



GFWC MOUNT DIABLO DISTRICT

**By-Laws
&
Standing Rules**



GFWC MOUNT DIABLO DISTRICT

By-Laws

As Amended April 2024

Article I

Name

The name of the corporation shall be GFWC Mount Diablo District (Mount Diablo District). The Mount Diablo District is a member of GFWC California Federation of Women's Clubs (CFWC) and General Federation of Women's Clubs, International (GFWC).

Article II

Object

This organization works to unite the GFWC clubs of this District and to promote educational programs of moral and civic interest among member clubs for the betterment of our communities and to insure the influence of our organization. Objects of the organizations shall be charitable as defined by Section 501(c)(3) as determined by the Internal Revenue Code.

Article III

Membership

Section 1. Mount Diablo District consists of GFWC clubs in Contra Costa, San Joaquin, Mendocino and Napa Counties and clubs in Alameda County, which have traditionally been a part of Mount Diablo District.

Section 2. Membership in a Mount Diablo District club is open to all people.

Section 3. To become a member of the District, a club must:

- A. Have at least ten (10) members (general clubs)
- B. Show by its bylaws that its organization is nonpartisan
- C. Show that the bylaws do not conflict with Mount Diablo District, CFWC and GFWC Bylaws.

Section 4. Terms, Conditions and Procedures

A. Application for membership by general clubs shall be made to the District Second Vice President as Membership Chairperson.

1. "GFWC" shall precede the name of all clubs applying for membership or clubs changing their legal name.

2. The application form, signed by the President and Recording Secretary of the club desiring membership, must be accompanied by District, CFWC and GFWC membership dues, the names and addresses of their President, Recording Secretary and Treasurer and a copy of the bylaws which have been approved by the District Parliamentarian.
 3. The District Second Vice President, after investigation, shall present the application to the District Executive Board for approval.
 4. Upon approval, the Second Vice President shall send the application, accompanied by CFWC and GFWC dues, the bylaws and roster, to the Area A Vice President and a copy of the application to the CFWC Second Vice President.
 5. A copy of the bylaws and a copy of the membership application shall be sent to the CFWC Parliamentarian for review and approval.
- B. Dues of new clubs admitted after February 1 shall be credited to the following fiscal year. No dues shall be charged for the remainder of the current year.
- C. Members of new clubs admitted after February 1 may be present at the annual District Convention and may take part in the discussions but shall not propose motions or vote. The Convention Call shall be issued to such clubs.

Section 5. Resignation/Delinquency/Dissolution

- A. A club in good standing desiring to resign from the Federation must do so by a two-thirds vote of the members present by a ballot at a regular business meeting of the club provided that:
1. Written notice of the proposed resignation has been sent to each member of the club, to the CFWC President, District President, CFWC 2nd Vice President, District 2nd Vice President, and the CFWC Area A Vice President at least sixty (60) days before the vote is taken.
 2. The CFWC Area A Vice President and/or the CFWC 2nd Vice President shall be invited to attend a meeting at least thirty (30) days before the vote is taken.
 3. All current Federation dues are paid.
 4. The club charter issued by this Federation will be returned to the CFWC 2nd Vice President or a statement verifying its loss or destruction is provided.
- B. A club's written resignation shall be signed by the President and Recording Secretary; must specify that the notices concerning the withdrawal have been sent to all members; that the vote was by ballot, giving number in affirmative and number in negative; and that current Federation dues have been paid. This information must reach the District President, Area A Vice President, CFWC 2nd Vice President and the CFWC President before the completion of the next Club Information Form (formerly known as the Data Blank).
- C. District President, the Area Vice President and the CFWC 2nd Vice President shall be notified by the CFWC Financial Secretary of the delinquency of a club having failed to pay dues by June 15.
- C. A club upon deciding to dissolve shall follow the rules of resignation as stated in Article III, Section 5, A and B.

E. In case of dissolution, a club deciding to dissolve must disburse its moneys and assets, according to the rules of 501(c)(3) pertaining to nonprofit organizations. Written verification that all club funds and club assets have been disbursed to 501(c)(3) charitable organization(s) must be sent, via certified mail, to the District President, Area A Vice President and CFWC Director of Finance.

Section 6. Method of Reinstatement

- A. A club having resigned in good standing from Federation may be reinstated under the rule of Membership, Article III and by paying current Federation dues.
- B. A club dropped for nonpayment of dues and desiring to rejoin Federation must apply to the District 2nd Vice President and follow Article III.
- C. The club shall pay a one-time fee of Twenty-Five Dollars (\$25.00) to CFWC, the fee to be divided one-half to CFWC and one-half to the District and pay CFWC and GFWC dues for the current year.

Article IV Juniorettes

Section 1. Members shall be between the ages of 12 - 18 years of age.

Section 2. Clubs must have no less than seven members to join Federation.

Section 3. Clubs must show by its bylaws that it does not conflict with CFWC, GFWC or Mount Diablo District Bylaws.

