentiality as appropriate.

E. 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 31st shall forfeit payment of same.

F. 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 when invited are to be the guests at the Birthday Council and the District/SGVD Convention function at the time they are honored.

G. 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.

H. 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 (20th) of the preceding month. Annual subscription to The KEY shall be fifteen dollars ($30) for members wishing to receive a copy via U.S. mail. Club presidents and 1st 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.

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

3. The cost to clubs to advertise in the KEY Newsletter and Social Media pages will be at ***no charge***. Standing Rule adopted 9/19/25: Sponsorship cost for outside vendors to advertise in the KEY is $250/yr as KEY advertisements (10 issues- $25/issue).

I. DISTRICT YEARBOOK

1. The current SGVD Executive Committee, the most recent District past president and the SGVD Club Presidents or their alternate may receive one Yearbook gratis. These members will be asked their preference of a printed or electronic copy of the Yearbook. All others shall pay the actual cost of the printing or the actual cost of the flash drive. PDF email copies of the Yearbook will be provided at no cost.

J. 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.

K. 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 responsibility 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 responsibility 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 positing 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 up-coming 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.

L. AMENDMENTS

1. The SGVD Standing Rules may be amended at any regular meeting of the Executive Board by a two-thirds vote of those in attendance..

2. An SGVD Standing Rule or Bylaw may be suspended for the duration of a single meeting of the Executive Committee or Executive Board by a majority vote of those present.

3. All amendments to the SGVD Standing Rules made under the suspension of rules shall become effective at the close of the business session at which they are adopted, except for those containing a proviso date.

4. All amendments to the SGVD Bylaws made under the suspension of rules shall become effective at the close of the business session at which they are adopted, except for those containing a proviso date.

M. CODE OF CONDUCT

Our Purpose

Our organization exists to bring women together to support one another, give back to our community, and create meaningful connections. This Code of Conduct helps ensure that our club remains a welcoming, safe, and positive space for everyone.

Our Shared Values

As members and volunteers, we commit to:

* Kindness and respect
* Honesty and integrity
* Inclusivity and openness
* Cooperation and support

* Service to our community

What We Expect From One Another

Members and volunteers are expected to:

* Treat everyone with respect, fairness, and courtesy
* Be welcoming and inclusive of women from all backgrounds and experiences
* Communicate thoughtfully and listen to differing opinions
* Handle disagreements calmly and respectfully
* Support the mission and activities of the club
* Represent the organization positively at events and online
* Respect leadership roles and volunteer responsibilities

Behavior That Is Not Acceptable

To keep our community healthy and enjoyable, the following behaviors are not acceptable:

* Bullying, harassment, or intimidation
* Discrimination or exclusion of any kind
* Hurtful, offensive, or disrespectful language or behavior
* Gossip, rumors, or personal attacks
* Sexual harassment or inappropriate conduct
* Misuse of club funds, resources, or position
* Actions that harm the reputation or mission of the organization

Inclusivity

We are committed to creating a space where everyone feels welcome and valued. Discrimination based on race, ethnicity, religion, age, ability, sexual orientation, gender identity, or any other personal characteristic will not be tolerated.

Respecting Privacy

Members and volunteers should respect one another's privacy and keep personal or sensitive information shared within the club confidential.

Speaking Up

If you experience or witness behavior that goes against this Code of Conduct, we encourage you to speak with a club leader or designated contact. Concerns will be handled with care, discretion, and fairness.

Accountability

When this Code of Conduct is not followed, leadership may take appropriate steps to address the situation. This may include a conversation, a warning, or removal from activities or membership, depending on the circumstances.

Our Commitment

By participating in this organization, each member agrees to uphold this Code of Conduct and help create a supportive, respectful, and uplifting community for all.

Amended ~~December 8, 2023~~

February 13, 2026

- **May 8, 2026**

ABOUT FEDERATION

SGVD LOGO



Designed by Lois Geiss
Member and Past President,
The Woman's Club of West Covina

SGVD SONG

San Gabriel Valley, Winter Wonderland,
'Neath the high San Gabriel, Where the Mission stands,
Orange blossoms fragrant, Scenting God's pure air,
Are some of the pleasures, Awaiting you there.

Our pot of gold, We shared with CFWC,
And now those Mission bells, On roadsides you will see,
San Gabriel Valley, There you'll meet old friends,
That wonderful valley, Where our rainbow ends.

Words & Music by Maryann Huetinck
Member and Past President, Baldwin Park Woman's Club
Adapted from the song San Gabriel Valley by
Walt Davidson & Clarence E. Wheeler

CFWC CALIFORNIA FEDERATION OF WOMEN'S CLUBS

The California Federation of Women's Clubs (CFWC) was organized January 18, 1900 with 6,000 members in 40 clubs who adopted the motto *Strength United Is Stronger*. In 2012, CFWC has over 12,900 members in 281 clubs throughout California.

The state is divided into 4 areas with 21 districts, each headed by a District Executive Board. The CFWC Executive Board is comprised of the Executive Committee, District Presidents and Deans, Program Chairmen, Chairmen of Standing Committees and committee members when officially engaged in fulfilling their duties, Past State Presidents, and Special Appointments. The Board sets forth the general policy and programs for Departments, as well as special appointments and programs. CFWC publishes the *California Clubwoman Magazine* with articles governing activities within each program; district, club and member activities, and the CALL to Convention.



The torch represents the educational work of Federation; the wings are symbolic of higher thoughts & aspirations; the band encircling both typifies the unbroken chain of strength and loyalty.

GFWC · GENERAL FEDERATION OF WOMEN'S CLUBS

The California Federation of Women's Clubs is a member of the General Federation of Women's Clubs International, chartered in 1901 by the United States Congress. GFWC organized in 1890 with 61 charter clubs, is the world's largest and oldest women's volunteer organization with over 100,000 members in 3,000 clubs across the United States, with hundreds of members in countries around the world. Reflecting the GFWC motto, *Unity in Diversity*, there is considerable diversity in age, interest and experience of members, but all are united by a dedication to community improvement through volunteer service.



The band signifies eternity; the shield emerges from a dark world representing enlightenment. Red implies courage; white, purity; and blue, constancy.