

# CALIFORNIA DIVISION UDC - STANDING RULES

Revised 7 October 2023

## 1. Fee Schedule

	GENERAL	DIVISION	TOTAL
	**		
a. Per Capita (Members)	\$35.00	\$15.00	\$50.00
b. New Application	40.00	15.00	55.00
c. UDC Transfer	15.00	6.00	21.00
d. CofC to UDC Transfer	35.00	15.00	50.00
e. Supplemental App	30.00	7.00	37.00
f. Reinstatement	10.00	5.00	15.00
g. Copy of Orig. App/Supp (from Div. Registrar)		5.00	5.00
h. Chapter Charter	25.00	none	25.00
i. Reactivation of Chapter	25.00	none	25.00
j. Cross of Military Service	70.00	5.00	75.00
k. Military Service Award Lapel Pin	20.00	5.00	25.00
l. Armed Forces Expeditionary Medal	70.00	5.00	75.00
m. National Defense Medal	70.00	5.00	75.00
n. Military Cert of Appreciation	10.00	1.00	11.00
o. Pioneers in Space Medal	40.00	none	40.00
p. Pioneers in Space Technical Ach Cert	10.00	none	10.00
q. Meritorious Service Medal	70.00	5.00	75.00
r. Meritorious Service Cert. of Recognition (in lieu of medal)	20.00	1.00	21.00
s. Winnie Davis Medal& Cert	70.00	5.00	75.00
t. Jefferson Davis "Gold" Medal	70.00	5.00	75.00
u. Jefferson Davis "Silver" Medal	45.00	5.00	50.00
v. Judah P. Benjamin Award	70.00	5.00	75.00
w. Stonewall Jackson Medal	70.00	5.00	75.00
x. UDC Mag Subscription-1 Year	20.00	none	20.00
Two Years	37.00	none	37.00
Three Years	55.00	none	55.00
If 100% Chapter Participation	17.00	none	17.00
y. CA Division Pin		15.00	15.00
z. CA Centennial Pin		15.00	15.00
aa. CA Div. Annual Yearbook		TBD	TBD
bb. American Patriot Medal	50.00	5.00	55.00
cc. Homeland Defense Medal	50.00	5.00	55.00
dd. Junior ROTC Medal	30.00	5.00	35.00

\*\* Verify with appropriate General Officer the cost of a medal before placing an order. ++

Additional fees are listed in Standing Rules 14(b) and 15(h). All other fees not set forth above for General costs, shall be pursuant to the General Fee Schedule. Checks for Division fees shall be made payable to the **California Division Treasurer UDC (CA Div. Treas UDC)**; Checks for General insignia or other fees shall be made payable to **Treasurer General UDC**. Any payments mailed to the Division for dues, yearbooks, insignia, and other financial obligations shall be payable by check or money order.

Cash will not be accepted for transactions and the Division shall not be held responsible for the loss of cash.

- 2. Allocation of Per Capita Taxes/Fees.** Division per capita taxes/fees shall be allocated to the accounts set forth below. Any funds allocated for Division special projects shall be allocated as recommended by the Executive Committee and approved by a vote of the members. Any remaining per capita funds will be allocated to the Division General Fund and used for operating expenses.

\$3.50 to Division Convention    \$ .25 Anchor Fund

\$ .75 Named Royal Division Scholarship Fund\*

\$8.25 to Division for Expenses    \$2.25 President's Travel

\*Moves to Honaker Scholarship after checking account balance reaches \$10K

**3. Payment of Division Expenses/Officer Expenses.**

- a. All California Division Officers, Chairmen of Standing Committees, Chairmen of Special Committees, and Directors appointed by the President General, may submit an itemized Expense Claim for such items as postage, long distance telephone calls, express mailing, etc., which must first be sent to the Division President for approval. If approved, the Division President shall forward the Expense Claim to the Treasurer for payment.
- b. The Division shall pay the following toward the expenses of the Division President:
  1. Division President's attendance at *Annual General Convention* - \$1,000.00. If in any year both the incoming and outgoing Presidents choose to attend the Annual General Convention, the allocated funds will be divided between the two Presidents. In any year where there are residual funds in this account, they shall be allocated to the current President's travel.
  2. Division Business Expense Claims submitted by the Division President MUST not exceed the \$1,000 approved allocation, be accompanied by documentation or receipts, and submitted to and signed by the Division Treasurer to qualify for reimbursement. If any discussion is required on said Expense Claim, then the Finance Committee shall be consulted for input. If any suggested changes are required or additional information needed then said Claim can be modified and resubmitted to the Division Treasurer and Committee for approval.
  3. Division Convention: The cost of all Convention meals which are part of the official program and up to three nights hotel accommodations shall be charged to the Division expense account in the event the meeting site hotel will not furnish a complimentary room for the Division President.
- c. No other travel or entertainment expenses shall be paid by the Division for any Division Officer, Chairman, or Director appointed by the President General.
- d. A courtesy invitation may be extended to the President General to attend the Division Convention as its guest to include two nights hotel accommodations and complimentary banquet and breakfast meals.