Section 4. Each club shall be sponsored by a GFWC club or Mount Diablo District.

Section 5. Club members shall pay Club, District, CFWC and GFWC dues.

Section 6. Each club shall have an advisor from a Club in Mount Diablo District.

Article V Executive Committee

Section 1. The officers of Mount Diablo District will be President, First Vice President, Second Vice President, Recording Secretary, Director of Finance, Treasurer, Auditor, Corresponding Secretary and Parliamentarian. Each officer must be a member of a GFWC club within Mount Diablo District.

- A. Their term of office shall be for two years, beginning June 1st, and they cannot serve in more than one elective office during the same term.
- B. No elected officer shall hold the same office for more than one term (two years).
- C. Vacancies in Mount Diablo District elective offices, except that of President shall be filled by ballot by the Executive Committee for the unexpired term.

- D. Special meetings may be called by the President or at the written request of three members from the Executive Committee. No other business shall be transacted except that for which the meeting was called.
- E. The Executive Committee quorum shall be five officers to do business.
- F. An emergency Executive Committee vote may take place via electronic medium/email if the following criteria is met: the topic is stated as a motion and sent to each committee member. Answers of yes or no should go to all i.e., reply all.' Majority vote will carry if there is a quorum responding.
- G. Upon approval of the Executive Committee, notification of special events shall be sent to all Club Presidents and Corresponding and/or Recording secretaries within Mount Diablo District thirty-five (35) days prior to the event via the Beacon Newsletter and/or electronically.

Section 2. The President

- A. This officer will be a voting member of the CFWC Executive Board. This officer will attend all CFWC Board Meetings and Convention and if unable to attend, a representative shall be appointed by the Executive Committee.
- B. This officer will preside at all meetings of the Executive Board and Executive Committee and will call special meetings. This officer will have supervision of all the affairs of the District and will be an ex-officio member of all committees except the Nominating Committee.
- C. This officer will call the Nominating Committee to its first meeting in accordance with
- D. This officer will appoint the Corresponding Secretary, the Parliamentarian, two members to the Financial Committee, District Chairs, Standing Committees, Administrative Chairs and such committees and chairs as the business of the District requires. This officer will fill vacancies of the appointed committees.
- E. This officer will negotiate and sign all contracts. This officer will be one of three officers authorized to sign District checks. This officer shall monitor District Insurance Policies and Bonding.
- F. This officer will make an annual report at the District Convention.
- G. This officer will determine the locations and dates of all District meetings.
- H. This officer will send written or printed notices of Executive Board Meetings to each member of the Board, via Corresponding Secretary, at least twenty-one days prior to the meeting and assist in the preparation of the District Yearbook.
- I. This officer will be responsible for the completion of the Club Information Forms (Data Blank) for each club to be sent to the state office as required for both years of her term.
- J. This officer may designate a District President's Project.

Section 3. The First Vice President/President-Elect

- A. This officer is a voting member of the CFWC Executive Board. This officer will attend all CFWC Board Meetings and Convention. If unable to attend, a representative will be appointed by the Executive Committee.
- B. This officer will serve as Dean of Chairperson and assist the President in devising and executing plans of work. On June 1 of the second year of the administration the First Vice President shall assume responsibility of President-Elect in addition to those carried out by the First Vice President. After September 1 (prior to the election of a new administration) the President-Elect may actively seek chairs for the next administration. The First Vice President/President-Elect shall become President effective June 1st following an election year in even-numbered years.
- C. In the event of a vacancy in the office of President, the First Vice President shall succeed to the office of President.
- D. This officer is one of three officers authorized to sign district checks.

Section 4. The Second Vice President

- A. This officer will serve as Membership Chair and assist the President in devising and executing plans of work
- B. Her duties are to recruit new clubs and to develop a plan for recruitment and retention of members.
- C. This officer is invited to attend the Fall state board meeting. If unable to attend, the Executive Committee shall appoint a representative.

Section 5. The Recording Secretary

- A. This officer will keep the record of attendance and the minutes of the Executive Committee, Executive Board Meetings, and the Annual Convention of the Mount Diablo District. A copy of each meeting's minutes shall be sent to the President and Parliamentarian of Mount Diablo District within ten (10) days.
- B. The minutes of all District meetings shall be typed and placed in a binder or stored on an electronic media device. Minutes must be kept forever.

Section 6. Director of Finance

- A. This officer will serve as Chair of the Finance Committee. This officer will present the Annual Budget to the Executive Committee which will recommend the budget to the Executive Board at the September meeting.
- B. This officer will receive all moneys including moneys from dues, CFWC and GFWC approved projects from clubs with a Remittance Form. This officer will deposit same in bank approved by the Executive Board within seven (7) working days of receipt and immediately send a copy of the deposits to the Treasurer.

- C. This officer will report at each District Executive Board Meeting. This officer will have Remittance Forms and Reimbursement Forms available at all district events. This officer shall issue a Warrant to the Treasurer for items not included in the budget.
- D. This officer will file state and federal forms as required.

