

**BYLAWS OF MARINA, DISTRICT 18
GFWC/CALIFORNIA FEDERATION OF WOMEN'S CLUBS**

ARTICLE I: NAME

This Federation shall be known as the Marina, District 18 of California Federation of Women's Clubs, a non-profit organization.

ARTICLE II: OBJECT

The object of the District shall be as defined by Section 501(c) (3) of the Internal Revenue Code.

Section 1. To cooperate with the State (CFWC) and General, (GFWC) Federation of Women's Clubs.

Section 2. To promote educational, moral, social welfare and civic advancement among women's clubs throughout the District.

Section 3. To make combined action of clubs possible when deemed expedient for mutual helpfulness.

ARTICLE III: MEMBERSHIP

Section 1. This District shall be known as Marina, District 18 of California Federation of Women's Clubs, which shall consist of all Federated Clubs in the Marina District area.

- Marina District 18, herein after referred to as "District"
- California Federation of Women's Clubs herein after referred to as "CFWC"
- General Federation of Women's Clubs herein after referred to as "GFWC"

Section 2. A Club desiring membership in this District Federation must likewise become a member of the GFWC and CFWC.

A non-partisan Club, having a membership of ten or more, may apply for membership in the GFWC, CFWC and District Federation by submitting an application for membership to the District 2nd Vice President, Membership:

- Application form signed by the Club President and Recording Secretary must be accompanied by a check, payable to the Marina District for GFWC, CFWC and District dues; the names and addresses of all members; contact information for the Club President, Recording Secretary and Treasurer and include two copies of the Bylaws (or electronic copy).
- The District Second Vice President will forward a copy of the Application form and the Club's Bylaws, which have been approved by the District Parliamentarian, to the CFWC Parliamentarian for approval.
- Upon approval of the Bylaws, the District Second Vice President will present the application to the District Council for a vote to accept the application.
- The District Vice President will forward the application, dues check, bylaws and roster information to the Area C Vice President who will present the Club application for acceptance by the CFWC Executive Board.

Section 3. Any Club that reorganizes, or changes its name or objectives, shall submit a copy of its revised Bylaws to the CFWC Board through the District Second Vice President.

Section 4. A Club desiring to withdraw from the Federation shall:

- Send written notice to all members of the Club, at least sixty (60) days but no more than ninety (90) days before a vote is to be taken on a proposed resignation from GFWC, CFWC and District.
- Send a copy of the notice to the CFWC President, CFWC Second Vice President, Area C Vice President, District President and the District Second Vice President.

Section 5. A Club having withdrawn from the Federation or having been dropped for non-payment of dues may join again under the rule of membership, in accordance with Article III, Section 3.8, of the CFWC Bylaws.

ARTICLE IV: DUES

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

Section 2. The yearly Marina District dues shall be three dollars (\$3.00) per capita, payable May 1st and shall be delinquent May 15th. Data blanks shall report all members as of May 1st for June 1st through May 31st of the succeeding year.

Section 3. Dues of Clubs admitted to membership after the first day of January shall be credited to the following year.

Section 4. The Marina District Treasurer shall forward GFWC and CFWC new and/or late paying member dues received from June through December to the CFWC Financial Secretary by the 15th of each month.

ARTICLE V: OFFICERS OF THE EXECUTIVE BOARD

Section 1. The elected Officers shall be President, First Vice President, Second Vice President, Recording Secretary, Financial Secretary, Treasurer, and Auditor.

Section 2. The President shall preside at all meetings of the District, of the District Council, and the District Executive Board. The President shall coordinate the work of the Club Presidents; shall with the approval of the Executive Board, appoint Chairmen of Departments and shall be ex-officio a member of all Committees, except the Nominating Committee. The President shall be empowered to sign checks in the absence of the Treasurer or Financial Secretary.

Section 3. The First Vice President shall assist the President and shall assume the duties of the President if absent. The First Vice President shall serve as Dean of Chairmen coordinating the work of the District Chairmen and Club Dean of Chairmen. The First Vice President shall automatically become President-elect beginning June 1st following the non- election year

Convention, while continuing to fulfill the duties of the First Vice President. The First Vice President shall also serve on the Budget Committee.

