

*Palomar District  
Federation,  
CFWC*

Members of the  
GFWC California Federation of Women's Clubs and  
the General Federation of Women's Clubs

*2024 - 2025  
District Yearbook*

Rev. 2/10/2025



**GFWC**

est. 1890

**GENERAL FEDERATION  
OF WOMEN'S CLUBS**

CALIFORNIA

**This Book Belongs To:**

---

# A Collect for Clubwomen

Keep us, O God, from pettiness;

Let us be large in thought, in word, in deed. Let us be done with fault-finding and leave off self-seeking.

May we put away all pretense and meet each other face to face, without self-pity and without prejudice.

May we never be hasty in judgment and always generous. Let us take time for all things; make us grow calm, serene, gentle. Teach us to put into action our better impulses, straightforward and unafraid.

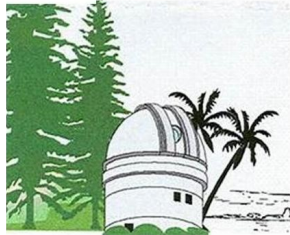
Grant that we may realize it is the little things that create differences, that in the big things of life we are at one. And, may we strive to touch and to know the great, common, human heart of us all, and, O Lord God, let us forget not to be kind.



# Table of Contents

A Collect for Clubwomen.....	2
Appointed Officers to the Executive Board.....	10
Appointed Chairmen to the Executive Board .....	10
Board of Directors & Other Meetings.....	12
Budget.....	18-20
Bylaws .....	22-44
CFWC Areas Map.....	52
CFWC Board Meetings.....	11
CFWC & GFWC Officers .....	8
Club Size Categories, Club Info, Delegates .....	13-16
Community Service Program Chairmen .....	10
Conventions, Conferences, and Events .....	11
District-Federation Structure .....	50
District Members on CFWC Board .....	11
District Past Presidents .....	5-7
Executive Board Meetings.....	11
Executive Committee .....	9
Executive Committee Meetings.....	11
Hazel Erickson Scholarship Fund .....	21
Report and Contest Deadlines.....	17
Special Appointments.....	11
Standing Rules .....	44-49
“The Telescope” Newsletter .....	21
Websites and Government Filings.....	51
<b>2024-25</b> Calendar.....	54

**PALOMAR DISTRICT FEDERATION, CFWC**  
**GFWC California Federation of Women's Clubs**  
**General Federation of Women's Clubs**



**Organized June 1, 1958**  
**Incorporated January 6, 1966**  
**Website: [www.gfwcpalomardistrict.org](http://www.gfwcpalomardistrict.org)**



**SHERRY LUTES, 2024-2026 President**



# THE PRESIDENTS



CFWC PRESIDENT (1953-1955) \*Helen Wenger (Vista)

1958-1960 \*Eleanor Stolz (Vista)  
*"Venture Ahead and Achieve"*

1960-1962 \*Margaret Sherwin (San Dieguito)  
*"Goals and the Will to Pursue Them"*

1962-1964 \*Agnes George (Escondido)  
*"United in Service to Strengthen the Arm of Liberty"*

1964-1966 \*Hazel Erickson (Vista)  
*"Hold Fast That Which Is Good"*

1966-1968 \*Donnie Bailey (Clairemont)  
*"All Things Are Possible"*

1968-1970 \*Ruth Foster (Oceanside)  
*"Time - the Golden Key to Federation"*

1970-1972 \*Dorothy Dosch (Oceanside)  
*"Share Your Concerns"*

1972-1974 \*Lois McCarty Reynolds (Escondido)  
*"Love is Facing our Era of Responsibility"*

1974-1976 \*Alice Long (Pacific Beach)  
*"CONCERN: The Challenge of Tomorrow"*

1976-1978 Dolores Juditz (Clairemont)  
*"When Love & Skill Work Together, You Can Expect a Masterpiece"*

1978-1980 \*Elva Dawson (Vista)  
*"Be the Best of Whatever You Are"*

\*deceased

# THE PRESIDENTS



1980-1981 \*Glen Echo Wilson (Oceanside)  
*"To Aspire, To Achieve: With Love and Loyalty"*

1981-1984 \*Miriam Nichols (Vista)  
*"Bells Are Ringing: For Volunteers"*

1984-1986 \*Sylvia Hirschberg (Carlsbad)  
*"Communication Is Our Name: Friendship is our Game"*

1986-1988 \*Mimi Landberg Morgan (Bonsall)  
*"Make Someone Happy Through Federation"*

1988-1990 \*Dolores Riddle (San Dieguito)  
*"Make the Path: Realize the Dream"*

1990-1992 \*Ann Brozick (Carlsbad)  
*"From the Heart: Self-sharing is the Richest Sharing of All"*

1992-1994 \*Sue Jean Armstrong (San Dieguito)  
*"Together: Sharing Our Talents and Knowledge"*

1994-1996 \*Barbara Lerma (Poway)  
*"Reach Out and Touch Somebody: Make This a Better World"*

1996-1998 \*Wendy Swartz (Valley Center)  
*"Victorian to Victorious-Women-Aspiring to Excellence"*

1998-2000 Edie Seger (Julian)  
*"A Song of Beauty Soars When Voices Join in Harmony"*

2000-2002 \*Sylvia Hirschberg (Carlsbad)  
*"Sowing the Seeds of Service, Education and Philanthropy  
for the New Century"*

2002-2004 Rosalia Atilano Zamora (Inland Valley)  
*"Hope Offers Peace and Energy—Attitude is Everything"*

# THE PRESIDENTS



2004-2005 \*Rita Wittenberg (Carlsbad)  
*"Clasping Hands Across the World: Sharing & Caring in Federation"*

2005-2006 Susan Fowler (Julian)  
*"He's History. She's History. You're History."*

2006-2008 Susan Fowler (Julian)  
*"Organizing Our Dragons"*

2008-2010 Diana Smith (Poway)  
*"Setting Our Sights On Friendship & Federation, Leadership,  
Empowering Women, Communication"*

2010-2012 Patricia Harvey (Bonsall)  
*"Reaching Out-Building Bridges in Friendship & Federation"*

2012-2014 Jan Imonti (Valley Center)  
*"Make a Difference- Give a smile, a greeting, a hand"*

2014-2016 Linda Bridges (Contemporary Women of North County)  
*"Teamwork-Pitch In, Have Fun & Whistle While You Work!"*

2016-2018 Myrna Binford (Fallbrook)  
*"Step Up, Step Out of Your Comfort Zone, & Step Into Leadership"*

2018-2020 Rosalia Atilano Zamora (Inland Valley)  
*"Sing, Dance, Be Happy and Watch Us Grow"*

2020-2022 Judy Pantazo (Vista)  
*"Start where you are, Use what you have, Be the Best you can be!"*

2022-2024 Nancy B Jones (Vista)  
*"Growing and Grinning with GFWC"*

## GFWC CALIFORNIA FEDERATION OF WOMEN'S CLUBS

**State Motto:** *Strength United is Stronger*

**CFWC Official Flower:** Gold Rose

**Federation Official Song:** *America, The Beautiful*

**Administration Theme:** "Ignite Your Volunteer Spirit"

**President's Special Project:** *Civic Engagement and Outreach*

214 Clubs  
18 Districts  
10,188 Members

State Headquarters: CFWC State Headquarters  
32565 B Golden Lantern #280  
Dana Point, CA 92629  
Email: [cfwc@cfwc.org](mailto:cfwc@cfwc.org)  
Website: [www.cfwc.org](http://www.cfwc.org)

President: Sonya Matthies  
20345 Grand Avenue  
Wildomar, CA 92595  
Phone: 951-236-9116  
Email: [Shmatthies@verizon.net](mailto:Shmatthies@verizon.net)

First Vice President: Wendy Curran  
22755 Kentfield Street  
Grand Terrace, CA 92313  
Phone: 909-816-8607  
Email: [wendycurran5@gmail.com](mailto:wendycurran5@gmail.com)

Area D Vice President: Martha Pritchard  
8807 Friant Street  
San Diego, CA 92126  
Phone: 858-566-8847  
Email: [missmartha@san.rr.com](mailto:missmartha@san.rr.com)

## GENERAL FEDERATION OF WOMEN'S CLUBS

National President: Suellen Brazil  
Headquarters: 1734 "N" Street, N.W.  
Washington, D.C. 20036-2990  
Toll free: 800-443-4392  
Phone: 202-347-3168  
Fax: 202-835-0246  
Email: [sbrazil@gfwc.org](mailto:sbrazil@gfwc.org)  
Headquarters Email: [gfwc@gfwc.org](mailto:gfwc@gfwc.org)  
Website: [www.gfwc.org](http://www.gfwc.org)



**EXECUTIVE COMMITTEE**  
**2024-2026**



**Sherry Lutes**  
District President



**Sonja Hults**  
1st Vice President  
Dean of Chairmen

2nd Vice President  
Membership



**Liz Franciscus & Donna DiMambro**  
Co-4th Vice Presidents  
Fundraising

3rd Vice President  
Programs and Itineraries



**Joye Davisson**  
Recording  
Secretary



**Carole May**  
Treasurer



**Rosalia Zamora**  
Assistant  
Treasurer



**Judy Pantazo**  
Parliamentarian

*“Article VI, Section 1: ....The President of any club, or her appointee, shall also be members of the Executive Board.”*

Note: Executive Board members are voting members of the Board of Directors.