Section 7. The Treasurer

- A. This officer is a member of Mount Diablo Finance Committee.
- B. This officer will have charge of the funds of the Mount Diablo District. This officer will pay all bills within 10 days of receipt with a signed Reimbursement Form which will include a copy of receipt verifying expenditures.
- C. This officer will forward CFWC and GFWC dues, accompanied by a Remittance Form, to the CFWC Financial Secretary before the 15th of each month through December.
- D. This officer will submit an itemized report of expenditures and total receipts at each Executive Committee meeting at least 5 (five) days in advance of their bi-monthly meeting. This officer will also submit an itemized report of expenditures and total receipts at each Executive Board meeting.
- E. This officer will close the District books on May 31st each year to comply with the fiscal year of June 1 to May 31st.
- F. An annual report shall be completed by June 1 and mailed to the Executive Board by June 15th.
- G. This officer will be one of three officers authorized to sign District checks.

Section 8. The Auditor

- A. The Auditor shall reconcile the books of all the District financial Officers at the close of the fiscal year (May 31).
- B. This officer will make a report of the first year's reconciliation at the September meeting of the second year of the administration.

Section 9. The Corresponding Secretary

- A. The Corresponding Secretary shall conduct all the correspondence of the Mount Diablo District and serve as an editor of the District newsletter.
- B. This officer will send out all notices requested by the President or by the Executive Board.
- C. This officer will aid the President in preparing information for the CFWC Yearbook.
- D. This officer shall issue the "Call" to convention duly signed by the President.
- E. This officer shall receive all Mount Diablo District board meeting reservations and Convention reservations and forward the final reservation list to the host club immediately following the deadline date.

Section 10. The Parliamentarian

- A. The Parliamentarian shall perform the duties pertaining to her office and shall be Chairperson of the Bylaws Committee. This officer shall request copies of each club's bylaws annually for review and may suggest recommendations.

Section 11. Bonding

- A. The following officers shall be bonded:
President, First Vice President/President-Elect, Director of Finance and Treasurer

Article VI

Executive Board and Duties

Section 1. Each member of Mount Diablo District comprises the Executive Board.

Section 2. Each member shall hold membership in a GFWC dues paying club.

Section 3. Duties

- A. Approve the Annual Budget and the unbudgeted bills presented at regular meetings.
- B. As necessary the Executive Board will implement the Executive Committee recommendations.

Article VII

Departments, Committees and Duties

Section 1. The Executive Committee shall be composed of the elected officers, the Parliamentarian and Corresponding Secretary. The Executive Committee shall meet in August, October, December and February. The President may call additional meetings as needed. Their duties shall be:

- A. To ratify Chairs and Departments and Programs selected by the President.
- B. To transact business which occurs between Executive Board Meetings.
- C. To declare an office or chair vacant by a two-thirds (2/3) vote should an officer or chair fail to perform her duties.
- D. To make recommendations to the Executive Board.

Section 2. The Finance Committee shall consist of the Director of Finance who shall serve as Chairperson, Treasurer, President, First Vice President/President-Elect and two (2) members appointed by the President.

- A. The Committee shall prepare an Annual Budget for presentation to the Executive Committee August and to the Executive Board in September for adoption.
- B. Necessary adjustments may be made throughout the year by a majority vote of the Executive Board.
- C. The Finance Committee will supervise the financial welfare of the District with the approval of the Mount Diablo Executive Committee.

Section 3. The Bylaws Committee shall consist of the Parliamentarian who shall be the Chairperson, President, First Vice President/President-Elect and two (2) members elected by the District Executive Board at the September meeting.

- A. The Bylaws Committee shall have power to prepare amendments, and by unanimous vote, shall have the power to reject any amendment.
- B. After any amendments for Bylaws and Standing Rules are passed by the Executive Board, the Parliamentarian will update the document effective immediately.
- C. The Parliamentarian will furnish copies to the Bylaws Committee, the yearbook Editor, the Mount Diablo District Executive Committee, the CFWC President and CFWC Parliamentarian.

Section 4. The Resolutions Committee shall consist of three (3) members, elected by the Executive Board at the September meeting. They shall elect their own chairperson. The Resolutions Committee reports to the Mount Diablo District President.

- A. Resolutions presented to the Executive Board shall be read at one meeting and voted upon at the next meeting. The Resolution Committee shall recommend what resolutions may be presented to the Executive Board as emergency resolutions. If the Committee has been unable to take action, the Executive Board shall decide the status of the resolution. Emergency resolutions shall require a two-thirds (2/3) vote of the Executive Board to pass.
- B. All resolutions presented to an Executive Board meeting must be in writing and have the endorsement of one Federated club or a member of the District Executive Board.
- C. If a resolution is to be forwarded to GFWC California Federation of Women's Clubs Resolution Committee, it must be submitted to the Mount Diablo District Executive Board no later than the January meeting.
- D. Convention Resolutions: All resolutions offered for consideration at the Annual District Convention must be written and presented in triplicate to the Chair of Resolutions and must have the endorsement of the District Executive Board or of three (3) clubs in the District. All resolutions must be in the hands of the Chairperson of Resolutions Committee at least five (5) days before the District Convention. They shall be read and voted upon.
- F. Emergency Resolutions, not to exceed four (4) in number, may be presented to the Convention by the Resolutions Committee if signed by ten (10) members.