Section 4. The Second Vice President assists the President, is Membership Chairman and will communicate with the Clubs in the District regarding Club Membership. The Second Vice President will seek information as to the organization of new Clubs and furnish Federation literature to such Clubs whenever possible; presents applications for Membership for new Clubs to the District Council for recommendation and to the CFWC Executive Board.

Section 5. The Recording Secretary shall keep the Minutes of all District Executive Board and District Council Meetings. The duties shall be: custodian of all records of the District, including copies of all Financial Reports and to provide copies of the Minutes of the previous meeting to all Executive Board members at the next regular meeting.

Section 6. The Financial Secretary shall receive all monies belonging to the District and shall immediately deposit same in a bank designated by the District Executive Board. She shall be empowered to sign checks in the absence of the Treasurer. The Financial Secretary shall distribute Data Blanks and Dues statement forms to the clubs and collect Data Blanks and Dues by the deadline. The Financial Secretary shall give a monthly statement of monies received and deposited to the President, Vice President, Recording Secretary, Treasurer and Auditor.

Section 7. The Treasurer shall receive from the Financial Secretary a detailed report of all monies belonging to the District which were received and deposited in the current month. All monies shall be disbursed by the District Treasurer: who shall keep accurate computer-generated records and give a detailed statement of receipts and disbursements to the President, Vice President, Recording Secretary and Auditor at each monthly District Executive Board Meeting. The Treasurer may be bonded by a reliable surety company, the Executive Board to decide the amount of bond and the cost to be paid by the District.

Section 8. The Auditor shall audit all Financial Books of the District and shall report to the District Executive Board quarterly for the quarters ending August, November, February and May.

Section 9. The Corresponding Secretary shall conduct all correspondence delegated by the President and shall keep a corrected list of the Clubs of the District and Officers of the Marina District.

Section 10. The Parliamentarian shall attend Meetings of the District Council and District Executive Board and give advice on Parliamentary Law, when asked. The Parliamentarian shall be Chairman of the Bylaws Committee and shall meet with the Election Committee for the purpose of instruction prior to the opening of District Convention. Bylaws shall be reviewed in odd numbered years.

ARTICLE VI: DISTRICT COUNCIL

Section 1. The District officers and Chairmen of departments, divisions, and standing committees, the Club President or a representative from their Club or Executive Board shall constitute the District Council.

Section 2. All Marina District Club members may attend all District Council meetings and are eligible to vote.

Section 3. The budget, prepared by the Budget Committee, composed of the President, Financial Secretary, Treasurer, Auditor and First Vice President, and approved by the Executive Board, shall be presented at the September meeting of the District Council for final action. Necessary adjustments may be made through the year by majority vote of the District Council.

Section 4. Twenty-five members (25), five (5) of whom shall be officers, shall constitute a quorum.

Section 5. Each Officer on the expiration of their term of office or in the event of their resignation shall give all books and papers pertaining to her office to the successor or to the President. Each Chairman on the expiration of their term of office or in the event of their resignation shall give all books and papers pertaining to their Chairmanship to the Dean of Chairmen.

Section 6. The term office for Chairmen shall be two (2) years or until their successors are appointed and endorsed.

ARTICLE VII: EXECUTIVE BOARD

Section 1. The offices of Parliamentarian, Corresponding Secretary, Bulletin, Amenities, President's Aide, Ways and Means and two (2) Ambassadors shall be appointed by the President and ratified by the District Executive Board. They shall be voting members of the District Executive Board.

Section 2. It shall have the power to act in an emergency between District Council meetings. Five (5) members shall constitute a quorum.

Section 3. The Marina Executive Board shall conduct the business of the Marina District, decide on the bank for deposit of monies, ratify the appointments of Chairmen and Committee Members and fill all vacancies in an elected office, excluding the office of First Vice President/President-elect, which requires a District election

Section 4. All plans requiring expenditure of monies by Chairmen and Officers shall be presented to the Executive Board for consideration. If permission is given for special funds, these shall be held in reserve by the District Treasurer and included in the Treasurer's computer-generated reports.

Section 5. Non-attendance by a District Executive Board Officer at a meeting of the District Executive Board or District Council Meetings for two (2) consecutive meetings

without adequate excuse, or three (3) consecutive meetings at Board discretion, shall be equivalent to a resignation and the vacancy shall be filled by the District President with ratification by the District Executive Board.