## **APPOINTED OFFICERS TO THE EXECUTIVE BOARD**

Corresponding Secretary.....Rosalia Zamora  
Financial Review Officer ..... Carol Boyer  
Parliamentarian..... Judy Pantazo

## **APPOINTED CHAIRMEN TO THE EXECUTIVE BOARD**

President’s Aide.....Cindy Norred  
President’s Advisor.....  
Communication and Public Relations Chairman.....Rosalia Zamora

## **GFWC PROGRAM CHAIRMEN**

Advocates for Children ..... Nancy B Jones  
Advocates for Children Assistant .....Helen Poddoubnyi  
Alzheimer’s Association .....  
Arts and Culture .....Linda Lovett  
Civic Engagement and Outreach .....Roxann Clouse  
Communication and Public Relations ..... Rosalia Zamora  
Domestic & Sexual Violence Awareness & Prevention .....  
Education and Libraries/ESO .....  
Environment .....  
Environment-Penny Pines Project .....Rita Christie  
Fundraising.....Liz Franciscus and Donna DiMambro  
Health and Wellness ..... Roxann Clouse  
Leadership.....Sonja Hults  
Legislation and Public Policy..... Barbara Degraw  
Membership .....  
Women’s History Resource Center.....Carolyné Hensel

## DISTRICT SPECIAL APPOINTMENTS

Amenities and Protocol Chairman.....  
Budget Committee Chairman..... Carole May  
Bylaws Committee Chairman..... Judy Pantazo  
**Credentials/Reservations/Registration Chairman...Rosalia Zamora**  
District Art Show Chairman .....Mary Lou Jones  
District Convention Chairman..... Rose Teding  
Hazel Erickson Scholarship Chairman.....Patty Merriam  
Inspiration Chairman .....Myrna Binford  
Newsletter Editor, *The Telescope* & Mailchimp .....Rosalia Zamora  
Resolutions Chairman..... Judy Pantazo  
Social Media..... Rosalia Zamora/Sonja Hults  
**Website Manager ..... Ellen Coats/Rosalia Zamora**  
Yearbook Editor.....Rosalia Zamora

## DISTRICT MEMBERS ON CFWC BOARD

Sherry Lutes, District President  
Sonja Hults, District 1st Vice President/CFWC Commun. Committee  
Nancy B Jones, CFWC Environment Chairman

## CFWC MEETINGS

**(open to all members)**

Sep 12-14, 2024 Fall Board Delta Marriott, Santa Clara  
Oct 12, 2024 Area D Conference Banker's Hill, San Diego  
Feb 6-8, 2025 Winter Board/LEADS Hilton, Glendale

## 2025 CONVENTIONS

**(open to all members)**

April 22 District Convention, **Woman's Club of Carlsbad**  
May 15-17 CFWC Annual Convention, San Jose  
**June 7-9, 2025** GFWC Annual Convention, Atlanta, Georgia  
Sep 11-14, 2025 GFWC Western States Regional Conference, Long Beach

## **BOARD OF DIRECTORS & OTHER MEETINGS**

**(open to all members and guests)**

Please see page 30 for who attends and your responsibilities.

**Sep 24, 2024**            10 a.m.        Julian Woman's Clubhouse

Morning Goodies:    Fallbrook and Poway

Special Charity:      Magic Yarn, Wreaths Across America

No lunch because of Tea Fundraiser.

All clubs will bring Opportunity Baskets for Tea Fundraiser.

**Oct 25, 2024**            9 a.m. Report Writing Workshop - Zoom

**Nov 16, 2024**            10 a.m.-2 p.m. Mini LEADS Workshop - Zoom

**Jan 28, 2025**            10 a.m.        Fallbrook Woman's Clubhouse

Morning Goodies:    Bonsall and Valley Center

Opportunity Prize:    CWONC, Vista, and Oceanside

## **EXECUTIVE BOARD MEETINGS (Zoom)**

**(open to all members)**

Please see page 30 for who attends and your responsibilities.

**Oct 22, 2024**            9 a.m. - Zoom

**May 27, 2025**            9 a.m. - Zoom

## **EXECUTIVE COMMITTEE MEETINGS (Zoom)**

**(open to all members) All meetings start at 9 a.m.**

August 27, 2024

Feb 25, 2025

January 21, 2025

March 25, 2025

Note: Other meetings may be called by the District President.

## **DISTRICT CONVENTION (April 22, 2025)**

**(open to all members and guests)**

**Location: Woman's Club of Carlsbad**

Opportunity Prize (\$25 value): All clubs are asked to donate.

Door Prize (\$10 value): All clubs are asked to donate.

# CLUB SIZE CATEGORIES, CLUB INFO & DELEGATES

## Palomar District: 366 Members

District Delegates/Alternates: One for every 20 members  
or major fraction thereof

<p><b><u>Small (1-20)</u></b>                  Inland Valley (12)                  Poway (10)                  Valley Center (3)</p>	<p><b><u>Medium (21-40)</u></b>                  Oceanside (24)                  Vista (34)</p>
<p><b><u>Intermediate (41-70)</u></b>                  Bonsall (69)                  Fallbrook (68)                  Julian (46)</p>	<p><b><u>Large (71+)</u></b>                  Carlsbad (100)</p>

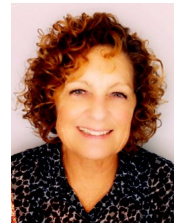
### **BONSALL WOMAN'S CLUB**

(intermediate club-3 delegates)  
 Organized 1980 Federated 1980 Members: 69  
 Meeting Day/Hour: 1st Thursday, 10AM  
 Meeting Location: Bonsall Community Center  
 Mailing Address: PO Box 545, Bonsall 92003  
 Website: [bonsallwomansclub.org](http://bonsallwomansclub.org)  
**President: Patty Merriam**  
 Dean: Mary Jo Pfaff  
 Treas: Helen Poddoubnyi  
 Membership: Sydne Gilbert/Connie Jordan  
 Newsletter Editor: Rosalia Zamora



### **WOMAN'S CLUB OF CARLSBAD**

(large club-5 delegates)  
 Organized 1925 Federated 1925 Members: 100  
 Meeting Day/Hour: 2nd Wednesday, 6:30PM  
 Clubhouse/Mail: 3320 Monroe St, Carlsbad 92008  
 Website: [womansclubofcarlsbad.org](http://womansclubofcarlsbad.org)  
**President: Diane Campbell**  
 Co-Dean: Kaley McHale/Jackie Sewell  
 Co-Treas: Dana Triantis/April Monroe  
 Membership: Mari Erickson  
 Newsletter Editor: Kae Gernandt



### FALLBROOK WOMAN'S CLUB

(intermediate club-3 delegates)

Organized 1907 Federated 1910 Members: 68

Meeting Day/Hour: 2<sup>nd</sup> Tuesday, 9:30AM

Mailing Address: PO Box 208, Fallbrook 92088

Clubhouse: 238 W. Mission Road, Fallbrook

Website: fallbrookwomansclub.org

**Co-Presidents: Linda Lovett & Sharon Drucker**

Dean: Lisa Johns

Treas: Becky Tanamachi

Co-Membership: JoAnne Berg/Mary Lahey

Newsletter Editor: Linda Lovett



Not pictured  
Sharon Drucker

### GFWC INLAND VALLEY FEDERATED WOMEN'S CLUB

(small club-1 delegate)

Organized 2000 Federated 2001 Members: 12

Meeting Day/Hour: 2nd Tuesday, 1:30PM

Sept, Nov, Jan, Mar, June

Meeting Location: **Fasia Buffet, Escondido**

Mailing Address: 145 Brett Pl, Escondido 92027

**President: Jan Imonti**

Dean:

Treasurer: Rosalia Zamora

Membership: Alicia Del Toro

Newsletter Editor: Rosalia Zamora



### JULIAN WOMAN'S CLUB

(intermediate club-  
2 delegates)

Organized 1926

Federated 1928

Members: 46

Meeting Day/Hour:

1<sup>st</sup> Wednesday, 1PM

Mailing Address: PO Box

393, Julian 92036

Clubhouse: 2607 C Street, Julian

Website: julianwomansclub.org

**Co-Presidents: Jonna Waite, Melana Brandt, Karen Gaither**

Dean: Karen Kincaid    Treas: Pat Landis

Membership: Dana Pettersen

Newsletter Editor: Jonna Waite



## **WOMAN'S CLUB OF OCEANSIDE**

(small club-1 delegate)

Organized 1918 Federated 1920 Members: 24

Meeting Day/Hour: 1<sup>st</sup> Thursday, 10AM

Mailing Address: PO Box 1744, Oceanside 92051

Clubhouse: 1606 Missouri Avenue, Oceanside

**President: Valerie Pemberton**

Dean: Carolyné "Doc" Hensel Treas: Gayle Lacy

Membership: Ysela Sharp

Newsletter Editor: Rose Teding



## **POWAY WOMAN'S CLUB**

(small club-1 delegate)