Article VIII Meetings

Section 1. The District shall hold an Annual Convention at a place and time determined by the President.

Section 2. The Executive Board meetings shall be held in September, November, and January. In addition, the Executive Board will hold an Art Festival in March and District Convention in April.

Section 3. A quorum shall consist of twenty-five (25) members, three (3) of whom shall be elected District officers. The twenty-five (25) members shall be from a minimum of eight (8) clubs.

Section 4. Special meetings shall be held upon the call of the President or at the written request of ten (10) members.

Article IX Convention

- Section 1.** Any paid Federated member of the Mount Diablo District shall be entitled to one vote. There shall be no proxy voting, either verbal or written.
- Section 2.** There shall be an annual convention in April and the place to be determined by the President.
- Section 3.** The Corresponding Secretary shall issue the Convention Call, signed by the President. It shall be issued two (2) months prior to Convention
- Section 4.** The Reservation Chair(s) shall be appointed by the President. The Chair(s) shall receive Convention Registration Fees and give out name badges at the registration table at the Convention. A preliminary attendance report shall be given at the beginning of the convention and a final report given at the conclusion of convention.
- Section 5.** The Convention Chair(s) shall notify the clubs asking them to contribute a minimum of \$40 to assist in defraying Convention costs.

Article X Nominations and Elections

Section 1. Elections

At the Convention held in the even-Numbered years, all Officers of the District except the Corresponding Secretary and Parliamentarian who shall be appointed by the President, shall be elected by ballot for one term (2 years) and shall take office June 1st following the election.

Section 2. Nominating Committee

- A. A Nominating Committee of five (5) shall be elected from a slate of at least seven (7) nominees in the odd-numbered years at the September meeting following the annual Convention. Nominees must have served one year on the Executive Board. The two (2) nominees receiving the sixth and seventh greatest number of votes shall serve as alternates. An orientation for the new Nominating Committee will be given by the Parliamentarian in September after the election. All club members present shall be allowed to vote for the members of the nominating committee.
- B. No person shall serve two (2) consecutive times on the Nominating Committee.
- C. The Nominating Committee shall select for the office members with qualifications suited to their respective offices. No elected officer shall hold the same office for more than one term (two years). A candidate for First Vice President/President-Elect shall have served as a club President. In the interest of Mount Diablo District, the First Vice President/President Elect should be from a different club than the President.
- D. The Nominating Committee shall meet at the call of the President (who is not a member of the Nominating Committee) at the September meeting before the District Convention in election years i.e., the odd year. The Nominating Committee shall select their chair. They shall prepare a slate presenting at least one (1) nominee (and may present more) for each office except that of the President, Corresponding Secretary and Parliamentarian. The Corresponding Secretary and the Parliamentarian shall be appointed by the President-Elect.

- E. In January, the first report of the pending slate will be read at the District Executive Board meeting. Voting will take place at the March Executive Board meeting. In April of the even year officers will be installed and commence their two-year term June 1st.
- F. The Nominating Committee shall be discharged by the District President after its report is formally presented to the Convention.

Section 3. Candidates for CFWC Office

- A. Any district member may receive from her club an endorsement to become a candidate for state office.
- B. Such endorsement may be submitted to the Mount Diablo District Executive Board starting in September of the non-election year and be voted upon at the November Executive Board meeting.
- C. Mount Diablo District shall not endorse more than one candidate for each office.

Section 4. Candidate for CFWC Committees

- A. For the purpose of proposing candidates for CFWC committees at the annual CFWC Convention, the names of qualified persons to serve on these committees may be offered for endorsement from Area A.
 - 1. In an election year at District Convention, members are endorsed to serve one term (2) years on the CFWC Bylaws and CFWC Resolutions Committees.
 - 2. In the non-election year at District Convention, members are endorsed to serve a one term (1 year) on the Nominating and CFWC Election Committees.

Article XI Dues and Finance

Section 1. The fiscal year shall be from June 1st through May 31st.

Section 2.

- A. Dues in GFWC and District Federations are based upon the membership reported on the "Club Information Form" (also known as Data Blanks). Categories of Membership to be located in the District Yearbook and are in the CFWC Yearbook.
- B. Annual per capita dues shall be listed in the Standing Rules. All dues are payable and submitted with the Club Information Form (also known as Data Blanks) at the first session of the District Convention.
- C. Club Treasurers shall remit to the Director of Finance contributions and funds for Federation projects on appropriate forms.

