

VALLEY SUNSET DISTRICT, CALIFORNIA FEDERATION of BUSINESS AND PROFESSIONAL WOMEN’S CLUBS, INC.

POLICIES AND PROCEDURES

Revised – April 26, 2025

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VALLEY SUNSET DISTRICT, CALIFORNIA FEDERATION of BUSINESS AND PROFESSIONAL WOMEN'S CLUBS, INC.

POLICIES AND PROCEDURES

April 26, 2025

I. FUNCTION

The Valley Sunset District of the California Federation of Business and Professional Women's Clubs, Inc. (hereinafter referred to as the District and CFBPW, respectively.) shall:

- A. Emphasize the value of Business and Professional Women (hereinafter referred to as BPW), and the program scope of CFBPW, National Federation Business and Professional Women's Clubs and International Federation of Business and Professional Women (hereinafter referred to as NFBPWC and IFBPW, respectively.)
- B. Train and develop members for leadership roles and encourage promotion of qualified members to District and CFBPW service.
- C. Act on local matters which are within the purpose and policies of CFBPW, NFBPWC and IFBPW.

II. PROGRAM and PROJECTS

The dates, times, venues, themes, host clubs and other projects shall be tentatively scheduled at the Planning Meeting, which shall be held no later than June 30. The District program shall support the CFBPW, NFBPWC and IFBPW activities.

III. FINANCE

- A. Bank Account(s).
District funds shall be deposited in a financial institution that has branches throughout the District.
- B. Budget.
The Finance Committee shall prepare an annual budget to be presented at the annual meeting.
- C. Expenditures
General. All requests for payment of expenses shall be submitted to the Treasurer with or statement; the Treasurer shall present the requests to the EC for payment authorization.

IV. CLUB and DISTRICT RELATIONSHIPS

- A. Club Programs.
District Officers and Chairs shall be available to participate in Club programs; their meal expense shall be the Club's responsibility.
- B. New Clubs.
The District membership chair shall encourage organization of new clubs; a new club may install officers when the charter is received from CFBPW.

V. MEETINGS

A. CFBPW Officials.

1. CFBPW Representation. The President shall, at the CFBPW post-conference board meeting, select CFBPW representatives for district meetings.
 - b) The Executive Committee (hereinafter referred to as the EC) shall budget for CFBPW Representative's expenses at each meeting as follows:
 - 1) Mileage or airfare in accordance with CFBPW policy.
 - 2) Hotel room and meals.
 - 3) Gift secured by the president.
2. Other CFBPW officials attending District meetings shall be responsible for their own expenses.

B. Registration and Meals.

1. The EC shall set registration and cancellation deadlines, registration fees and meal fees.
2. Fee Waivers.
 - a. Guests. Registration fees shall be waived for guests.
 - b. Dignitaries. Registration and meal fees shall be waived for speakers and the official CFBPW representative.
 - c. District Officials. Registration and meal fees may be waived by the EC for the EC, Parliamentarian, meeting and registration chairs, and others.

C. Expenditures

1. Venue Deposits. The Treasurer shall pay venue deposits as directed by the EC.
2. Claims Deadline. The Treasurer shall pay only bills submitted, with a voucher, within fifteen (15) days following meetings.
3. Report. The Treasurer shall submit to the EC, within thirty (30) days after the close of each meeting, a report of meeting expenses paid.

D. Host Club/Group

1. Venue
The host club/group, with the approval of the EC, shall be responsible for venue arrangements.
2. Meeting Budget
Budget. The host club/group shall present to the EC for approval, at least sixty (60) days before each meeting, a proposed budget for each meeting.
3. Decorations and Menus.
The host club/group for each meeting shall consult with the EC regarding menus and shall provide decorations. For the Installation of Officers and

Woman of Achievement meetings, the host club shall confer with the president-elect.

4. Correspondence.
The host club/group shall send letters of appreciation to all speakers and donors of goods and/or services.

- E. Head Table Seating.
The Parliamentarian shall be responsible for preparation and placement of head table place-cards.

VI. INSTALLATION OF OFFICERS

If an Installation of Officers is conducted, the president-elect shall select an installing officer and provide a gift for the installing officer, the cost of which shall be reimbursed as budgeted.

VII. PAST PRESIDENT'S PIN and GIFT.

The immediate past-president shall secure a past-president's pin and gift for the retiring president; the cost of the past-president's pin shall be included in the budget and the gift shall be funded by member donations.

VIII. AWARDS

- A. Woman of Achievement.
 1. Observance. Woman of Achievement awards shall be presented at the Fall Meeting. The President Elect shall serve as chair of the observance.
 2. Categories. A District Woman of Achievement Award and Club Woman of Achievement Awards shall be presented to members for exemplary leadership, activity and dedication to BPW or to non-BPW members for distinguished service in their careers and community.
 3. Recipient Selection
 - a. The District recipient shall be selected at the June Planning Meeting.
 - b. Clubs shall submit the names of their recipients to the E.C. by the date it sets.
 4. Plaques or certificates. The cost of awards presented to the award recipients shall not exceed the budgeted amount.
 5. Attendance Requirement. The District shall honor only Women of Achievement who attend the District awards event.
 6. Local Event. Clubs may hold a local event to honor their Women of Achievement and present gifts in addition to the District awards.
- B. Other Awards. Other District Awards shall be for a specific, one-time activity, which shall be approved by the EC.

IX. NEWSLETTER

- A. Editor. The President shall appoint a newsletter editor, subject to the approval of the EC.
- B. Expenses. Newsletter publication and distribution expenses shall not exceed the amount budgeted.
- D. Distribution Deadline. The newsletters shall be distributed at least thirty days prior to each District meeting.

X. CFBPW BOARD MEETING REPRESENTATION

Districts, in accordance with CFBPW bylaws, shall be represented at the CFBPW board meetings by the President and one (1) representative. This district's representatives shall be elected at the previous District meeting; the president shall fill representation vacancies by appointment.

XI. POLITICAL ACTIVITIES

No member of a Club or District shall use a BPW title or connection for participation in political campaigns (local, state or national) unless the Club, District, CFBPW, NFBPWC or IFBPW has endorsed such actions; nor shall a member use any official title or connection with BPW in subscribing to any document which is controversial and has not received the endorsement of BPW.

XII. COMMERCIALISM

The District shall be governed by the CFBPW Commercialism Policy.

XIII. AMENDMENTS

- 1. Procedure.
These Policies and Procedures may be suspended or amended by a 2/3 vote.
- 2. Editorial Corrections.
The bylaws committee or secretary shall make, subject to the approval of the EC, such changes to article and section designations, punctuation, grammar, cross-references and technical content of Bylaws, Policies and Procedures, and Standing Rules as may be necessary to reflect the intent of the organization.

s/ Rosemary Renzer 5/16/2025
Rosemary Enzer, President

s/ Marcia Jackman 5/16/2025
Marcia Jackman, Secretary

Revised April 26, 2025