



NFRW
NATIONAL FEDERATION
OF REPUBLICAN WOMEN



Guide to Starting a New Club

A guide to forming a new club that is
part of NFRW and your State Federation

Prepared by: NFRW Membership Committee

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NATIONAL FEDERATION OF REPUBLICAN WOMEN

National Federation of Republican Women

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Paid for and Authorized by the National Federation of Republican Women.

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ABOUT THE NFRW

The National Federation of Republican Women is America's foremost political organization, bringing together women to positively impact the direction of our nation. We come together as a collective force advancing the power of women through political access and participation.

Our mission is to see women from all age groups and walks of life as key players at the political table on national, state, and local issues.

WHO WE ARE

Founded in 1938, the National Federation of Republican Women (NFRW) is a grass roots political organization with thousands of active members in local clubs across the nation, making it one of the largest and most influential women's political organizations in the country.

The Federation strengthens the Republican Party by recruiting, training and electing candidates; advocating the Party's philosophy and initiatives; and empowering women of all ages, ethnicities and backgrounds in the political process.

- ◇ NFRW is composed of over 1,500 local clubs and tens of thousands of members throughout the states, the District of Columbia and Puerto Rico.
- ◇ NFRW is self-supporting. Approximately 2/3 of NFRW's operating budget comes from membership dues and club service charges. Another 1/4 comes from major donor programs such as the Capitol Regents, Regents, Membership Legacy and other donor investment opportunities. Additional funds are raised through NFRW projects, fund raising activities and grant solicitation.
- ◇ The NFRW uses its resources to:
 - Promote an informed public through political education and activity;
 - Increase the effectiveness of women in the cause of good government;
 - Facilitate cooperation among the National and state Federations of Republican women's clubs;
 - Foster loyalty to the Republican Party and promote its principles and candidates in all elections, including non-partisan elections;
 - Support Republican objectives and policies;
 - Work for the election of Republican nominees.

In working toward these objectives, the NFRW concentrates its efforts in the areas of educating, communicating, recruiting, campaigning, fund raising, training and legislative action.

MEMBERSHIP

A woman becomes a member by joining her local club or through a national at-large membership. A member of a local club is also granted membership in their state federation. State federations are chartered under the auspices of the NFRW but operate under their own bylaws. Although independent, state federation bylaws must not conflict with the NFRW bylaws.

NFRW MEMBERSHIP LEVELS

Membership at the Local Level – When you join a local Republican Women’s club, you become a member of your state federations and the National Federation! Three levels of involvement and information! Dues at the local club level vary but include State and National dues.

Membership at the National Level – Those who do not have access to a local club and wish to keep informed of issues affecting women at the national level can join NFRW as National At-Large Members for \$25.00 per year. To become a National At-Large Member, send a check for \$25.00 payable to NFRW at the address listed below:

The NFRW’s national headquarters are located at:

124 N. Alfred Street
Alexandria, Virginia 22314
Telephone: 703.548.9688
E-mail: mail@nfrw.org
Web site: www.nfrw.org

The Federation is a great network and an exciting way to meet other women who are interested in politics.

For detailed information about NFRW, membership benefits and programs, please visit our web site. State Federation Presidents and local clubs near you can be contacted through www.NFRW.org.

ID – federation

Password – nfrw1938

BENEFITS OF MEMBERSHIP

As a member of the National Federation of Republican Women, you will:

- ◇ Receive the official NFRW publication, the Republican Woman.
- ◇ Join a network of thousands of Republican women leaders and activists; enjoy networking opportunities and the ability to meet and develop relationships with women from across the country.
- ◇ Have access to unparalleled resources for professional training in leadership and political skills, including the NFRW's Campaign Management Schools.
- ◇ Have the opportunity to attend biannual board meetings and biennial national conventions, both of which include interactive workshops, exciting speakers, and informative programs and discussions.
- ◇ Meet national Republican leaders and discuss current issues through our legislative advocacy program.
- ◇ Receive communications tools from NFRW headquarters, including the weekly e-mail newsletter and political briefing, Cap Alerts, membership recruitment tools, message development assistance, fund raising tips, Get Out The Vote information, campaign updates and much more.
- ◇ Have access to the Member Web Site and online discussion forums.
- ◇ Have access to free (or for a nominal fee) publications like the NFRW Leader's Guide, Legislative Advocacy Manual, Protocol in Politics Guide, Candidate Recruitment Kit, Club Starter Kit, President's Survival Toolkit, brochures, etc. NFRW also offers a series of sample publications for local clubs to utilize, including a newsletter, brochure and sample membership letters.
- ◇ Receive assistance in creating new Federated Republican Women's clubs.
- ◇ Receive representation in Washington, D.C., including the services of a professional staff and maintenance of national headquarters, located just a few miles from Capitol Hill.
- ◇ Empower more Republican women in the political process and increase the number of women in the party and in public office.