Section 3. The President's and First Vice President's expenses to CFWC Board Meetings, CFWC Convention, Area Seminars and GFWC meetings shall be included in the President's and First Vice President's budgeted allowance when the treasury allows.

Article XII Emergencies

Section 1. Elections

In the case of a national emergency, state emergency, or any type of event (man-made or natural) that could potentially put members in danger, the President, with the consent of the majority of the Executive Committee, may order the elections to be held by mail or electronically.

Section 2. Meetings

In the case of a national emergency, state emergency, or any type of event (manmade or natural) that could potentially put members in danger, the President, with the consent of the majority of the Executive Committee, may order that an electronic meeting be held as a substitute for an Executive Board, Executive Committee or Special meeting.

Article XIII Amendments

These Bylaws may be amended at any annual District Convention by a two-thirds (2/3) vote, provided such amendments have been appended to the Call for Convention.

Article XIV Resolution of Dissolution

Upon liquidation, dissolution or abandonment of the corporation, any property and assets shall be distributed to a nonprofit organization, organized and operating exclusively for charitable purposes and which qualified as a nonprofit organization under the provisions of Section 501(c)(3) of the Internal Revenue Code. No assets may be distributed to individual members. This article may not be amended.

Article XV Parliamentary Authority

All meetings of the Mount Diablo District Federation shall be governed by *Robert's Rules of Order, Newly Revised* latest edition.

Article XVI Whistleblower Policy

This policy is intended to encourage Board members, members; staff (paid and volunteer) if any; all who provide contract services, if any; temporary employees, if any; and others to report suspected or actual occurrence(s) of illegal, unethical, or inappropriate events (policies, activity, or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to the President of GFWC Mount Diablo District.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to the President, then the Whistleblower could report the event to the next highest Board member.
3. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
4. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the relationship or other legal means to protect the reputation of the organization and its Board, volunteers, members, employees, and contractors.

5. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board, employee, or any other status.
6. Crimes against person or property, such as assault, rape, burglary, etc. should immediately be reported to local law enforcement personnel.
7. Anyone who receives the reports must promptly act to investigate and/or resolve the issue.
8. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition, or resolution of the issue.
9. If the investigation of a report, that was done in good faith and investigated internally, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
10. The identity of the Whistleblower shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.



GFWC MOUNT DIABLO DISTRICT

STANDING RULES

1) **Bills for Payment:**

- a) All bills shall be sent to the Treasurer with a signed Reimbursement Form which will include a copy of receipt(s) verifying expenditures.
- b) Bills incurred during a fiscal year and presented after May 15 will not be paid.
- c) When relevant, monies collected for CFWC projects shall be sent by the District Treasurer to the CFWC Financial Secretary before the 15th of each month

2) **Convention:**

- a) There shall be a fee charged for Mount Diablo District Convention.
- b) Each club should make their reservation for members to their club president who will notify the Mount Diablo District Corresponding Secretary. Reservations for any convention must be made to the Mount Diablo District Corresponding Secretary by the deadline. A late fee of \$10.00 will be imposed for those members not meeting the deadline set forth in the convention Call.
- c) Invited Federated guests need not pay the registration fee.
- d) The District President shall be a guest or all convention meal functions.

3) **Club Information and Responsibilities:**

- a) The Club President and 1st Vice President should attend the District Executive Board meetings and should attend all meetings and conventions.
- b) Information received from the District, CFWC and GFWC should be passed along to club members.
- c) The Club Information Forms (formerly known as "Data Blanks") are due on the first day of the annual District Convention.
- d) Annual Federation reports are turned in at the January District meeting. The Statistical and Membership Reports are mandatory reports.
- e) Each club should give a copy of their directory to the District President each year and a copy of their bylaws to the District Parliamentarian.
- f) Every club has an opportunity to volunteer to host a district meeting as a club fundraiser. Speak to the District President or Vice President/President Elect.
- g) All club members are encouraged and welcome to attend all District meetings and events.
- h) Each club shall provide the District President with a copy of the club newsletter.

4) **District Monies:**

- a) All pertinent documents of the GFWC Mount Diablo District shall be secured in a Safety Deposit Box at Chase Bank located at 4201 Alhambra Avenue, Martinez, CA. The President and Treasurer shall have keys. The Safe Deposit Box contents shall be inventoried in May at the end of an administration by the President and Treasurer. A copy of the inventory of the Safe Deposit Box shall be given to the incoming President at the first meeting of the new administration, and a copy of the inventory should be kept in the safe deposit box.
- b) All District monies must be deposited in the name of the Mount Diablo District.
- c) All monies submitted by clubs shall be sent to the Director of Finance with a Remittance Form.

5) **District Meeting:**

- a) Any Executive Committee member who cannot attend a District meeting must notify the District President.
- b) Each club should make their reservation for District Meetings to their club president who will notify the Mount Diablo District Corresponding Secretary of their club's total. Reservations must be made to the Mount Diablo District Corresponding Secretary by the deadline or reservations may not be accepted.
- c) Any reservation not cancelled by five (5) days prior to the District meeting must be paid for.
- d) Reservations for any District meeting must be made by deadline or meal reservations may not be accepted.
- e) The District President shall be the luncheon guest of the host club at each District meeting and a luncheon guest of the District for any other official events.
- f) District Chairs with guest speakers staying for lunch must notify the District President.