In the event the President General is unable to attend, and another General officer, or past General officer, attends in her place representing the General organization, then the Division shall pay the same expenses noted above for the highest-ranking General officer in attendance. The officer attending shall be responsible for the cost of her own travel.

- e. Pins and sashes of the Division President, Ex-Division Presidents, and Honorary Presidents of Division, shall be purchased from Division Funds.
- f. The California Division shall fully fund the purchase of up to three (3) approved medals during the UDC fiscal year for bestowal at either the annual Division Convention, Southern Luncheon, or Jefferson Davis Luncheon. Funding by the Division will be based upon the first three (3) medal applications received by either the Division Vice President, Division Historian, or Division RMSA and approved by General and received by either the Division Vice President, Division Historian, or Division RMSA. Any additional medal(s) requested for bestowal at any of the three (3) stated Division events must be purchased by the sponsoring Chapter, family, or a member. In the event that three (3) or fewer medal applications are received by the Division from one (1) chapter only, then the Division shall fund all the medals. All meals for award recipients at the Division events shall be paid by the sponsoring Chapter, family, or a member.

#### **4. Replacement of UDC Applications.**

- a. In the event a Chapter loses or misplaces copies of its members' original applications as a result of a natural disaster, or some other unexpected event, the Division Registrar may provide, at no charge, copies of the original applications of current members. Applications lost due to negligence will be replaced by the Division for a fee. (*See Fee Schedule*)
- b. In the event of loss through disaster, the Chapter may pay the Division for copies of current members' Supplemental Application papers.
- c. Chapters desirous of replacing historic applications lost over time may arrange with the Division Registrar for copying them at a reasonable fee.

#### **5. Appeal for Funds.**

Any appeal for funds that may involve expenditure by the Division of more than \$50.00, shall first be approved by the Division's Executive Committee, before presenting the appeal to the members for a vote at the Division Annual Meeting.

#### **6. Division Financial Aid for Members.**

- a. The total amount of funds available annually for Financial Aid for Members shall be limited to the Certificate of Deposit on the account for Division Financial Aid for Members as reported by the Treasurer at the close of the fiscal year on August 31, plus any contributions designated specifically for that purpose. Funds not used shall remain in the Certificate of Deposit in order to increase the principal.

- b. An applicant must have been an active member of the California Division, United Daughters of the Confederacy for at least ten (10) years.
- c. Need must be for the applicant or her dependent and related to health reasons.
- d. If a Chapter member is unable to sign the application, then a Chapter member familiar with the applicant can sign on her behalf. All applications must be verified and endorsed by the applicant's Chapter President.
- e. If the family of the applicant has been contacted and has declined to pay dues for an incapacitated member, the Chapter President or Secretary or Treasurer may apply for payment of per capita for an incapacitated member who has at least ten (10) years of membership in the California Division.
- f. All requests shall remain confidential.
- g. Applications shall be mailed or delivered to the Finance Committee. If approved, the Division Treasurer will be instructed to remit the funds. If the application is denied, the Division Treasurer shall notify the Chapter President of the denial.
- h. Any funds delivered to applicant or on her behalf shall be a gift from the California Division United Daughters of the Confederacy and are not to be construed as permanent income. This Relief is offered as a one-time gift to aid members in need.

## **7. Yearbook.**

- a. At the spring meeting of the Executive Committee, the Yearbook Chairman shall provide a report as to the anticipated cost of production of the annual Yearbook, based on the cost of the prior year's book. The Executive Committee shall then determine a reasonable cost per book and it shall make its recommendation to the general membership at the Division Convention as to the suggested price to be charged per member for each book. Each Chapter shall place its order for the appropriate number of Yearbooks with the Division Treasurer by November 15. Payment for Yearbooks shall accompany the order. Any costs incurred by the Division in mailing Yearbooks to a Chapter shall be paid by that chapter before mailing.
- b. One copy of the Yearbook shall be reserved for the Historical Reference Files.
- c. One copy of the Yearbook shall be mailed annually to the UDC Business Office, and one copy to the President General.
- d. A description of each award shall be printed annually in the Yearbook and limited to four lines, together with the date the award was originally funded. (*See Standing Rule 8, Awards*)
- e. Bylaws and Standing Rules shall be printed annually in the Yearbook.
- f. The reports of Division Officers, Chairs of Standing and Special Committees, and Chapter Presidents shall be printed annually in the Yearbook. All printed reports shall be limited to 200 words, except that of the Division President and Division Treasurer. They shall be provided to the Division Recording Secretary and the Yearbook Chair in a word processing-friendly format at least a week prior to the

opening of Division Convention.