Organized 1960 Federated 1960 Members: 10

Meeting Day/Hour: 2<sup>nd</sup> Tuesday, 10AM

Meeting Location: Old Poway Park

Mailing Address: PO Box 1356, Poway 92074

Website: [powaywomansclub.org](http://powaywomansclub.org)

**President: Joye Davisson**

Dean: Rachelle Stenger Treas: Dorothy Courtney

Membership: Fiorella Green and Lily Green

Newsletter Editor: Joye Davisson



## **STARS OF PALOMAR WOMAN'S CLUB**

(Affiliate Club-1 delegate)

Organized 1958 Federated 1958

Meeting Day/Hour: 3<sup>rd</sup> Tuesday, 11AM

Oct, Dec, Feb, May; Location: Varies

Mailing Address: 145 Brett Pl, Escondido 92027

**President: Rosalia Zamora**

1st VP Programs: Judy Pantazo

Treas: Jan Imonti

Membership: Myrna Binford

Newsletter Editor: Joye Davisson



## VALLEY CENTER WOMEN'S CLUB

(small club-1 delegate)

Organized 1987 Federated 1988 Members: 3

Meeting Day/Hour: Varies

Mailing Address: 14685 Cool Valley Ranch Rd  
Valley Center 92082

**President: Bobbie Weiss**

Dean: Nancy Hashim Treas: Jan Imonti



## THE WOMAN'S CLUB OF VISTA GFWC

(medium club-2 delegates)

Organized 1916 Federated 1925

Members: 34

Meeting Day/Hour:

2nd Wednesday, 10AM

Location: Shadowridge Golf Club

Mailing Address: PO Box 91,  
Vista 92085

**Co-Presidents: Judy Pantazo/Sonja Hults**

Dean: Liz Franciscus Treas: Nancy B Jones

Membership: Donna DiMambro

Newsletter Editor: Liz Franciscus





## **REPORT & CONTEST DEADLINES**

Date	Description	To be sent by	To whom/where
Dec 2, 2024	LEADS Application due to District President	Clubs	Sherry Lutes, District President
Jan 21, 2025	Club Reports, Statistical Forms, Affiliate Data, Submitted electronically to District	Clubs	Sonja Hults, 1st VP Dean
Jan 21, 2025	Club Newsletter for District Judging (1/1/24-12/31/24)	Clubs	Rosalia Zamora
Jan 21, 2025	District Program Area and Officers Reports	Officers, Chairs	Sonja Hults, 1st VP Dean
Jan 31, 2025	Clubs receive club reports electronically for judging	Sonja Hults, 1st VP Dean	Sonja Hults, 1st VP Dean to clubs
Feb 1, 2025	CFWC Newsletter Contest due directly to CFWC	Clubs	
Feb 11, 2025	District Writing contest entries due	Clubs	District Writing Contest Chairman
Feb 15, 2025	District Program Area Report due	Sonja Hults, 1st VP	Wendy Curran, CFWC 1st VP
Feb 15, 2025	1 Copy of ALL Club Reports submitted to District due	Sonja Hults, 1st VP Dean	
Feb 15, 2025	1 Copy of ALL Club Reports for Program Areas due	Sonja Hults, 1st VP Dean	
Feb 15, 2025	Affiliate Date Forms due	Sonja Hults, 1st VP Dean	
Feb 15, 2025	Club AND District Statistical Reports due	Sonja Hults, 1st VP Dean	
Feb 15, 2025	Club AND District Membership reports due	Sonja Hults, 1st VP Dean	
Feb 28, 2025	Clubs submit Narratives judging results	Clubs	Sonja Hults, 1st VP Dean
Mar 1, 2025	Community Impact Program Award (1/1/24-		

# Palomar District Federation, CFWC Proposed Budget 2024-2025

<b>INCOME</b>	<b>BUDGET INCOME 2023-2024</b>	<b>Actual 2023-2024</b>	<b>BUDGET INCOME 2024-2025</b>
CFWC Yearbook	\$ 150	\$ 160.00	\$ 170
District Convention	\$ 4,350	\$ 6,395.21	\$ 7,000
Donations	\$ 1,620	\$ 0.00	\$ 3,925
Dues, CFWC (\$5 per memb)	\$ 1,750	\$ 2,035.00	\$ 2,000
Dues, CFWC Affiliate (Stars of Palomar)	\$ 30	\$ 30.00	\$ 30
Dues, GFWC (\$15 per memb)	\$ 5,250	\$ 6,015.00	\$ 6,000
Dues, Palomar District (\$5 x 400 memb)	\$ 1,750	\$ 1,375.00	\$ 2,000
Fundraisers	\$ 3,000	\$ 2,264.50	\$ 3,000
Hazel Erickson Scholarship	\$ 500	\$ 500.00	\$ 500
Newsletter Subscriptions	\$ 0	\$ 0.00	\$ 60
Penny Pines Project	\$ 70	\$ 0.00	\$ 150
President's Special Charities	\$ 1,500	\$ 3,651.40	\$ 600
<b>TOTAL INCOME</b>	<b>\$ 19,970</b>	<b>\$ 22,426.11</b>	<b>\$ 25,435</b>

**– See next page for Expenses –**

Presented by the 2024-2025 Budget Committee:

Carole May, Chairman

Rosalia Zamora

Bev York

Jan Imonti

Sherry Lutes, ex officio

	Proposed 2023-2024	Actual 2023- 2024	PROPOSED 2024-2025
CFWC Area D Expense	\$100	\$ 267.70	\$100
CFWC Convention - Program Ad \$60/Basket \$50	\$150	\$ 60.00	\$110
CFWC Yearbook	\$150	\$ 160.00	\$170
Corresponding Secretary	\$25	\$ 13.45	\$25
District Convention	\$3,950	\$ 6,774.51	\$7,000
District Meetings (3) including narrative training, refreshments, supplies	\$0	\$ 256.82	\$300
District Yearbook	\$350	\$ 222.91	\$250
Dues, CFWC	\$1,750	\$ 2,035.00	\$2,000
Dues, CFWC Affiliate (Stars of Palomar)	\$30	\$ 30.00	\$30
Dues, GFWC	\$5,250	\$ 6,015.00	\$6,000
Hazel Erickson Scholarship	\$500	\$ 500.00	\$500
CFWC Liability Insurance	\$100	\$ 85.00	\$100
L.E.A.D.S.	\$600	\$ 600.00	\$600
Miscellaneous Expenses	\$40	\$ 0.00	\$100
Newsletter Contest	\$50	\$ 50.00	\$50
Newsletter Expense	\$200	\$ 299.33	\$300
Officer, President			
CFWC Board Meetings (3) meal pkg, 1/2 room, transportation	\$2,000	\$ 1,468.00	\$1,800
CFWC Area D Conference (1) registration, meal, & mileage (\$18)	inc above	inc above	\$70
CFWC Convention (1) registration, meals, transportation	inc above	inc above	\$600
Misc. Expenses (copies, postage, small office supplies)	inc above	inc above	\$150
Officer, 1st Vice President			
CFWC Board Meetings (3) meal pkg, 1/2 room, transportation	\$1,500	\$ 1,200.00	\$1,800
CFWC Convention (1) registration, meals, mileage	inc above	inc above	\$600
Misc. Expenses (copies, postage, small office supplies)	inc above	inc above	\$150
Officer, 2nd Vice President-Membership			
CFWC Membership Meeting (1) meal pkg, 1/2 room, transportation	\$600	\$ 1,087.27	\$600
Misc. Expenses (1st timer gifts, copies, postage, small office supplies)	inc above	inc above	\$250
Officer, 3rd Vice President-Programs	\$25	\$ 0.00	\$50
Officer, 4th Vice President-Fundraising	\$25	\$ 0.00	\$50
Officer, Recording Secretary	\$25	\$ 0.00	\$25
Officer, Treasurer	\$50	\$ 24.68	\$100
Officer, Assistant Treasurer	\$25	\$ 0.00	\$50
Parliamentarian	\$25	\$ 0.00	\$25
Penny Pines (2 plantations)	\$70	\$ 0.00	\$150
President's Special Charities (supplies, packaging, misc.)	\$1,500	\$ 3,651.40	\$600
Programs (2 BOD meetings)	\$100	\$ 0.00	\$100
Government Reports/Fees (Attorney General, Secretary of State, IRS)	\$100	\$ 30.00	\$130
Website & Domain	\$400	\$ 347.74	\$500
Zoom Meetings	\$200	\$ 149.90	\$0
<b>TOTAL EXPENSES</b>	<b>\$19,890</b>	<b>\$ 25,328.71</b>	<b>\$25,435</b>

## PARLIAMENTARY LAW SECTION

Balance as of June 1, 2024

\$558.50

## HAZEL ERICKSON SCHOLARSHIP ACCOUNT

Balance as of June 1, 2024

\$6,064.37



# What is a **BUDGET?**

Simply speaking, **a budget** is a spending plan based on estimated income and expenses over a set period of time. The period of time is up to you and can be adjusted based on your budgeting goals.

***What is a budget and its purpose?*** The purpose of a budget is to plan, organize, track, and improve your financial situation. In other words, from controlling your spending to consistently saving and investing a portion of your income, a budget helps you stay on course in pursuit of your long-term financial goals.