6) **District Meeting Host Guidelines:**

- a) Clubs are encouraged to host a meeting once in each administration. District Arts and Crafts Festival and District convention (preferably consecutively in March and April) are the only two meetings where the funds received support the District.
- b) All District members and guests are welcome to attend any District meeting
- c) A Club shall provide a location and theme for their meeting.
- d) A Club may add fundraisers and project/collections for their club's benefit, excluding District Arts & Crafts and District Convention meetings.
- e) A Club shall provide a head table for 8 and a side table for the Finance Team (2), plus a lectern and sound system.

7) **Dues:**

- a) Annual per capita dues to GFWC are \$15.00, CFWC are \$5.00, and Mount Diablo District is \$5.00. Any adjustments in GFWC and CFWC dues will be reflected in dues amounts. (Effective 2023)
- b) Past Presidents Assemblies and Parliamentary Law Study Clubs may apply to CFWC for Affiliate Group status. The annual fee will be determined by the size of the membership and will be in lieu of per capita dues. Members must belong to a GFWC dues paying club.

8) **Duties of District Chairs:**

- a) Each District Chair shall receive correspondence and information from CFWC and GFWC Chairs. This Chair shall distribute such correspondence and information to each club in Mount Diablo District via the Beacon newsletter, electronically/digital and/or report at the District meetings.
- b) Each District Chair shall send a report of the program's accomplishments to the First Vice President (District Dean of Chairs) on dates required.
- c) District Chairs giving awards shall give a report of the years' work done in her program at the annual District Convention.
- d) District Chairs who wish to offer motions pertaining to their programs must consult with the District First Vice President (Dean of Chairs) before offering it. There must be three (3) copies of the motion: one for the President, Recording Secretary and Parliamentarian.
- e) District Chairs should solicit non-Federated members for judging of reports.
- f) District Chairs may give only certificates or ribbons as awards. Any other award must have the approval of the District Executive Committee.
- g) At District Convention, all Chairs will give First place Awards in size categories as designated by CFWC.
- h) CFWC or District Chairs may not hold the same chair at any other level.

9) **LEADS (Leadership Education and Development Seminar):**

- a) The LEADS program provides for one member of the Mount Diablo District to attend the LEADS Seminar as a part of the CFWC Winter Board.
- b) The Mount Diablo Leadership Chair shall have LEADS Applications available with rules and regulations at the September Executive Board Meeting.
- c) The deadline for submitting the LEADS Applications to the District will be at the November Executive Board meeting.
- d) The District Leadership Chairperson will provide the members of the District Executive Committee with copies of all the applications submitted and it is those members who will vote for the District Candidate prior to the CFWC deadline.
- e) The District shall include funds in the budget for a portion of the candidate's expenses.

10) **Printing of Standing Rules:**

Mount Diablo District Standing Rules shall be adopted for the two (2) years of each administration and shall be printed each year in the Yearbook.

11) **Projects:**

- a) GFWC, CFWC and District projects shall be approved at the beginning of each administration.
- b) Fifty dollars (\$50) shall be given to any Mount Diablo District club member who is a District-endorsed candidate for CFWC office. This amount shall be a Mount Diablo budgeted item.
- c) Fifty dollars (\$50) shall be given to any Mount Diablo District club member who serves as a chair or committee member at CFWC and/or GFWC. This amount shall be a Mount Diablo Budgeted item.

- d) Each Community Service Chair shall be given up to Twenty-Five Dollars (\$25) to help offset their annual costs incurred. Receipts must be provided for approval prior to reimbursement. Monies allocated for Community Service Programs shall be a Mount Diablo District budgeted item.
 - e) At the annual District Convention and the Arts and Crafts Festival, only the District Board may sell "opportunity tickets".
 - f) The Registration Chair(s), by the close of the convention, shall remit to the Director of Finance the receipts from the registration fees and shall receive a receipt for same.
 - g) When a monetary donation is to be made to a CFWC speaker on itinerary, the District President will ascertain the speaker's choice: a recipient of her choice of a charitable organization, CFWC Foundation Fund or CFWC Itinerary Fund. The donation shall be a minimum of \$50.00.
 - h) To honor any deceased Past District President, a memorial donation, minimum of \$50.00, shall be given to the CFWC Foundation Fund, the CFWC Itinerary Fund or a special charity of the deceased Past President.
 - i) The Executive Board, at the close of its term of office, shall leave at least \$500.00 in the treasury for the next administration.
 - j) Any District unbudgeted expense incurred between Convention and the September District Executive Board meeting shall be paid, with Executive Committee approval.
- 12) **Revision of Standing Rules:**
- a) New rules may be added at any regular meeting of the District Executive Board.
 - b) Rules may be amended or rescinded by two-thirds (2/3) vote or by a majority vote provided notice has been circulated.
- 13) **Yearbook:**
- A yearbook shall be prepared for distribution at the September Executive Board meeting.