- g. Reports amended after Division Convention will not be printed in the Yearbook if received by the Division Recording Secretary and Yearbook Chair after November 1 or received before that date in format that is not word processing-friendly.
- h. The Treasurer's report, as approved by the Executive Committee and Financial Review Committee, shall be printed annually in the Yearbook.
- i. Any financial review report of the Treasurer's books shall be printed in the Yearbook.
- j. A list of Division controlled scholarships shall be printed annually in the Yearbook, together with the names of the current recipients.

## 8. Awards.

- a. Any California Division member may fund one or more awards. At the time of funding, the donor must establish the criteria for the award(s) and provide the Division Treasurer with the criteria for each award offered.
- b. The date the award was originally funded shall be printed in the Yearbook.
- c. Awards will not be listed in the Yearbook unless the award money has been deposited with the Division Treasurer prior to November 15.
- d. Money for new awards and all award renewals must be in the minimum amount of \$15.00 per award for first place winners. Awards for second or third place may be in the amount of \$10.00.
- e. A list of awards shall be printed annually in the Yearbook.
- f. All awards shall have a carryover limit of one year after their original publication printed in the Yearbook.
- g. It shall be the responsibility of the Division Treasurer to contact the donor of each award to make the determinations set forth in subparagraph f. above. She shall then send the Awards List to the Yearbook Chairman for inclusion in the annual Yearbook. In the event the Yearbook Chairman has not received confirmation from the Division Treasurer of the Awards to be listed by the date of publication, the Yearbook Chairman shall contact the Division Treasurer to obtain such confirmation before listing any awards in the Yearbook for printing.

## 9. Special Meetings/Events.

- a. When feasible, the Division shall hold two **Chapter Presidents' Council Meetings** during each fiscal year. These meetings shall be scheduled by the Division President and shall be held for the purpose of planning Division work for the ensuing year. These meetings may be held in conjunction with the Southern Luncheon and Jefferson Davis Luncheon, when practical.
- b. When feasible, the **Southern Luncheon** shall be scheduled annually in the southern part of the state on the second Saturday in January and may be referred to as a "Heritage Luncheon."
- c. When feasible, the annual **Jefferson Davis Luncheon** shall be scheduled annually in the northern part of the state on the first Saturday in **June** and may be referred to as a "Heritage Luncheon."
- d. In the event a change of schedule is required, these annual luncheons

shall not be scheduled on the same date.

- e. National and religious holidays shall be avoided when scheduling such events.
- f. Should it be necessary to hold any of these meetings/events electronically, they shall be held in accordance with the provisions of Division Bylaws Article XX. Electronic Meetings.

#### **10. Communication.**

Members may communicate via electronic mail (email) as a matter of course.

- a. Members utilizing email shall be responsible for notifying their Chapter President, Secretary, and Registrar when there is a change in their email addresses. These officers will be responsible for incorporating such changes into Chapter records and all reports filed with Division, including Chapter rosters for the Yearbook.
- b. Where an email address is not on file, critical documents and notices (e.g., Call to the Division Convention, election materials, Division events, etc.) shall be mailed to the appropriate Chapter officers by U.S. Mail as designated in the Division Bylaws.

#### **11. Officers & Candidates for Office.**

- a. Candidates for a California Division elective office or honors:
  - 1. Shall be endorsed by a Chapter;
  - 2. Shall have been a member of the California Division for the preceding two (2) years; and
  - 3. Shall meet the eligibility criteria defined in Article VI Elected Officers and Duties.
- b. All candidates from California for elective office at the General level of the organization:
  - 1. Shall be endorsed by a Chapter;
  - 2. Shall have been a member of the California Division for the preceding three (3) years;
- c. A candidate for Honorary President of Division:
  - 1. Shall be endorsed by a Chapter;
  - 2. Shall have been a member of the California Division for the preceding two (2) years; and
  - 3. Shall meet the eligibility criteria defined in Article VIII Honorary President of Division.
- d. When an Honorary President of Division is elected, the Division President shall present to her, at the Division Convention, or at the next regularly scheduled Division event if she is unable to attend the Division Convention, the appropriate sash and pin for an Honorary President of Division.