When you join a local club, you also become a member of the State Federation of Republican Women and the National Federation of Republican Women with all rights and privileges of the most influential women's political organization in the country.

Welcome! Membership has its privileges!

STEPS TO START A REPUBLICAN WOMEN'S CLUB

Starting a new Republican Women's club can be an exciting adventure. It takes a passion for Republican ideals and the enthusiasm to invite others to join the cause for good government.

1. Identify a "sphere of influence"

- a. a county that needs a club
- b. an area that can support another club or different venue, i.e. night, downtown, business lunch, etc.

2. Visit Existing clubs

- a. Existing Clubs can provide insight to what would fill a new or different need.
- b. Existing clubs are encouraged to help new clubs develop; they are even rewarded by the Achievement Awards process for mentoring this growth. When a new club develops from within an established club, it promotes new interests and develops expanded leadership

3. Contact your State President for assistance and encouragement

4. Recruit Republican Women.

- a. You will need 10 women to charter. Start with what you have!
- b. Recruit friends and family
- c. Neighbors, your church, your social network
- d. Your Republican County Chairman has access to voter files and "Voter Vault"
- e. Advertise in local and neighborhood newspapers
- f. Announce on your Facebook page, or create a new one for your prospective club.

5. Set a meeting date

- a. Send invitations and agenda to all prospective attendees.
- b. Suggest everyone explore www.nfrw.org before the meeting.
- c. You may wish to email Federation materials, benefits of membership brochure and sample bylaws that are included in this Handbook to prospective attendees.

6. Prepare an agenda

- a. Ask a Republican Woman or Federation officer to attend the meeting to explain the three tiers of our Republican Women Federation and how they benefit each other:
 - i. Local club
 - ii. State Federation
 - iii. National Federation of Republican Women
- b. Share the history of NFRW and the Benefits of Membership
- c. Create the Plan to move the club forward.
- d. Set the date, time and place for the next meeting and discuss possible speakers

7. Do What is Needed to start a club per NFRW bylaws (Art.III Membership, Sec. 3)

- a. At least 10 women make membership commitment
- b. Select club name to include “Republican”
- c. Elect temporary officers who will serve until charter is approved (Typical duties of officers are outlined in Leadership Guide under publications on NFRW.org)
- d. Approve by-laws (Sample by-laws are fill-in the blank Word document on NFRW.org. Approval may be accomplished at this meeting anticipating that changes can be made as the club matures and grows.)
- e. Determine meeting schedule and location
- f. Establish dues to include the state dues and the NFRW dues (\$10) per member. Advise there is an annual \$15 club service fee for NFRW
- g. Authorize Treasurer and President to get an Employer Identification Number (EIN) from <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html> and open club checking account. Your bank will need a signed copy of minutes listing club name and officers.

8. Go to NFRW.org

- a. Member Center tab for New Club Handbook, Sample Bylaws, etc.
- b. Member Center tab for excellent guidance for building your club
- c. Leadership Guide
- d. Club Achievement Awards, a great “road map” for success

9. Submit the following documents to your State President:

- a. Proposed Club name
- b. List of at least 10 members with name, address, phone and email address
- c. Elected officers- including title, name, address, phone number, email address
- d. Check made to your state for State dues plus National dues (\$10) per member plus initial annual NFRW service fee (\$15)
- e. By-laws approved by membership
- f. Application form

10. Plan your next meeting!

- a. Interesting programs and exciting speakers energize your club and attract new members
- b. Develop your Communications List to notify members, community leaders, friends, and anyone who needs to hear your Republican message!

NFRW will issue the charter upon the recommendation of the state federation. The effective date of the charter is the date the club is approved by the state. NFRW will send the charter to state president to be presented with honor to the newly chartered club.

Welcome!

NEW LOCAL CLUB APPLICATION FOR MEMBERSHIP

National Federation of Republican Women

124 N. Alfred Street, Alexandria, VA 22314

(703) 548-9688, Fax (703) 548-9836, E-mail: mail@nfrw.org

Club Name: _____

Date Organized: _____ Date Submitted: _____

Dues and Service Charges Paid: \$_____ Number of Members: _____

President's Name: _____

Address: _____

City

State

Zip (9 digits)

Home: _____ Work: _____ Fax: _____ Cell: _____

E-mail: _____ Club Web site: _____

Certification: This Club has fulfilled all requirements of our Federation for membership.
Please initial below.

_____ Yes, bylaws have been approved. _____ Yes, proper officers have been elected.

_____ Yes, the Club has been approved by our State Federation.

Signed:

State Federation President

Name of State Federation

Street Address City, State, Zip

Please note: Send this application to the President of your State Federation of Republican Women. After your State has approved your application, they will forward it to the National office. (States: Forward club bylaws and officer roster to NFRW with application.)