***What do budgets tell you?*** A budget is just a plan. It's not a restriction on spending—it's a plan for what you'll do with all your money. It's a plan for what's coming in and what's going out. .... You're telling your money where to go so you're not left wondering where it went!

**Sources:** [money.usnews.com](https://money.usnews.com), [bethebudget.com](https://bethebudget.com), [everydollar.com](https://everydollar.com)

## HAZEL ERICKSON SCHOLARSHIP FUND



Scholarship Amount: \$500

Bank: Pacific Western Bank

ODD Year - Scholarship awarded to student attending Palomar College.

EVEN Year - Scholarship awarded to student attending MiraCosta College.

Hazel Erickson was a member and past president of The Woman's Club of Vista GFWC and served as Palomar District President from 1964 to 1966. She bequeathed to Palomar District a sum that was used to establish a scholarship fund to be awarded to students pursuing a degree in education. The scholarship is given in alternate years to high school students attending Palomar College and MiraCosta College.

Donations may be made by clubs, members, individuals, and businesses (checks payable to Palomar District). What a fine tradition we established when in 1990 the first Erickson Scholarship was awarded to Mary Cortez, a student at Palomar College.

*"The Telescope"*

**DISTRICT NEWSLETTER**

*The Telescope* is an E-news publication that is sent via "Mailchimp." It is published four times a year and available on the website at: [www.gfwcpalomardistrict.org](http://www.gfwcpalomardistrict.org). Printed copies via U.S. mail are available to all members with a subscription fee and a request to the editor.

District officers and chairmen, clubs, and any member may submit an article or photograph. Send photos and event flyers for "Club News." Email to: [rosalia1947@att.net](mailto:rosalia1947@att.net). The deadlines for articles vary each year. Contact the newsletter editor.

*Any member can sign up! Please encourage club board members and new members to sign up, too! Contact Rosalia to sign up or here's the direct link:*

<https://gfwcpalomardistrict.us18.list-manage.com/subscribe?99f7f3e&id=176d4856a7>

# **PALOMAR DISTRICT FEDERATION, CFWC BYLAWS AND STANDING RULES**

## **BYLAWS**

**(Amended April 23, 2024)**

### **ARTICLE I — NAME**

The name of this corporation shall be **PALOMAR DISTRICT FEDERATION, CALIFORNIA FEDERATION OF WOMEN'S CLUBS**, organized June 1, 1958, incorporated January 5, 1966, hereinafter in these Bylaws referred to as "District," a member of the GFWC California Federation of Women's Clubs ("CFWC") and the General Federation of Women's Clubs International ("GFWC").

### **ARTICLE II—OBJECT**

The object of this federation shall be to unite, promote leadership, offer training, and recognize the accomplishments of the clubs in the District; promote GFWC and CFWC programs and other charitable, educational, and service programs; and promote and support attendance and training at GFWC, CFWC, GFWC Western States Regional Conference, Area Seminars, and District Conventions.

### **ARTICLE III — MEMBERSHIP**

**Section 1.** To become a member of the District, a club must:

- (a) Hold membership in CFWC and GFWC;
- (b) Have a membership of at least ten members; and
- (c) Show by its Bylaws that the organization requires no sectarian or political test for membership; that it is not a secret society; and, that it does not conflict with the Bylaws of the GFWC, CFWC, or the District.

- (d) GFWC shall precede the name of the club applying for membership;
- (e) Application form signed by the Club President and Recording Secretary must be accompanied by a check payable to Palomar District for per capita GFWC, CFWC, and District dues;
- (f) Names, addresses, phone numbers, and e-mails of all members;
- (g) Contact information for the Club President, Recording Secretary and Treasurer; and
- (h) Two (2) copies of the bylaws (or electronic copies).

**Section 2. Types of Members.** Membership in the District shall be Active, Juniorette, and Affiliate Groups as follows:

- (a) Active membership shall be clubs whose members pay per capita dues to GFWC, CFWC, and the District.
- (b) Juniorette are clubs whose membership is composed entirely of middle school/junior high and high school age students whose members have paid GFWC, CFWC and District dues. These Clubs are sponsored by Women's Clubs or the District and have an advisor from a CFWC general club.
- (c) Affiliate Groups are clubs that have affiliate group status with CFWC. Only groups whose object is Past Presidents, Parliamentary Law, Alumnae, or Emeritus may request affiliate status. Members shall also have membership in a dues-paying Federated club. Affiliate groups shall pay an annual fee to CFWC and to the District. Each affiliate group shall have one representative vote at the CFWC Convention and the District Convention. They are not included in the membership count to CFWC and GFWC.

**Section 3. Membership Application.** Application for membership shall be made to the District Membership Chairman following the requirements as stated in Article III, Section 3.4 and Section 3.5 of the CFWC Bylaws.

#### **Section 4. Delinquency, Withdrawal and Reinstatement.**

- (a) Clubs whose membership dues are delinquent June 15 shall be sent a reminder letter from CFWC and be encouraged to pay all delinquent dues prior to July 31; be informed that after July 31 their club information shall not be included in the yearbook. Copies of the notification letter shall be distributed to the District President, the Area D Vice-President, the CFWC President, and the CFWC Second Vice-President. The District President shall notify the District Executive Committee.
- (b) Proposed Withdrawal, Retention of Charter, Resignation Procedures, Acceptance of Withdrawal by CFWC, Dissolution/Disband, and Change of Club Name, and Method of Reinstatement shall follow the requirements as stated in Article III, Section 3.6 through Section 3.8 of the CFWC Bylaws.

#### **Section 5.**

- (a) Each club may adopt its own policy, which shall not conflict with the policies of GFWC, CFWC, or the District.
- (b) Clubs are encouraged, but not obligated, to support projects recommended by GFWC, CFWC and the District.

### **ARTICLE IV — OFFICERS AND THEIR DUTIES**

#### **Section 1.**

- (a) The elected officers of the District shall be: President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Recording Secretary, Treasurer, and Assistant Treasurer.
- (b) The appointed officers of the District shall be: Corresponding Secretary, Financial Review Officer, and Parliamentarian.

**Section 2.** The elected and appointed officers shall enter upon their duties on June 1 following election.

**Section 3.** These officers shall perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by GFWC.



- (a) It shall be the duty of the **PRESIDENT** to:
- (1) preside at all meetings of the District;
  - (2) appoint a Corresponding Secretary, a Financial Review Officer, a Parliamentarian, all Chairmen of Departments and Programs, Chairmen of Special Appointments, and Chairmen of Standing Committees;
  - (3) complete the necessary data as required for the CFWC Yearbook;
  - (4) be ex-officio member of all committees except the Nominating Committee;
  - (5) have general supervision over the work of the District;
  - (6) represent the District at CFWC Board meetings, Area D Conferences, and CFWC Conventions. An allowance for necessary expenses for the President shall be determined by the Budget Committee; and
  - (7) be the custodian of the Club Presidents' folders.
- (b) The **FIRST VICE-PRESIDENT** shall:
- (1) serve as the Dean of Chairmen and assist the District President in devising and executing plans of work;
  - (2) along with the District President, represent the District at CFWC Board meetings.
  - (3) be responsible for collecting club and District narratives and statistical reports, then forwarding to CFWC by the CFWC deadline;
  - (4) conduct informational workshops;
  - (5) prepare an article for the Palomar Telescope newsletters published during the year;
  - (6) appear on the agenda calling on those District Chairmen wishing to report;
  - (7) prepare and coordinate the awards and award certificates to be presented at the annual District Convention; and
  - (8) In the absence of the President, she shall perform the duties of that office. In case of death, resignation, or permanent disability of the President, the First Vice-President shall succeed to that office for the remainder of the unexpired term.

- (c) The **SECOND VICE-PRESIDENT** shall:
- (1) serve as District Membership Chairman;
  - (2) assist the District President as needed;
  - (3) prepare an article for the Palomar Telescope newsletters published during the year;
  - (4) receive all applications for new clubs;
  - (5) verify the current District membership number with the District Treasurer on a monthly basis;
  - (6) recognize first-time attendees at District meetings and convention;
  - (7) complete the annual District membership report;
  - (8) attend the CFWC Membership Board meeting;
  - (9) conduct membership recruitment, retention and outreach approved by the Executive Committee;
  - (10) present membership awards at District Convention; and
  - (11) in the absence of the President and the First Vice-President, perform the duties of the President.
- (d) The **THIRD VICE-PRESIDENT** shall:
- (1) assist the District President as needed;
  - (2) serve as Chairman of Programs and Itineraries; and
  - (3) select a gift for the speakers. The President shall present the gift.
- (e) The **FOURTH VICE-PRESIDENT** shall:
- (1) be the Fundraising Chairman;
  - (2) coordinate all District fundraising activities;
  - (3) A Fundraising Committee may be formed at the discretion of the Fourth Vice-President, who shall serve as chairman of that committee. She will be responsible to produce a budget to be presented to the Executive Board for all fundraisers; and
  - (4) assist the District President as needed.
- (f) The **RECORDING SECRETARY** shall:
- (1) keep a true and correct record of the minutes of all meetings of the District, including those of the Executive Board and the Executive Committee and the Board of Directors;

- (2) keep a true and correct record of members in attendance at all meetings and workshops and attach attendance sheets to the minutes;
- (3) submit a copy of the Minutes to the Executive Committee within fourteen days of the close of the meeting; and
- (4) Perform such other duties as may be required.