#### **12. Memorials.**

- a. In the event of the death of any Ex-President of California Division, President, Honorary Division President, Honorary Associate Member of the Division, Real Daughter, or any other member of the Division Executive Committee, the Division Treasurer shall be authorized to contribute a sum, not to exceed \$50.00, for any of the following:
  - 1. Purchase flowers for the deceased member's funeral or memorial;

2. Donate said sum to the Anchor Fund in the name of the deceased member;
  3. Donate said sum to another suitable charity, as designated by the deceased member's family or Chapter in honor of the deceased member.
- b. Special Memorials may be given at the Division Convention for any Ex-President of California Division, Honorary President of California Division, Honorary Associate Member of the Division, Real Daughter, any other member of the Division's Executive Committee, and if approved by the Executive Committee, any other person for his/her valuable contributions to the Division. Copies of all memorials, limited to 200 words, shall be delivered to the Division Recording Secretary and Yearbook Chair in a word processing-friendly format by November 1.
  - c. Flowers may be placed in the Memorial Wreath for Members, Associate Members, and Honorary Associate Members.
  - d. Individual members may also make personal monetary contributions.

### 13. Scholarships.

California Division Scholarships were established to assist deserving students who are lineal or collateral descendants of eligible Confederate ancestors, and who choose to attend a California college or university. Descendants of collateral ancestors who apply for qualifying scholarships shall be members of UDC or CofC. When funds are available, California Division scholarships are as follows:

- a. **Scholarships approved by the California Division Education Committee.**
  1. **Mildred Fulcher Royal Scholarship**  
This Scholarship was established in 1966 by Jefferson Davis Chapter 540 and may be granted at the discretion of the Education Committee and availability of funds as determined by the Executive Committee, to eligible students who meet criteria established by the organization and shall pay a maximum of \$1,000.00 per annum.
  2. ***Georgine Allaine Honaker Scholarship (Endowed)***  
This Scholarship was established in 1987 by Mrs. Elina Daspit Weil of Fort Sumter Chapter 1901 in honor of her mother, a Real Daughter, and may be granted at the discretion of the Education Committee and availability of funds as determined by the Executive Committee, to eligible students who meet criteria established by the organization and shall pay a maximum of \$1,000.00 per annum. (*Payment has been suspended pending the scholarship corpus reaching \$25,000.00.*)
  3. ***Los Angeles Chapter #277 Scholarship(s) (Endowed)***  
This Scholarship(s) was established in 1963 and may be granted at the discretion of the Education Committee and with availability of funds as determined by the Executive Committee, to eligible students who meet criteria established by the organization and shall pay a maximum of \$900.00 per annum per award.
    - a) This scholarship may be awarded until either undergraduate

or graduate studies have been completed.

- b) This scholarship may be awarded based on financial need and/or academic excellence, as long as the recipient maintains degree requirements.
- c) Multiple awards of this scholarship may be available at the discretions of the Education Committee and availability of funds determined by the Executive Committee. If multiple awards are given, they are to be evenly distributed to all recipients.

**b. Scholarships Approved by California Division and Other Organizations.**

1. Charles Melville Cole Scholarship (Endowed)  
Established by Lelia M. Cole of Mary Custis Lee 1884, as a restricted scholarship administered by UC Berkeley. This scholarship is available to eligible students attending UC Berkeley who meet the criteria established by the organization and approved by the Education Committee.
2. Albert Sidney Johnston Scholarship (Endowed)  
Established in 1910 by Albert Sidney Johnston 79 as a restricted scholarship administered by UC Berkeley. This scholarship is available to eligible students attending UC Berkeley who meet the criteria established by the organization and approved by the Education Committee.
3. Joseph Le Conte Scholarship (Endowed)  
Established by Joseph Le Conte 951 as a restricted scholarship administered by UC Berkeley. This scholarship is available to eligible students attending UC Berkeley who meet the criteria established by the organization and approved by the Education Committee. (Payment has been suspended pending the scholarship corpus reaching \$25,000.)
4. Ivy Douglas Ostrom Scholarship (Endowed)  
Established in 1938 at UC Berkeley but currently housed/administered at UC Davis. The scholarship is restricted to students attending UC Davis, UC Berkeley, UC Santa Barbara, and UC Santa Cruz. This scholarship is available to eligible students who meet the criteria established by the organization and approved by the Education Committee.
5. Gladys Isabel Reston Scholarship (Endowed)  
Established by Joseph Le Conte 951 as a restricted scholarship administered by UC Berkeley. This scholarship is available to eligible students attending UC Berkeley who meet the criteria established by the organization and the Education Committee.
6. The amounts of the named scholarships above shall be determined by the Education Committee based on availability of funds. Multiple awards may be available.