GUIDELINES FOR HOSTING A DISTRICT MEETING

(Subject to change by the direction of the District President)

Hosting a District Meeting can be an enjoyable and profitable event for a club and its members.

The Host Club will select the site and determine the meal cost to meet the needs of the club except for the Arts & Crafts Festival and Convention, the District President selects these location(s). The meeting fees currently range around \$35 per person. Cash and checks are accepted. Checks are payable to the Host Club and collected at registration the day of the meeting, exception is Arts & Crafts Festival is paid day of to the District and Convention is prepaid. The lunch of the District President and or Guest Speaker(s) is complimentary. The Host Club may also choose to have a fundraising drawing and or silent auction as an additional club fundraiser. The Host Club conducts and benefits from these fundraiser(s).

The following setup is required:

A skirted head table to accommodate 8 people and a side table for 2 Financial Officers is needed. The head table place cards/plaque cards and Collect will be provided by the Mount Diablo District Amenities Chairperson. A registration table is needed and should be staffed by the Host Club, with guidance from the Corresponding Secretary. The District will provide, "Hello My Name Is" stickers for attendees without name tags, hand sanitizer, and facial masks. The American Flag should be placed to the right of the District President. The Host Club should provide a sound system and lectern for the center of the head table.

All tables should have water pitchers with drinking glasses or small water bottles. The Host Club should provide morning treats (continental breakfast faire) for the gathering/registration period and midmorning break. The lunch may be served or buffet style provided at approximately 12:00 noon. Please discuss details with District President and or Corresponding Secretary.

The Host Clubs are asked to provide to the Corresponding Secretary, two contact names, telephone number, email addresses, and a deadline date for reservations at least two months prior to the meeting date. ALL District Club Presidents need to provide the District Corresponding Secretary with the names and correct spelling of all their club attendees for the registration table. **A RESERVATION MADE IS A RESERVAION PAID**, unless cancelled prior to the posted deadline. All information must be sent to the District Corresponding Secretary. A "Save the Date" and Meeting Call will be dispersed via the Beacon.

The Host Club president will be asked to welcome everyone at the beginning of the meeting and present/share for a few minutes of the Host Club activities, accomplishments, and/or history highlights.

CORRESPONDINIG SECRETARY

Kay Porter; GFWC Mount Diablo District

Email: gfwcmddcommunicateRSVP@yahoo.com

www.gfwcmountdiablodistrict.org

925-565-9120

Revised September 1, 2025



GUIDELINES FOR CHAIRING/HOSTING DISTRICT CONVENTION

(Subject to change by the direction of the District President)

(Updated September 1, /2025)

Chairing/Hosting District Convention can be enjoyable. **Convention is a District Fundraiser.**

The President along with assistance of the Chair(s) and or the committee, will select the site and determine the meal cost to meet the needs of the District. The Convention fees currently are \$60 per person & \$25 via Zoom. Cash and checks are accepted. Checks are payable to GFWC Mount Diablo District and collected via U. S. Mail. **Convention is prepaid. RESERVATION MADE IS A RESERVATION PAID.** The lunch of the District President and or Guest Speaker(s) is complimentary. If there is a Host Club, with approval of the District President, may also choose to have one fundraising drawing as an additional club fundraiser. The Host Club conducts and benefits from this one fundraiser.

The following setup is required:

A skirted head table to accommodate 8 people and a side table for 2 Financial Officers is needed. The head table place cards/plaque cards and Collect will be provided by the GFWC Mount Diablo District Amenities Chairperson. A registration table is needed and should be staffed by District President appointed member(s), which should also include name tags for all attendees, unless other arrangements have been made with the District. The American Flag should be placed to the right of the District President. The Host Club or venue should provide a sound system and lectern for the center of the head table.

All tables should have water pitchers with drinking glasses or small water bottles. Morning treats (continental breakfast faire) along with coffee service and juice should be included for the gathering/registration period and midmorning break. The lunch may be provided in a buffet style or served, to be determined by Chair/President, provided at approximately 12:00 noon. Food menu, set-up and or delivery, for morning and lunch is determined by the Convention Chair and President. Discuss details with District President, Convention Chair and or Corresponding Secretary.

The Corresponding Secretary along with the District President are responsible for the Convention Call, setting a deadline date for reservations at least two months prior to the convention date. ALL District Club Presidents need to provide the District Corresponding Secretary with the names and correct spelling of all attendees for the registration table along with one club check to include all attendees of their club. **A RESERVATION MADE IS A RESERVATION PAID**, unless cancelled prior to the posted deadline. All information must be sent to the District Corresponding Secretary. A "Save the Date" and Meeting Call will be dispersed via the Beacon.