(g) The **TREASURER** shall:

- (1) receive all money due the District from all sources;
- (2) keep a permanent financial record of the District in a format approved by the Executive Committee;
- (3) deposit the money in a financial institution approved by the Executive Board;
- (4) obtain the necessary signature cards to be signed by the President, First Vice- President, Recording Secretary, Assistant Treasurer, and the Treasurer, with two signatures required to sign checks;
- (5) Expenses listed in the budget may be paid. Expenditures not included in the budget shall be presented to the Executive Board for approval. The Treasurer shall pay only from District vouchers with all bills/receipts attached. If a bill/receipt is not available, then a brief written statement with the reason shall be submitted for approval by the Treasurer;
- (6) ascertain that all approved budget expenditures are used for that specific purpose only. Unexpended budgeted items shall revert to the general fund;
- (7) keep all accounts between the District and its members and notify the President and the Second Vice-President of the District and the clubs whose dues are delinquent;
- (8) give a financial report at each Executive Committee meeting, Executive Board meeting, the Board of Directors meeting, and at the first Board of Directors meeting of the new fiscal year. Copies of these reports shall be given to the President, the Recording Secretary, Assistant Treasurer, and the Financial Review Officer;

- (9) deliver the books to the Financial Review Officer as follows:
    - i. April 1 for the period of June 1 through March 31;
    - ii. June 15 for a supplementary financial review for the period of April 1 through May 31; and
    - lii. June 30 for the final financial review for the period of June 1 through May 31.
  - (10) deliver to her successor by July 15 all books, papers, and records of the District that are in her custody;
  - (11) file the following governmental forms: Federal and State Tax Forms or E-postcard, California Corporation Statement of Information Form (Secretary of State), Annual Registration of Charitable Trust and Raffle Registration/Annual Report Form to the Attorney General and any other filings required by law; and
  - (12) forward all GFWC and CFWC new and late paying dues to the CFWC Financial Secretary by the 15<sup>th</sup> of each month from May through December. A copy of the CFWC District Dues Remittance Form shall be forwarded to the District Second Vice-President.
- (h) The **ASSISTANT TREASURER** shall:
- (1) have the responsibility to assist the Treasurer as needed (for example, monitor monies and paperwork that is submitted for various activities);
  - (2) be well informed in financial responsibilities that include, but are not limited to: Palomar District Banking, Hazel Erickson Scholarship Fund, Palomar District Budget and Budget Expenditures, Treasurer Reports, CFWC Club Information Forms, IRS and State of California Tax Forms, and Corporation Reports to the California Secretary of State and Attorney General;
  - (3) in the absence of the Treasurer, perform the duties of Treasurer; and
  - (4) In case of death, resignation, or permanent disability of the Treasurer, the Assistant Treasurer shall succeed to that office for the remainder of the unexpired term.

- (i) The **CORRESPONDING SECRETARY** shall:
  - (1) keep a true and correct list of all member clubs, all District Officers, Chairmen of Standing Committees, Departments and Programs, Special Appointments, and Past District Presidents, and all GFWC and CFWC Officers and Chairmen residing in the District, all of whom shall constitute the official list of the District;
  - (2) send notices as directed by the President; and
  - (3) compile, complete and distribute the District newsletter unless another editor is appointed by the President.
  
- (j) The **FINANCIAL REVIEW OFFICER** shall:
  - (1) examine the books of the Treasurer for the period of June 1 through March 31 and make a report at the District Convention each year;
  - (2) make a supplementary financial review for the period of April 1 through May 31;
  - (3) complete the financial review for the period of June 1 through May 31 and return the books to the outgoing Treasurer by July 10. The financial review report shall be presented at the September Board of Directors meeting.
  
- (k) The Parliamentarian shall have knowledge and experience with parliamentary law and ability to interpret Robert's Rules of Order, current edition. These duties shall include:
  - (1) Performing the duties pertaining to the office;
  - (2) Chairing the Bylaws Committee;
  - (3) Approving bylaws of new clubs;
  - (4) Serving as a nonvoting advisory member of the Resolutions Committee;
  - (5) With the Recording Secretary, checking the eligibility qualifications of those candidates nominated from the floor at the Convention;
  - (6) Being available for consultation to the Nominating Committee; and

- (7) Shall have voice but not vote at Executive Committee meetings, Executive Board meetings, Board of Directors, or the District Convention unless the vote is by ballot.

## **ARTICLE V — BOARD OF DIRECTORS**

**Section 1.** Members shall be: District elected and appointed officers, Chairmen of Standing Committees, Departments and Programs, Chairmen of Special Appointments, Presidents or their alternates of member clubs and their duly designated delegates or their alternates, special club representatives to the District Executive Board, District Past Presidents currently holding membership in an active membership Palomar District club, and all GFWC and CFWC Officers residing in the District. This Board shall have general supervision over corporate affairs and shall have the power to transact all business referred to it.

**Section 2.** The First Vice-President, in consultation with the President, shall have reports judged either by outside individuals who are not members of the District or by District members of non-competing club sizes. CFWC Contests shall be judged by outside individuals who are not members of the District.

*NOTE: CFWC BYLAWS. ARTICLE VII. EXECUTIVE BOARD AND DUTIES. SECTION 7.1. Executive Board - C. Service: No member of the CFWC Executive Board shall serve simultaneously in the same capacity at GFWC, District, or Club level when judging of reports and awards is involved. A member not in compliance with this bylaw will be subject to having their chairmanship declared vacant and a new appointment made. (District President, District 1<sup>st</sup> Vice President, State Chairmen, State Committees, and State Appointees are members of the Board.)*

## **ARTICLE VI — EXECUTIVE BOARD**

**Section 1.** The Executive Board shall be composed of the elected officers: President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Recording Secretary,

Treasurer, and Assistant Treasurer; and appointed officers: Corresponding Secretary, Financial Review Officer, and Parliamentarian. The appointed chairmen: President's Aide, President's Advisor, and Public Relations Chairman shall also be members of the Executive Board. The President of any club, or her appointee, shall also be members of the Executive Board.

- (a) Members must hold membership in good standing in a dues-paying club.

**Section 2.** The Executive Board shall have the power to transact routine business between the Board of Directors District meetings and to act in emergencies not otherwise provided for in the By-laws and the Standing Rules and may approve expenditures of not more than One Hundred Dollars.

**Section 3.** Executive Board recommendations shall be given at the next District Board of Directors meeting.

**Section 4. Duties of the Executive Board.**

- (a) To fill all vacancies in the District elective offices, except the office of President, for the unexpired term.
- (b) Each member of the Executive Board shall keep a record of the activities during her term of office and shall give this record to her successor immediately upon the completion of her term of office.
- (c) To approve the annual budget for presentation to the Board of Directors for ratification and to authorize payment for all necessary expenses incurred between June 1 and ratification of the budget at the first meeting of the District Board of Directors meeting.
- (d) To have the power to declare a vacancy, by a two-thirds vote, if an appointed or elected officer fails to perform her duties.
- (e) They shall decide the date, time, and place for holding the District Convention.
- (f) May serve on the Nominating Committee.
- (g) Any contract, except the budgeted items, to be binding upon the District, must be approved by the Executive Board and be signed by the President and the Recording

Secretary of the District. The District Convention contract shall be signed by the President and the Convention Chairman.

## **ARTICLE VII — EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall be composed of the elected officers and the Parliamentarian. This committee shall meet at the call of the President or at the request of three Executive Committee members.

### **Section 2. Duties of the Executive Committee.**

- (a) To ratify the appointments of all Chairmen of Departments and Programs and Chairmen of Special Committees.
- (b) They shall have power to act in emergencies between meetings of the Executive Board and to transact such other business not otherwise provided for in the Bylaws or Standing Rules. A report of such action shall be given at the next meeting of the Executive Board and be included in the Minutes of the meeting.
- (c) They may make recommendations to the Executive Board.

## **ARTICLE VIII — DUES AND FINANCE**

**Section 1.** The fiscal year shall be from June 1 to May 31.

### **Section 2. Dues.**

- (a) Active and Juniorette members shall pay the annual per capita Federation dues through their club by the date set by the District Treasurer.
- (b) Affiliate clubs shall pay the group dues by the date set by the District Treasurer.

**Section 3.** The District President shall distribute Club Information Forms (aka Data Blanks) to the Club Presidents no later than March 20. Club dues shall be paid with the Club Information Form no later than the District Convention. If not paid to CFWC by July 31, the club shall be dropped from Federation membership.



The Club must submit the dues by the latest deadline set by the District Treasurer.

**Section 4.** Clubs joining the Federation prior to the February CFWC Executive Board meeting shall pay full annual dues for the current year. Dues of clubs admitted at the February CFWC Executive Board meeting shall be credited to the following fiscal year, and no dues shall be charged for the remainder of the current fiscal year.