**14. Credentials & Registration Committee.**

The Chairman and Committee shall:

- a. Register members, visitors and guests attending the Division Convention.



- b. Determine and collect a registration fee from each member registering in advance for a Division Convention or Special Meeting of Members (which may be zero for an online event), with an additional charge of \$10.00 for registration at the door for an in-person event. The Credentials Chairman shall forward all registration fees collected to the Division Treasurer for deposit and disbursement, on order of the Division Convention Chairman, for Convention expenses only.
- c. Pages shall not be required to pay any Division Convention registration fee.
- d. Provide and issue an identification badge of one color to each registered member, and a badge in a different color to all other attendees or guests.
- e. In the event circumstances require that Convention be held as an online virtual event per Article XX of the Bylaws, shall provide links, and dial-in information and passwords, on a timely basis, including voting links to registered members and excluding voting links to all other attendees and guests.
- f. The Credentials and Registration Desk will be open during the hours as stated in the Official Notice and Call of the Division Convention. If Convention is held as an online virtual event, all registration will be pre-registration.

**15. Convention Expenses & Procedures.**

If Convention is held as an online virtual event, refer to Article XX. Electronic Meetings for additional information and procedures.

- a. If a chapter elects to host a Division Convention, the net proceeds after payment or reimbursement of all Convention expenses, shall be divided equally between the Chapter and the Division. If a chairman is appointed to host a Convention and solicits various chapters to host individual events at its expense, then the net proceeds after payment or reimbursement of all Convention expenses shall be the sole property of the Division.
- b. With the exception of the registration fees, profits from a Chapter hosted Division Convention shall represent the net profit derived from all meal costs, program ads, meeting sponsor donations, tour expenses, vendor table fees, etc., after deducting all necessary meeting expenses (hotel charges, meal functions, copying costs, speaker gifts, tour expenses, and transportation expenses, if any.) The split will include proceeds from raffles, auctions, opportunity drawings, or other Ways & Means saleable items, but does not include the sale of any items marketed by the California Division, such as pins, logo items, manuals, or educational materials. Funds shall be delivered to the Division Treasurer by the host chapter no later than forty-five (45) days following the hosted meeting.
- c. The following Division Convention expenses, if incurred, shall be paid from registration fees collected, the \$3.50 allocation received from per capita taxes/fees, contributions from Chapters, and funds raised by the Annual Meeting Ways & Means Committee:
  - 1. Official program and extra program for Welcome and Historical Evening;
  - 2. Identification badges, ribbons for Convention Chairman, Pages,

- Chairman of Pages, Marshal, and Aides;
3. Expenses of the Memorial Service;
  4. Speaker for Historical Evening;
  5. Floral arrangement(s) for Welcome Evening; and either gift baskets or corsages for the Division President and President General, if in attendance. Any floral arrangement(s) shall be used at the Business sessions until the close of the Annual Meeting;
  6. Electronic services beyond Division's ordinary and regular capabilities in the event Convention is held as an online virtual event.
- d. The Division Convention Ways and Means Committee shall remit all monies collected to the Division Treasurer at the close of the meeting.
  - e. All meals served at the Division Convention are to be self-supporting. All UDC members, as defined by *Article IV* of the Bylaws, attending only the Division Convention meals, shall also be required to pay the registration fee as set forth in *Standing Rule 14(b)*.
  - f. Pursuant to *Standing Rule 19*, the President shall appoint a committee of three members who attended the Division Convention, to read, approve, and sign the Division Convention Minutes or any Special Meeting Minutes prepared by the Recording Secretary prior to being printed in the Yearbook.
  - g. The Division Convention Minutes, signed by the President and Recording Secretary, shall be delivered to the Yearbook Chairman within forty-five days after the close of the meeting.
  - h. Division Chapters and Division CofC Chapters may sell member-produced items or UDC/CofC related items to members attending any Division Convention for Chapter fund-raising purposes. Each Chapter selling items shall sign a Vendor contract with the Division. A \$25.00 fee shall be charged for each Chapter table, payable to the UDC California Division, and submitted to the Division Treasurer. All sales shall be conducted outside the meeting room, when possible, or at the discretion of the Convention Chairman. The Convention Committee or Chapters may invite outside vendors to attend UDC functions to sell "War Between the States" related items. However, each vendor shall be required to sign a Vendor contract with the Division. A fee of \$50.00 shall be charged for each outside vendor table, payable to the UDC California Division Treasurer.
  - i. The Division Public Relations/Press/Radio/Television/Internet Chairman may be a member of the Convention Committee.
  - j. The Division Treasurer shall provide a copy of the proposed annual Budget, prepared according to standard accounting practices in at least three-column format, listing funds expended for the previous two-year period, and the estimated or projected amount for the current year, as reviewed, approved, and recommended to the members for adoption by the Executive Committee. Said Proposed Budget shall be included with the Official Notice and Call to Division Convention. She shall also be responsible for the preparation and distribution of a sufficient number of copies of the Proposed Budget for each member attending the Division Convention to ensure that all members attending have a copy and have been apprised on the