ARTICLE VIII: MEETINGS

Section 1. Meetings of the District Council are held at the call of the President, monthly, at a time and place most convenient to the majority of its members. The June, July, August and December meetings may be omitted by action of the Executive Board. Special meetings of the District Council may be held upon call of the President or upon written request of seven (7) members of the District Council.

Section 2. The Executive Board shall meet monthly and at the call of the President. The July and August meetings are optional by action of the Executive Board.

ARTICLE IX: CONVENTIONS

Section 1. The Annual Meeting of the District shall be the District Convention, held at a time and place to be determined by the Executive Board. Notification and a Credential Card shall be sent by the Convention Chairmen to all Marina District Clubs in good standing at least thirty (30) days prior to the District Convention.

Section 2. Forty (40) voting members of the Convention, three (3) of whom shall be District Officers, shall constitute a quorum.

Section 3. The voting membership at the Marina District Convention shall consist of the Club Presidents or their alternates; the Club Delegates or their alternates; the District Officers, District Chairmen and Convention Chairmen; Credentials Chairman; members of the Bylaws, Election and Nominating Committees, Past District Presidents; all GFWC, CFWC Chairmen and GFWC, CFWC Officers having Club membership in District.

Section 4. At any convention, a Club shall be entitled to be represented by the President and one delegate or alternate for every twenty-five (25) members or majority fraction thereof.

Section 5. A delegate shall represent but one Club and shall have but one vote. Voting by Proxy, either verbal or written shall not be permitted.

Section 6. The President and Secretary of each Club shall certify the names of the delegates and alternates of the Club to the Credential Committee.

Section 7. A registration fee shall be set by the District Council and shall be paid by every member and guest attending the District Convention; proceeds of this fund shall be used for Convention expenses, any balance being placed in a Convention fund.

Section 8. The Bylaws Committee of not more than six (6), of which the Parliamentarian is Chairman, will meet at the discretion of the Parliamentarian.

Section 9. Each year the District may endorse and recommend to its Delegates at District Convention candidates for consideration as members to the following State Committees: Nominations, Elections, (odd years), Bylaws and Resolutions, (even years).

ARTICLE X: NOMINATIONS

Section 1. In January of the election year, the Marina District Council shall approve members for a Nominating Committee of five (5) members and five (5) alternates which shall serve as the Election Committee of five (5) members and five (5) alternates. Members of this committee shall have served on the Marina District Council and shall not be eligible for more than two (2) consecutive terms. The Chairman of the Elections Committee shall be chosen by the Elections Committee members.

Section 2.

- a) The Officers of the Marina District: President, First Vice President Second Vice President, Recording Secretary, Financial Secretary, Treasurer and Auditor, shall be nominated by the Clubs in the District.
- b) To be eligible to the office of President, one shall have served as a member of the Marina District Executive Board for a period of two (2) years.
- c) Eligibility of all Officers shall be limited to those who are members of a Federated Club in the District and shall hold office in but one District at one time.

Section 3. Eligible District Council Members meeting the prerequisite qualification of Marina District Executive Board Officers may be submitted for consideration by written Nomination at the February District Council Meeting of an election year. Nominations from the floor will be accepted at the March District Council Meeting of an election year, after which Nominations are closed.

Section 4. Names of candidates placed on the ballot shall be restricted to those who have met the prerequisite Marina District qualifications and have received their Club endorsement.

Section 5. Prior to the Convention, the Nominating Committee shall publish the slate through the District Newsletter, the Ship's Log.

Section 6. The Nominating Committee shall report at the first order of business at the Convention.

ARTICLE XI: ELECTIONS

Section 1. All Officers of the District (except the appointed Officers) shall be elected by ballot biannually. If there is but one candidate for each office, with unanimous consent, the ballot may be dispensed with and the election may be by a voice vote.

Section 2. All Officers shall serve for a term of two (2) years. No elected Officer shall be eligible to the same office for two (2) consecutive terms. An officer serving an unexpired term, less than a major portion of the term, may be elected for a two-year (2) term in the same office.

Section 3. The installation of Officers shall be held before June 1st.

Section 4. A plurality vote shall elect for any office. A tie between two or more candidates shall be decided by a runoff election that same day.