**Section 5.** One Hazel Erickson Memorial Scholarship shall be awarded annually using funds from the Hazel Erickson account and any other amount which may be allotted for this purpose. Club and memorial donations shall be accepted and included in available funds. The scholarship shall be awarded annually until the scholarship fund is depleted.

**Section 6.** A budget shall be presented to the Executive Board for all special and contracted events, workshops, fundraisers, and seminars.

## **ARTICLE IX — NOMINATIONS AND ELECTIONS**

**Section 1. Officers.** The elected officers shall be President, First Vice-President, Second Vice- President, Third Vice-President, Fourth Vice-President, Recording Secretary, Treasurer, and Assistant Treasurer.

- (a) They shall serve for a term of two years or until their successors are elected.
- (b) No elected officer, except the Treasurer, shall be eligible for re-election to the same current office unless she is filling a vacancy of less than one year.
- (c) Nominees, with dual memberships, shall have a letter of endorsement from their primary club. This letter shall be sent to the Chairman of the Nominating Committee, prior to the candidate being considered by the committee, or if nominated from the floor.
- (d) (d) The nominees for District President shall have served as

either a Club president or as an elected officer of the Palomar District Board of Directors for at least one term (two years).

**Section 2. Nominating Committee.** At the District Convention in the odd year, a Nominating Committee shall be elected.

- (a) No member shall serve on the Nominating Committee more than two consecutive terms.
- (b) Members shall have served on the District Executive Board for one or more terms.
- (c) The Nominating Committee shall consist of not less than five or more than seven members and two alternates. Each club shall nominate one member to the committee. The name shall be submitted to the District Parliamentarian no later than ten days prior to the District Convention.
- (d) Election of the Nominating Committee shall be by written ballot, prepared by the District Parliamentarian.
- (e) The District Parliamentarian shall prepare the written ballot, listing candidates in alphabetical order. At the District Convention of the odd year, each delegate shall receive a written ballot of pre-qualified candidates. Three election tellers, appointed by the President, shall count the ballots, listing the candidates with the highest number of votes first. The first five candidates on the list shall be elected as committee members, and the next two candidates in line shall be elected as committee alternates. The list of elected Nominating Committee members and alternates shall be announced by the District President at the District Convention.
- (f) It shall be the duty of the District Parliamentarian to call the committee together and it shall then elect its chairman.
- (g) The Nominating Committee shall name one or more candidates for each elected office at the January meeting of the even year.

**Section 3. Letters of Endorsement.**

- (a) The Parliamentarian shall announce at the District Convention in the odd year that letters of endorsement for candidates are required from clubs wishing to propose a candidate for elected office.

- (b) Letters of endorsement are due to the Nominating Committee Chairman by December 1 in the odd year.

**Section 4. Election of Officers.**

- (a) The Nominating Committee shall present the proposed slate of officers at the January Board of Directors District meeting in the even year.
- (b) The proposed slate of officers shall be included in the District newsletter, "The Telescope," prior to the January Board of Directors District meeting.
- (c) Further nominations may be made from the floor on the day of the election, provided consent of such nominees has been obtained, and the letter of endorsement has been submitted to the Nominating Committee Chairman.
- (d) Election of Officers shall be held at the January Board of Directors District meeting in the even year.
- (e) Election of Officers shall be by written ballot, except if there is but one candidate for each office, then by unanimous consent of the members the ballot may be dispensed with and the election by voice vote may be used.

**Section 5. Election Committee.** Preceding the election in January of the even year, the Executive Board shall appoint an Election Committee of three members and two alternates. This committee shall elect its chairman. The chairman shall have supervision over the arrangements for voting and shall report results of the election to the delegates.

**Section 6. Vacancy in Office.** A vacancy in office shall be filled as provided in this section.

- (a) If for any reason the office of President becomes vacant, the First Vice-President shall become President for the unexpired term. In the event the First Vice-President declines, the Second Vice-President may assume the office. If the Second Vice-President declines the office, the Executive Committee shall fill the office of President by appointment of a person meeting the eligibility requirements of Section 1, and the Executive Board shall ratify such appointments. A President serving less than one-year shall be eligible to serve a full term.

- (b) In the event of a vacancy in the office of First Vice-President, the Second Vice-President shall assume the office for the remainder of the term.
- (c) In the event of a vacancy in other elected offices, the office shall be filled by ballot of the Executive Committee by a person meeting the eligibility requirements of Section 1, and the Executive Board shall ratify the appointment for the remainder of the term.
- (d) If an officer is incapacitated or unable to perform her duties for a period of three months, the office is declared vacant.

**Section 7. Meetings of the Executive Committee-Elect.** In the interim between election and taking office, the President-Elect may call a meeting(s) as needed of the Executive Committee-Elect to approve the appointment of the Corresponding Secretary, the Financial Review Officer, the Parliamentarian, and Chairmen of Standing Committees, Departments and Programs, and Special Appointments.

- (a) The Executive Committee-Elect may fill any vacancies, which may have occurred on the Executive Committee-Elect.
- (b) The officers are authorized to plan and prepare a program of work for the new administration.

## **ARTICLE X – EMERGENCIES**

**Section 1.** 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 be held by mail or electronically.

**Section 2.** 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 electronic meeting to be held as a substitute for a regular, executive board, or special meeting.

## ARTICLE XI — MEETINGS

**Section 1.** Two Board of Directors District meetings (September and January) shall be held during the year and shall be scheduled in the yearbook. The time and place of Board of Directors District meetings shall be decided by the Executive Board. Notices of District meetings shall be sent two weeks before the date of the meeting. The voting body of the District shall consist of the Board of Directors. Executive Board and Board of Directors meetings are open to the entire membership of the District.

**Section 2.** Special meetings may include, but are not limited to: Business meetings (Board of Directors, Executive Board), fundraisers, workshops, orientations. Notices of special meetings shall be sent no later than two weeks before the meeting date.

**Section 3.** Each member club at the beginning of the club year shall be notified by the Credentials Chairman of the number of delegates to represent the club at District meetings and Convention, representation to be on the basis of one for each twenty members or major fraction thereof, according to the CFWC Yearbook. Affiliate Groups will have one delegate per Affiliate Group. The club president shall be responsible for distributing any pertinent information to the delegates prior to the meeting.

**Section 4.** The District Convention shall be held each year in April and in such place as may be selected by the Executive Board. Club awards and annual reports shall be given at the Convention.

**Section 5.** The Call to Convention shall be sent to all members of the voting body at least four weeks prior to the date of the Convention.

**Section 6.** Voting membership at the Convention shall consist of the voting body of the District. A club whose dues are paid in full shall be entitled to representation by its President or her alternate and one delegate or her alternate for each twenty members or major fraction thereof. Affiliate groups may be represented by one delegate at Convention.

## **Section 7. Electronic Meetings.**

- (a) In the event that a properly called Board of Directors meeting has to be cancelled due to circumstances beyond the control of the District, then it shall be acceptable to hold said Board of Directors meeting by an approved electronic means with two weeks' notice being given to all members of the Board of Directors. This section does not apply to a meeting required by these bylaws that has not already been called.
- (b) The Executive Committee or the Executive Board shall transact such business as may arise between meetings of the Board of Directors. The Executive Committee and the Executive Board may conduct business by mail, electronic mail, or telephone when necessary. Electronic meetings via teleconference or video conference may be conducted upon forty-eight hours' telephonic or email notice to all members of the Executive Committee or the Executive Board setting forth the procedures and time for any such electronic meeting. The actions of the Executive Committee or the Executive Board, taken as a result of any mail or electronic meeting, have the same force and effect as a physical meeting. Official minutes of such meetings shall be recorded and ratified at the next Executive Committee or Executive Board meeting.
- (c) Special meetings of the Executive Committee shall be held upon the written/electronic request of three members or at the call of the President. The purpose of the meeting shall be stated in the call which shall be sent to all members at least five days before the meeting.
- (d) Special meetings of the Executive Board shall be held upon the written/electronic request of five members or at the call of the President. The purpose of the meeting shall be stated in the call which shall be sent to all members at least five days before the meeting.

## **ARTICLE XII – VOTING PROCEDURE**

### **Rights and Obligations in Voting.**

**Section 1. Voting Rights of a Member in Arrears.** Members who

are in arrears in payment of dues, but have not been formally dropped from the membership rolls and are not under a disciplinary suspension, retain the full rights of a voting member and is entitled to vote except as the bylaws may otherwise provide.

**Section 2. One Person, One Vote.** No member shall be allowed to represent more than one club or to have more than one vote. An individual member's right to vote may not be transferred to another person by the use of proxies.

**Section 3. Right of Abstention.** Although it is the duty of every member who has an opinion on a question to express it by voting, members can abstain since they cannot be compelled to vote. By the same token, when an office or position is filled by a number of members, they may partially abstain by voting for less than all of those for whom they are entitled to vote.

**Section 4. Abstaining from Voting on a Question of Direct Personal Interest.** There should be no conflict of interest between a member and the district; however, no member can be compelled to refrain from voting in such circumstances.

**Section 5. Voting on Questions Affecting Oneself.** Members have a right to vote for themselves for an office or other position to which members generally are eligible or for the vote when other members are included in a motion.

**Section 6. Rule Against Explanation by Members During Voting.** Members have no right to explain their vote during voting, which would be the same as debate at such a time.