- financial status of the Division before voting.
- k. Surplus of all Convention monies collected shall be held in the Convention Account.
  - l. The Division President may, with prior approval and recommendation of the Executive Committee, engage the services of a Professional Registered Parliamentarian (PRP) to assist with procedures during Division Convention. Any fee incurred for a Professional Registered Parliamentarian (PRP) shall be paid from Division General Fund.

## **16. Convention Assembly Rules & Regulations.**

If Convention is held as an online virtual event, refer to Article XX. Electronic Meetings for additional information and procedures.

- a. All members or guests attending any business session of the Division Convention, or any portion thereof, shall be required to register, and wear a name badge issued at the time of registration. Invited guests may attend the Historical Evening or order Special Meals for events without paying the registration fee. In the event Convention is held as an online virtual event, participants shall be responsible for the correct display of their name in their video window. If a participant eligible to vote must dial in from a device that will not be capable of displaying her name, she must inform the Registration Committee and provide the telephone number associated with that device at registration for use by the Credentials Committee.
- b. Any member shall be entitled to the floor after rising (or requesting recognition electronically, if appropriate) and obtaining recognition from the Chair. She shall state her name and Chapter name. No member shall speak the second time on the same question as long as a member who has not spoken claims the floor.
- c. All main motions shall be presented **in writing**, signed by the member presenting same, and given to the Recording Secretary. In the event Convention is held as an online virtual event, main motions may be made from the floor.
- d. Reports and debate shall be limited to three minutes for each speaker, except for the Division Treasurer; and debate on any one question shall be limited to fifteen minutes. No extension of time shall be allowed to a speaker for debate, except upon proper motion and adoption by a two-thirds vote of the assembly. All oral reports, except those of the Division President and Division Treasurer, shall be limited to three minutes. Written reports of all Division Officers (except the President and Treasurer), Committee Chairmen, Directors, and Chapter Presidents, shall be limited to 200 words and submitted electronically in a word processing-friendly format to the Division Recording Secretary and to the Yearbook Chair a week prior to the Division Annual Meeting for the Official Minute Book and for publication in the annual Yearbook. Pursuant to the Bylaws, the Yearbook Committee may not edit or change any report provided for printing in the Yearbook for the purpose of condensing written material without obtaining the prior approval of the author.
- e. Timekeepers shall be seated near the head table or platform, and shall sound a bell when allotted time for reports and debate has expired.
- f. A Chapter President, Committee Chairman, or Director not reporting

- when called shall not be entitled to read her report to the assembly.
- g. The program, as printed, shall be the order of business for the Annual Meeting, unless the assembly votes upon necessary changes.
  - h. Members may request a caucus to confer on matters before the assembly.
  - i. All cell phones and pagers shall be turned “off” or set to “vibrate” so as to eliminate distracted sound during all meetings and may not be used in any of the meeting rooms or during a business session unless there is an emergency. In the event Convention must be held as a virtual online event, attendees who can only participate through dial-in may use a cell phone for that purpose provided they mute the phone when not recognized to speak by the Chair.
  - j. No video, tape recorder, cell phone recorder, or other electronic recording device shall be permitted during any business session, except that used by the Division Recording Secretary, unless prior authorization is given by the Executive Committee and by a vote of the members present at such meeting(s).
  - k. In the event Convention must be held as a virtual online event, participants shall be responsible for the correct display of their name in their video window. If a participant eligible to vote must dial in from a device that will not be capable of displaying their name, she must inform the Registration Committee in advance and provide the telephone number associated with that device at registration for use by the Credentials Committee. Members will not be recognized or able to speak if their name is not properly displayed or phone number not provided to Registration Committee.
  - l. Terms such as Convention, Division Convention or Annual Convention are synonymous with an Annual Meeting or Corporate Annual Meeting as defined by the State of California.