Section 5. The Election Committee shall be the responsibility of the Nominating Committee Chairman, who shall have charge of all details of the election. The election shall be held the day of the District Convention. The voting hours, which shall not be less than two (2), shall be decided upon each election year by the District Executive Board and published in the April Issue of the Ship's Log. All Delegates who are waiting to vote at the hour designated for closing the Polls shall be permitted to vote. Voting shall be after registration.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Section 1. The current published version of Robert's Rules of Order shall be the authority of Parliamentary procedure at all meetings.

ARTICLE XIII: AMENDMENTS

Section 1. These Bylaws may be amended at any District Convention by a two-thirds vote, provided notice of the proposed Amendment or Amendments has been published prior to Convention.

Section 2. Proposed Amendments shall be presented to the District Council at the District Convention.

Section 3. The Bylaws Committee will review all Bylaws and Standing Rules biannually. Proposed Bylaws and Standing Rule Amendments shall be published in the April Ship's Log Newsletter.

STANDING RULES

1. All Federation monies collected in the District must pass through the hands of the Financial Secretary to the District Treasurer, who shall remit CFWC and GFWC Funds in their possession to the CFWC Financial Secretary before the twentieth (20th) of each month. Such remittances shall be accompanied by a detailed Report of what such funds represent.

2. A memorial of Fifty (50) Dollars shall be given to a Federation Project upon the death of a current Marina District Executive Board member

3. A contribution to the CFWC Itinerary Fund may be given in the name of the CFWC Officer or Chairman conducting a District Workshop or speaking at the District Convention.

4. No printed material other than Club, District, CFWC and GFWC publications shall be distributed at District Council meetings, unless approved by the District Executive Board.

- 5.** No Member shall use their position in the Federation to endorse enterprises, nor receive pay for the use of their name and Federation title, nor shall they exploit the Federation in furthering partisan politics or religious endeavor. No Member may share confidential correspondence or Member information with anyone out of the Federation umbrella.
- 6.** These Standing Rules may be amended at any Marina District Executive Board meeting by a two-thirds vote and ratification of the District Council, without a previous notice. The District Executive Board may propose to the District Council an amendment to the Bylaws in an emergency situation.
- 7.** The cost of the Marina District Yearbook shall be \$10.00 and the cost of ten mailed issues of the Ship's Log shall be \$9.00.
- 8.** All Past Marina District Presidents are privileged to attend District Council meetings with a vote.
- 9.** The District President shall be presented with a District President's pin at their installation from the Marina District Members. This is the responsibility of the outgoing District Parliamentarian.
- 10.** The District will furnish the President and the First Vice President (Dean) with a monthly stipend of \$50 and \$30 respectively for the Fiscal Year June 1st to May 31st according to the Budget approved by the Executive Committee and the District Council.
- 11.** The Marina District President and the Marina District First Vice President, (Dean of Chairman), shall be reimbursed Transportation: economy plane fare or .40 per mile whichever is least expensive, Lodging: one-half (1/2) of a two-bed hotel room at the CFWC rate and Meals at the CFWC Board/Convention meetings incurred while representing the Marina District at CFWC Board Meetings CFWC functions, and the Marina District Convention.
- 11A.** The Marina District Second Vice President shall be reimbursed Transportation: economy plane fare or .40 per mile whichever is least expensive, Lodging: one-half (1/2) of a two-bed hotel room at the CFWC rate and Meals at CFWC Board Meetings while representing the Marina District when CFWC requires her attendance at CFWC Board Meeting and other CFWC functions.
- 12.** Hostess Clubs of the Marina District shall incur all costs of hosting Marina District Council Meetings September through March of the Federation Year. The April District Council Meeting is the District Convention and will be covered by the cost of the published Convention Ticket and the Convention Fund. At the May District Council Meeting of an election year, District members will pay \$15 for both breakfast and lunch. District shall reimburse the hostess Club for the cost of the Luncheon for the May Meeting.
- 13.** When a vacancy occurs on the Marina District's delegation to State or General Federation Meetings, the President may appoint a one-time delegate; said delegate shall be reimbursed for travel expense, lodging and meals.

14. The District Art, Photography and Creative Writing Chairman shall share a reimbursement up to \$100.00 for expenses incurred in conducting the Marina District Art Contest.

15. The District Music Chairman shall be reimbursed up to \$100 for expenses in conducting the music contest.

16. The District Craft Chairman shall be reimbursed up to \$100 for expenses in conducting the Craft contest.

17. Club President will receive a Marina District Yearbook free of charge; all other will be \$10.00 as per Standing Rule 7.