**Section 7. Changing One's Vote.** Except when the vote has been taken by ballot (or some other method that provides secrecy), members have a right to change their vote up to the time the result is announced but afterward can make the change only by the unanimous consent of the assembly requested and granted, without debate, immediately following the chair's announcement of the result of the vote.

## ARTICLE XIII — QUORUM

**Section 1.** Five percent of the membership, as listed in the current CFWC Yearbook, shall constitute a quorum at a Board of Directors District meeting or District Convention.

**Section 2.** A quorum at a meeting of the Executive Board shall be forty percent.

**Section 3.** A quorum at a meeting of the Executive Committee shall be five.

## ARTICLE XIV — DISTRICT REPRESENTATION AT STATE (CFWC) MEETINGS

**Section 1.** The District President and the First Vice-President are members of the CFWC Executive Board.

**Section 2.** Representation at the CFWC Convention shall be according to the CFWC Bylaws, Article XII, Section 12.2, Representation.

## ARTICLE XV – DEPARTMENTS, COMMITTEES, AND SECTIONS

**Section 1. Departments.** The Departments of the District shall conform to those of GFWC and CFWC insofar as is practicable or deemed advisable by the District Executive Board.

### **Section 2. Committees.**

- (a) A Budget Committee composed of three members, including the Treasurer as chairman, shall be appointed by the President and shall present an annual budget to the Executive Board who shall submit it for the September District meeting for approval. The Budget Committee shall conduct a midterm financial review to be presented to the Executive Board no later than ten days prior to the January Board of Directors meeting.
- (b) There shall be a Bylaws Committee of five members, ap-



pointed by the President, with the Parliamentarian as Chairman.

- (c) A Resolutions Committee of three members, including the Resolutions Chairman, shall be appointed by the President. The Parliamentarian shall be a non-voting member of the Resolutions Committee.
- (d) A Credentials and Registration Chairman shall be appointed by the President. The Chairman shall select a committee as needed.
- (e) The President shall appoint a Scholarship Chairman to administer the Hazel Erickson Memorial Scholarship Program. Applicants must qualify according to criteria set forth by the Scholarship Committee for the period involved. Any change in the criteria or procedure shall be approved by the Executive Board and the membership notified no later than the January District meeting of the year in which it becomes effective. An annual report shall be given at the District Convention. The chairman shall select a committee as needed.
- (f) The President may appoint the District Arts Festival Chairman. The chairman shall select a committee as needed.
- (g) The President shall appoint the District Convention Chairman. The chairman shall select a committee as needed.

**Section 3. Sections.** The study of special subjects may be carried on in GFWC department programs. Each section shall be governed by the Bylaws and Standing Rules of the District. The chairman of each section shall be appointed by the President and will preside and coordinate its course of study or activity. She will maintain a record of volunteer hours and activities and submit a written report to the First Vice-President and notify her when and where the section meets. Sections shall be formed and managed according to the following rules:

- (a) All members and participants of sections shall be members of the District.
- (b) Any five members wishing to form a new section shall make a request to the Executive Board for approval.
- (c) No section shall incur any unbudgeted expense for which the District is responsible without the authorization of the Executive Board.

- (d) The proceeds from fundraising activities shall be deposited in the general fund for distribution.
- (e) Each section shall be self-sustaining, and the District Treasurer shall have a line item in the general account for each section.

## **ARTICLE XVI — RESOLUTIONS**

**Section 1.** A documented Resolution to the District Board of Directors or to the District Convention may be presented by any club or by the District Executive Board, provided such Resolution shall comply with the following requirements:

- (a) The proposed Resolution must be in typewritten format and three copies provided. The proposed Resolution shall be accompanied by a letter which includes documented data to be presented for consideration and previously approved by those listed in Section 1. The letter shall be signed by the President and the Recording Secretary of the organization sponsoring the Resolution, stating that it had been acted upon at a regular business meeting of the organization and its presentation to the District meeting or District Convention was authorized.
- (b) Names and addresses of persons to whom copies are to be sent must accompany the Resolutions.

**Section 2.** Resolutions may be rejected by a four-fifths vote of the Resolutions Committee.

**Section 3.** All Resolutions, except emergency and courtesy, to be considered at the District Convention must be presented to the Chairman of the Resolutions Committee four weeks prior to the date of the District meeting or District Convention.

**Section 4.** Emergency Resolutions to a regular District meeting must be presented to the Executive Committee before 10:00 a.m. of the meeting day.

## **ARTICLE XVII — PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order Newly Revised shall be the authority at all meetings wherein they are applicable and not in conflict with these Bylaws. <sup>42</sup>

## ARTICLE XVIII — AMENDMENTS

These Bylaws may be amended at any regular District meeting and/or Convention, on recommendation of the Bylaws Committee, provided such proposed amendments were presented at a previous regular District meeting or appeared in the Call to the District meeting or Convention. Two-thirds vote shall be required for adoption.

## ARTICLE XIX — DISSOLUTION

**Section 1.** This corporation is one which does not contemplate pecuniary gain or profit to members thereof, and it is organized solely for non-profit purposes. No part of the net earnings, properties, or assets of this corporation on dissolution or otherwise shall inure to the benefit of any private person or individual or any member or director of this corporation, and on liquidation or dissolution, all properties and assets of this corporation remaining after paying or providing for all debts and obligations shall be distributed gratuitously, to a corporation organized and operated exclusively for charitable, educational, or social welfare purpose and which has established its tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code of the United States or its successor Section.

**Section 2.** The current Treasurer of the District shall be responsible for filing dissolution papers to the Internal Revenue Service and Franchise Tax Board of California.

Bylaws amended April 28, 2008

Bylaws amended September 21, 2010

Bylaws amended January 18, 2011

Bylaws amended April 24, 2014

Bylaws amended April 29, 2015

Bylaws amended September 15, 2015

Bylaws revised January 26, 2016

Bylaws amended April 24, 2017

Bylaws amended September 25, 2018

Bylaws amended January 21, 2020  
Bylaws amended January 26, 2021  
Bylaws amended April 27, 2021  
Bylaws amended April 26, 2022  
Bylaws amended April 23, 2024

## **STANDING RULES**

**(Amended April 23, 2024)**

1. These Standing Rules may be amended by a two-thirds vote at any District Board of Directors meeting without notice, or a majority vote if notice has been given.
  
2. GFWC Women's Clubs and Juniorette club members shall pay per capita annual dues:
  - (a) GFWC (General Federation of Women's Clubs) - Fifteen Dollars through their Club, at the time of payment to CFWC and District.
  - (b) CFWC (California Federation of Women's Clubs) – Five Dollars.
  - (c) Palomar District – Five Dollars, beginning January 2015.
  - (d) GFWC Juniorette Club members shall pay annual dues of Ten Dollars through their club by the date set by District. They shall also pay One Dollar District dues at the same time.
  - (e) Affiliate Groups shall pay annual dues of Fifteen Dollars to the District.
  - (f) Active Clubs shall remit new members' dues: GFWC Fifteen Dollars, CFWC Five Dollars, and Palomar District Five Dollars by the 10th of the months of June through December to the District Treasurer.
  
3. There shall be three hostess clubs for each of the Board of Directors District meetings assigned by the Executive Committee. Schedule of duty shall be outlined in the yearbook. There shall be two hostess clubs for Special meetings. If the resident

club provides the luncheon, any profit there from shall go to the club.

4. In addition to the District, the hostess club in whose clubhouse the District meeting is held may sell fundraising items.
5. There shall be a club mailbox at each District meeting for distribution of club and federation materials.
6. A balance of not less than One Thousand Dollars shall be left in the checking account at the end of each two-year administration.
7. The deadline for the District Arts Festival pre-registration of Arts, Crafts, and Photography entries shall be one week prior to judging. Creative Writing entries shall be due at the January District Board meeting. No photography of District Art Festival entries shall be allowed without the written permission of the entrant.
8. CFWC Yearbooks, District Yearbooks, and Procedure Books shall not be sold or given to anyone for commercial purposes.
9. To cover Convention expenses, a registration fee determined by the Executive Board shall be paid by each attendee. The District Convention registration fee shall be waived for the District Past Presidents who are members in good standing of the District.
10. At Convention, only the District may conduct fundraising activities.
11. Any favors or materials distributed at the District Convention must have prior approval of the Convention Chairman.
12. An award certificate, based on the percentage of membership gain, shall be awarded each year at the District Convention.

13. An award certificate shall be awarded each year at the District Convention to the club in each size category having the greatest percentage of attendance at regular District meetings and workshops.
14. At the annual District Convention, the Executive Board shall recommend candidates for consideration as members of the CFWC Bylaws, Election, Resolutions, and Nominating Committees.
15. Copies of the CFWC Awards won by the District shall be placed in the District President's Book, and the original will remain with the recipient.
16. It shall be the duty of the Amenities Chairman to select and present the gift for the retiring President.
17. When the President attends authorized CFWC Board meetings and CFWC Conventions, she shall be allowed the following expenses, the amount not to exceed the budgeted allotment: Registration, one-half of the rate of a double occupancy room, only the scheduled meals, and transportation in full.
18. When the District First Vice-President/Dean attends CFWC Board meetings, she shall be allowed the following expenses, but not to exceed the budgeted allotment when funds are available: Registration, one-half of the rate of a double occupancy room, only the scheduled meals, and transportation in full.
  - (a) As a District delegate to the CFWC Convention, the First Vice-President may be allowed the following expenses but not to exceed the budgeted allotment when funds are available, except in election year; should the First Vice-President not progress to President-Elect, the President-Elect, as a delegate, shall be allowed the following expenses, but not to exceed the budgeted allotment: Registration, one-half of the rate of a double occupancy room, only the scheduled meals, and transportation in full.