**17. Division Convention *Suggested Order of Business.***

- a. Welcome, Historical Evening, Bestowal of Military Service Awards and Historical Program.
- b. Opening of Business Session & Call to Order
- c. Ritual, Prayer, and Flag Ceremony
- d. Introduction of Dignitaries, Pages, and Guests
- e. Roll Call of Division Officers and Chapters
- f. Report of Credentials & Registration Committee
- g. Establishment of Quorum
- h. Adoption of Convention Rules & Regulations
- i. Adoption of Annual Meeting Program
- j. Appointment of Timekeepers, Courtesy Committee, and Committee to Read & Approve the Minutes
- k. Call for corrections to previous year’s Minutes
- l. Recommendations of Executive Committee
- m. Financial Report (Treasurer)
- n. Presentation of Annual Budget
- o. Reports of Division President and Other Elected Officers
- p. Report of Nominations & Elections Committee; election of officers in even numbered years.

- q. Election of Nominating Committee when applicable
- r. Report of Bylaw Committee when applicable
- s. Memorial Service
- t. Reports of Directors for California (General Committees)
- u. Reports of Other Standing Committees
- v. Reports of Special Committees
- w. Reports of Chapter Presidents
- x. Report of CoFC California Division President
- y. Report of the Granddaughters Clubs (GC, GGC, GGGC, GGGGC)
- z. Unfinished Business
- aa. Installation of Officers (even numbered years only)
- bb. New Business
- cc. Report of Convention Chairman
- dd. Report of Convention Site Chairman
- ee. Selection of Division Convention Site
- ff. Appointment of Convention Site Chair (2 years in advance)
- gg. Announcement of Appointive Offices & Chairmen when applicable
- hh. Report of Courtesy Committee
- ii. Adjournment

#### **18. Division Property/Records.**

- a. All Division property and supplies, whether purchased with Division funds or donated, that are in the possession of any officer, appointed officer, or chairman, shall belong to the California Division. Said property and supplies shall be relinquished by each elected officer, appointed officer, or chairman to her elected or appointed successor at the close of her term of office or at the direction of the Division President, whichever shall first occur. If there is no successor elected or appointed then such property or records shall be delivered to the current President.
- b. All elected officers, appointed officers, and Committee Chairmen (Standing and Special), shall transmit to their successors by November 1, all records, instructions, and other materials pertaining to her respective office.
- c. The Recording Secretary shall archive on saved "read only" CDs, or similar future recording media, all audio recordings of Annual Meetings (including each Business Session), Special Meetings of Members, and Executive Committee meetings, for the purpose of verifying the written records of the organization indefinitely.
- d. Registrar's filing cabinets containing membership applications and supplemental applications shall be in the possession of the Registrar, or maintained in the California Division UDC storage unit.
- e. The Division shall designate a minimum of four members to have access to the Division Storage unit. They shall be from various areas of the Division with two (2) being local to the storage location. Their names shall be listed on the Storage Contract and in the Division Yearbook.

#### **19. Committee to Read and Approve Convention Minutes.**

The Division President shall appoint a committee of three members who attended the meeting, to read, approve, and sign the Division Annual Meeting Minutes or any Special Meeting of Members that may be duly

called. (See *Standing Rule 15 (f)*). This committee shall:

- a. Be provided with a printed copy of the Convention Program and a printed copy of the official Minutes prepared by the Division Recording Secretary. The committee may, upon request, review the audio recordings of the Convention Business Sessions.
- b. After the Committee has reviewed, approved, and signed the Minutes, the Chairman of the Committee shall return the original and copies, as well as any electronic recorded media to the Division Recording Secretary for printing in the Yearbook.
- c. Members shall have the right to report, in writing, to the Division President and Division Recording Secretary, any discrepancies or errors found in the Minutes as distributed or printed in the Yearbook. Any discrepancies may also be reported for correction at the following year's Division Convention, or at any time thereafter when an error becomes known.
- d. Any member desiring copies of the Minutes prior to publication in the Yearbook, or copies of the electronic audio recordings, shall be required to pay any costs for duplicating such documents or electronic media.