The Host Club president or appointed member by the District President will be asked to welcome everyone at the beginning of the meeting and share for a few minutes of the area in which the Convention is being held and the local clubs activities, accomplishments, and/or history highlights.

Convention Registration/Meals Etc.

1. A late fee of \$10.00 will be imposed for those members not meeting the registration deadline set forth in the Convention Call, unless approved by the District President.

Convention Registration/Meals Etc. Continued

2. All members of Mount Diablo District must pay the convention fee for any business session and for any meal.
3. All clubs are asked to honor the Convention Club Contribution Fee, currently \$40, which assist with Convention costs, items such as awards, invited guests such as speakers etc., favors (swag materials/bags).
4. All non-voting guest(s), such as a speaker, invited Federated guest(s) need not pay the Convention fee, but must register.
5. The Club Information Forms (formerly known as "Data Blanks") are due at the annual District Convention and turned in at registration.

Guidelines for Convention Chairperson(s) - District President to approve all arrangements

Committee – Chairperson along with the President will agree on planning meeting dates, in person and or via Zoom.

Theme – is determined by the District President.

Agenda – is compiled by the District President & Corresponding Secretary. Posted 60 days prior to convention, to all members via email and posted on the District website.

Programs – determined by District President.

Color Guard – suggest contacting local JROTC, VFW, and Boys/Girls Scouts etc.

Singer – may be a member, community member etc. to lead/sing **America the Beautiful** and **Let There Be Peace On Earth**.

Venue Layout - (includes registration table, silent auction and or fundraising table(s), head table, finance table, Zoom table and Memorial table).

Menu - includes breakfast items, lunch, snacks, and beverages (including Gluten Free and Vegetarian options).

Set up - tables, chairs, American flag, sound system, lectern, projection screen if needed, along with table settings (plates, cups, silverware) centerpieces etc.

Photo(s) – Group Convention picture and or photo booth for member photos (members can take photos with their cameras/phones etc.)

In Memory Tribute – Handled by the Inspiration Chair, assisted by the Corresponding Sec.

Registration Table - will have registration check in sheets provided by the Corresponding Secretary, along with facial masks, hand sanitizer, blank name tags, markers, pens, agenda, and any other handouts for the Convention.

Favors/Swag Bag and or Materials – these are items collected and or gathered by the committee and or approved by the District President. Example (small tablet, pen, Kleenex, candy, mints, etc.)

Door Prize - to be determined by the District President

Installation – held every second year, incorporate President Elects theme, guest(s), projects etc.

Zoom – prepared by Corresponding Secretary and Zoom Coordinator

Yearbook

A yearbook shall be prepared for distribution at the September Executive Board meeting.

Convention Registration and Meals

6. There shall be a registration fee of \$15.00 for Mount Diablo District Convention.
7. A late fee of \$10.00 will be imposed for those members not meeting the registration deadline set forth in the convention Call.
8. All members of Mount Diablo District must pay the registration fee for any business session and for any meal.
9. All non-voting guests, such as a speaker, family member or friends, need not pay the registration fee, but must register.
10. Invited Federated guests need not pay the registration fee.
11. Meals must be paid for prior to mealtime.
12. The District President shall be a guest or all convention meal functions.

Club Information and Responsibilities

1. The Club President and 1st Vice President should attend the District Executive Board meetings and should attend all meetings and conventions.
2. Information received from the District, CFWC and GFWC should be passed along to club members.
3. The Club Information Forms (formerly known as "Data Blanks") are due on the first day of the annual District Convention.
4. Annual Federation reports are turned in at the January District meeting. The Statistical and Membership Reports are mandatory reports.
5. Each club should give a copy of their directory to the District President each year and a copy of their bylaws to the District Parliamentarian.
6. Every club has an opportunity to volunteer to host a district meeting as a club fundraiser. Speak to the District President or Vice President/President Elect.
7. All club members are encouraged and welcome to attend all District meetings and events.
8. Each club shall provide the District President with a copy of the club newsletter.

LEADS (Leadership Education and Development Seminar)

1. The LEADS program provides for one member of the Mount Diablo District to attend the LEADS Seminar as a part of the CFWC Winter Board.
2. The Mount Diablo Leadership Chair shall have LEADS Applications available with rules and regulations at the September Executive Board Meeting.
3. The deadline for submitting the LEADS Applications to the District will be at the November Executive Board meeting.
4. The District Leadership Chairperson will provide the members of the District Executive Committee with copies of all the applications submitted and it is those members who will vote for the District Candidate prior to the CFWC deadline.
5. The District shall include funds in the budget for a portion of the candidate's expenses.

Printing Standing Rules

Mount Diablo District Standing Rules shall be adopted for the two (2) years of each administration and shall be printed each year in the Yearbook.

Revision of Standing Rules

1. New rules may be added at any regular meeting of the District Executive Board.
2. Rules may be amended or rescinded by two-thirds (2/3) vote or by a majority vote provided notice has been circulated.