19. The District Second Vice-President/Membership Chairman may be invited to attend CFWC Board meetings. She shall be allowed the following expenses, but not to exceed the budgeted allotment when funds are available: Registration, one-half the rate of a double occupancy room, only the scheduled meals, and transportation in full.
20. The District President's pin shall be presented to the President-Elect during the Installation Ceremony by the installing officer. The outgoing President shall be presented a District Past President's pin by the First Vice-President at the conclusion of the Installation Ceremony.
21. There shall be a District Newsletter, The Telescope, published no less than four times a year. The newsletter shall be published and distributed at least two weeks prior to the District board meeting.
  - (a) The Newsletter Editor shall be appointed by the President. It may be the Corresponding Secretary.
  - (b) The Newsletter shall contain a message from the District President, District First Vice-President, any officer or District chairman, and the agenda for the upcoming District Board meeting. Board recommendations shall also be published.
  - (c) The Telescope shall be sent electronically to all members of the District Board of Directors, CFWC President, CFWC First Vice-President, CFWC Second Vice-President, CFWC Area D Vice-President, CFWC Communications Committee, and Presidents of Southern District, San Bernardino District and De Anza District via e-mail. It will be sent via regular mail to those without e-mail.
  - (d) All members, except for voting members without a computer or e-mail, who wish to receive the District newsletter via U.S. mail shall pay Five Dollars for an annual subscription, renewable annually.

22. The District shall be responsible for the District President's lunch at District meetings, Area D Conference, and the District Convention.
23. The Executive Board shall have authority to pay deposits required to reserve venues for functions approved by the Board.
24. The Hazel Erickson scholarship recipient and one guest shall have their registration/lunch fees waived at the District Convention and shall be charged under Convention expenses.
25. The Hazel Erickson Memorial Scholarship of Five Hundred Dollars shall be awarded in alternating years to a continuing or graduating female student who is pursuing a degree in education at Palomar College in the odd years and at Mira-Costa College in the even years. Funds will be released by the District Treasurer to the recipient's account at the College or subsequent educational institution upon receipt of proof of registration.
26. The District may nominate one candidate to the CFWC Leadership, Education, and Development Seminar (LEADS) for the annual CFWC February Board meeting. A portion of the expenses to attend the CFWC and GFWC Conventions shall be allocated in the annual Palomar District Budget.
  - (a) The candidate shall:
    - (1) be a member in good standing of a Federated Palomar District Woman's Club and be interested in advancing in Club and District leadership positions;
    - (2) have a vote of approval by the home club with a copy of the minutes and a letter submitted by the club Recording Secretary;
    - (3) submit the paperwork required by GFWC/CFWC to the District President by December 1;
    - (4) be able to attend both the CFWC February Board meeting and the GFWC Board meeting in June if she becomes the California LEADS; and



(5) be able to fulfill the other duties as requested by CFWC.

- (b) If more than one candidate application for the LEADS training is received, the Palomar District Executive Committee shall review the applications and make the decision as to the final selection of the candidate.

Standing Rules amended April 28, 2008

Standing Rules amended September 21, 2010

Standing Rules amended January 18, 2011

Standing Rules amended April 24, 2011

Standing Rules amended January 15, 2013

Standing Rules amended April 24, 2014

Standing Rules amended April 29, 2015

Standing Rules amended September 15, 2015

Standing Rules amended January 26, 2016

Standing Rules amended April 24, 2017

Standing Rules amended September 25, 2018

Standing Rules amended January 26, 2021

Standing Rules amended January 24, 2023

Standing Rules amended April 23, 2024

## LEVELS OF OUR FEDERATION STRUCTURE

All club members in good standing (dues are paid and submitted to District/CFWC/GFWC) are also members of:

- ◆ **General Federation of Women's Clubs, International (GFWC)**
- ◆ **GFWC Western States Region**
- ◆ **GFWC California Federation of Women's Clubs (CFWC) - Palomar District is in Area D**
- ◆ **Palomar District Federation, CFWC**

**Executive Committee:** Elected Officers and the Parliamentarian.

**Executive Board:** Officers, Corresponding Secretary, Financial Review Officer, Parliamentarian, President's Aide, President's Advisor, Public Relations Chairman, Club Presidents or appointee.

**Board of Directors:** Executive Board, club delegates or their alternates, District Past Presidents currently holding membership in an active Palomar District club, and all GFWC and CFWC Officers residing in the District.



## IMPORTANT WEBSITES

PALOMAR DISTRICT:

[www.gfwcpalomardistrict.org](http://www.gfwcpalomardistrict.org)

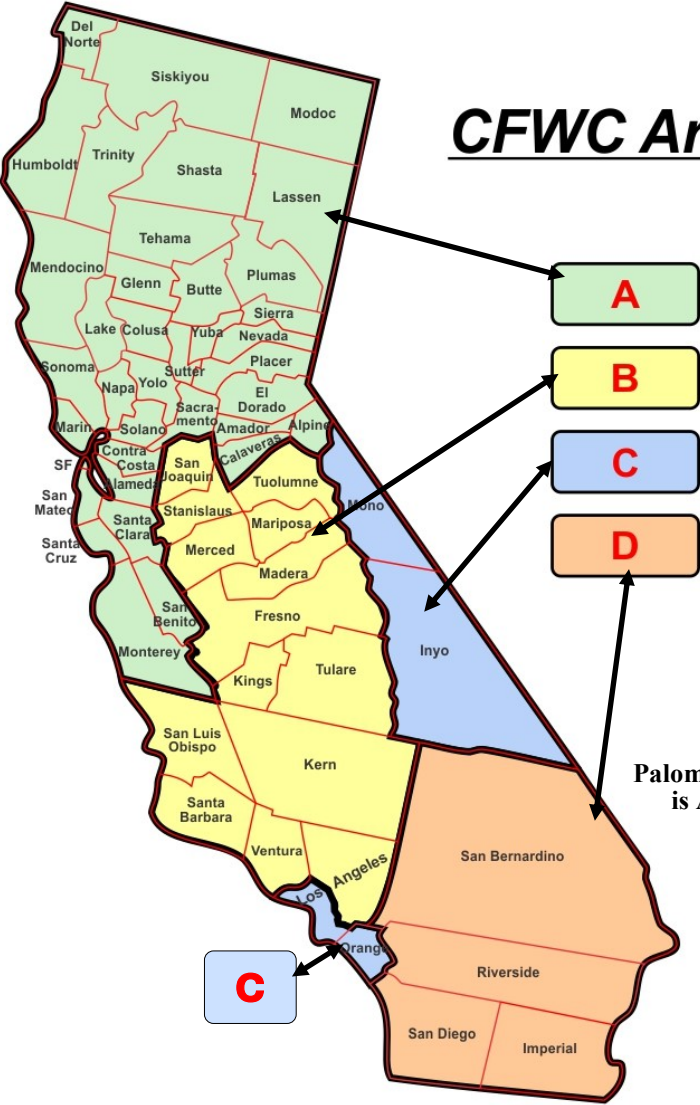
CFWC: [www.CFWC.org](http://www.CFWC.org)

GFWC: [www.GFWC.org](http://www.GFWC.org)

**GOVERNMENT FILINGS** — *double check these sites as they may have changed since this printing.*

- Raffle Permit and Report:  
Significant changes include fee updates for charity, raffle and professional fundraiser applicants and registrants. Before registering, renewing or reporting each year, please always download the latest forms available from the appropriate program page at <https://oag.ca.gov/charities/forms#raffles>
- Review the IRS Form 990-N Electronic Filing System (e-Postcard) User Guide PDF for step-by-step instructions on how to submit electronic Form 990-N (e-Postcard). Most common problems can be avoided by following the User Guide: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
- Annual filing with State Charitable Trust must be done within 4 months and 15 days of the close of fiscal year: [https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rf1\\_form.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rf1_form.pdf)
- Every **odd** year file Statement of Information for Corporations: <https://businessfilings.sos.ca.gov/>  
This must be done every 2 years. A \$20.00 check (or credit card if filing online).

# CFWC Areas



Palomar District is Area D.

Reach for the Stars



09/11/25 - 09/14/25

## WESTERN STATES REGIONAL CONFERENCE

SAVE <sup>THE</sup>  
DATE

Long Beach Airport Marriott  
4700 Airport Plaza Drive  
Long Beach, CA 90815  
562-232-4360

All day tour on Thursday, half day tour and California State Night Banquet on Friday with WSR meetings on Saturday and Sunday



Hosted by *GFWC California Federation of Women's Clubs*

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Rosalía Zamora, Yearbook Editor  
All Rights Reserved