## **20. Nominations and Elections Committee.**

- a. In any year where there is an election for Division Officers or Honorary Presidents of Division, the first reading of the slate shall be considered the inclusion of said Slate with the Official Notice & Call to the Division Convention. The second reading of the slate, nominations from the floor and the elections shall be held during the Second Business session on the first day of the Convention. The Chairman shall be responsible for destroying all ballots and Teller's Calculation Sheets at the close of the meeting.
- b. If Convention is held as an online virtual event, refer to Article XX. Electronic Meetings for additional information and procedures.

## **21. Investments/Deposits of Division Funds.**

Division Funds shall be deposited in the following types of FDIC, NCUA, or other federally regulated insured accounts – certificates of deposit, checking, and savings. The amounts of cash deposited in a facility shall not exceed the amount of FDIC, NCUA, or other federally regulated insured coverage for that institution. Interest earned on Division checking accounts shall be credited to Division Expenses. The Finance Committee shall manage and oversee the investment accounts. The Treasurer shall report all transactions to the Executive Committee and to the members at the Annual Meeting. In addition, the Division shall maintain a safe deposit box in a financial institution that is accessible during normal business hours. The Division President, Vice President, the Treasurer, shall have access to the safe deposit box.

## **22. California State Pin of Division.**

The State Division Pin is approved official insignia to be worn on the *UDC Official Ribbon*. Only those who are members of the California Division in good standing will be authorized to purchase the pin from the Division Vice President and wear it on their ribbon. Mounted or framed

Centennial Pins may be presented to any individual that the Division or a Chapter wishes to honor.

**23. Centennial Pin of Division.**

The Division Centennial Pin is an approved official insignia to be worn on the *UDC Official Ribbon*. Only those who are members of the California Division in good standing will be authorized to purchase the pin from the Division Vice President and wear it on their ribbon. Mounted or framed Centennial Pins may be presented to any individual that the Division or a Chapter wishes to honor.

**24. Division Manual of Procedures.**

For purposes of identification, the *Division Manual of Procedures* as referred to in the Division Bylaws or Standing Rules, consists of copies of the latest General UDC Officers Handbooks (available on the General UDC website Members Only Section for downloading at no cost); a copy of the latest version of the General UDC Handbook; and any Division Elected Officer's, Appointed Officer's, or Committee Chairman's notes and annotations related to performance of the duties of her office in the Division. Said aggregate Manual shall be maintained by the Division Recording Secretary or appointed Parliamentarian, if any. Division Elected Officers, Appointed Officers, and Committee Chairmen shall, at the end of each UDC year, forward a copy of documentation of duties and procedures not in the General UDC publications (or her updates to previously provided documentation) to Division Recording Secretary, and, at the end of her service in such position, provide same to her successor.

**25. Amendments to Standing Rules.**

Standing Rules may be amended or suspended by a majority vote at any duly called California Division meeting of Members. If amended, such standing rules shall become effective at the close of the meeting at which they were adopted, unless otherwise mandated. If a Standing Rule(s) is suspended, each rule can only be suspended for that one meeting.

**26. Automatic Changes to Bylaws and Standing Rules.**

Automatic grammatical and correlation changes to the Bylaws or Standing Rules, or amendments, which in no way alter the intent of the respective bylaw, standing rule, or amendment, shall be effected by the Bylaws Committee with the approval of the appointed Parliamentarian, if any, and the Executive Committee. Automatic changes to any section as a result of a change implemented by the General Organization shall become effective upon its adoption by General.

**27. Forwarding of Bylaws & Standing Rules Amendments/Revision.**

Pursuant to the Bylaws, a copy of any proposed amendments to the Bylaws or Standing Rules shall be posted to the Division Website and mailed or transmitted electronically to the members (or Chapters for distribution to their members), with the Official Notice and Call to the Division Convention in odd numbered years. If there are any proposed changes that have been submitted by the date of forwarding of the Official Notice and Call to the Division Convention, they shall also be included with the Notice. When prior written notice has been given (forwarded with the Call to Convention) and posted to the Division website, this will be considered the first reading of any amendments to the Bylaws or Standing Rules. The second reading shall be held during the Business Meeting.

**28. Closing Chapter Financial Reports and Final Accounting**

Financial Reports and final accounting must be prepared by disbanding or defunct chapters and delivered to the Division Treasurer immediately

following the final Chapter meeting. All other Chapter possessions and reports shall be delivered immediately to the Division Vice President unless other arrangements have been made. Failure to do so may result in legal action against those involved.

---

*Standing Rules Revised 7 October 2023, by vote of the membership at Bakersfield, California.*

---