For NFRW Office Use Only:

Date Received: _____ *Date Charter Issued:* _____ *Membership Director:* _____

TREASURER'S REPORT (SAMPLE)

Application for Charter

_____ (fill in state name) Federation Republican Women

Date Submitted _____

Proposed Club Name _____

Club Number _____ (You will receive a club number upon charter.)

Club President _____

Address _____

Phone _____ Cell _____

Email _____

Club Treasurer _____

Address _____

Phone _____

Email _____

Member count: _____

Note: Associate members are NOT included in this count; only full RW members.

Number of members included in this report _____

Ask State President for amount per member. _____ Members @ \$XX = _____

Add \$15.00 National Federation Charge for chartering. _____ \$15.00

(This is an annual charge for all clubs.)

Total Enclosed: \$ _____

Please make check payable to [Your State] Federation Republican Women

Date

Treasurer Signature

Please provide:

- List of members to accompany this report: Include Name, Address, Home Phone and e-mail
- List of Club officers to include: Name, Address, Home Phone and e-mail
- Application for Charter
- Proposed Bylaws

Include this information in your initial packet to your state Federation president along with your check.

NEW CLUB OFFICER ROSTER

To be Submitted with Request for Charter Packet

Club Name: _____

Meeting Dates & Times: _____

| Officer | Name | Address | City, State, Zip | Phone | Email |
|--------------------------------|------|---------|------------------|-------|-------|
| President | | | | | |
| 1 st Vice President | | | | | |
| 2 nd Vice President | | | | | |
| Secretary | | | | | |
| Treasurer | | | | | |

CHARTER CLUB PRESS RELEASE

NEWS RELEASE

National Federation of Republican Women

Rae Lynne Chornenky, President

FOR IMMEDIATE RELEASE:
[INSERT DATE]

CONTACT: [INSERT NAME]
[INSERT PHONE/E-MAIL]

National Federation of Republican Women Approves Charter of New Area Club

ALEXANDRIA, Va. – The National Federation of Republican Women (NFRW) has approved the charter of a new local Republican women’s club.

[INSERT NAME OF CLUB] was chartered on [INSERT DATE] with [INSERT NUMBER OF MEMBERS] members. [INSERT NAME OF FOUNDING CLUB PRESIDENT] will lead the club during its first term. Club meetings are scheduled [INSERT DAY, TIME AND LOCATION OF STANDING MEETINGS.]

“The NFRW is pleased to approve the charter of this new Republican women’s club,” NFRW President Rae Lynne Chornenky said. “The club and its members are a welcomed addition to our nationwide network of grassroots leaders, and we look forward to working with them to promote Republican principles, elect Republican candidates, and champion the cause of sound government.”

[INSERT ADDITIONAL INFORMATION ABOUT CLUB, SUCH AS DIGNITARIES ATTENDING CHARTER CELEBRATION, SPECIAL PROGRAMS, UPCOMING EVENTS AND POLITICAL ACTIVITIES].

[INSERT SENTENCE ABOUT ANNUAL DUES AND HOW A REPUBLICAN WOMAN CAN BECOME A MEMBER.] These dues also cover membership in the NFRW and in the [INSERT STATE] Federation of Republican Women.

For more information contact [INSERT CLUB CONTACT NAME AND PHONE/EMAIL, AND CLUB WEB SITE.]

Founded in 1938, the NFRW has over 78,000 active members in local clubs across the nation and in several U.S. territories, making it one of the largest women’s political organizations in the country. The grassroots organization works to promote the principles and objectives of the Republican Party, elect Republican candidates, inform the public through political education and activity, and increase the effectiveness of women in the cause of good government.

For more information about the NFRW, visit www.nfrw.org.

CHARTER CLUB AGENDA

[Proposed Club Name] Republican Women Date, Agenda

Call Meeting to Order –

Invocation

Pledge

Introductions

Purpose and goals of club

- Charter with State FRW and NFRW (Share “Benefits of the Federation”)
- Mission to educate and inform the public on the Republican philosophy
- Elect Republicans

Name of club : (options)

- _____ Republican Women
- _____ Republican Women

Appoint temporary officers (Note: Formal election of officers after NFRW charter is approved)

- President –
- 1st Vice President – Programs
- 2nd Vice President – Membership
- Treasurer
- Secretary

Propose Bylaws prepared by initial members (Explain these can be adjusted as the club grows)

Authorize Treasurer and President to open checking account

Determine meeting schedule and location

- Required to meet at least 5 times a year
- Establish same day for each month
- Alternate day and time discussion
- Same location or alternate location
- Publish calendar to members

Dues – discuss and adopt (Total to include state (?) and NFRW(\$10) per member)

Explain \$15 annual NFRW service fee due with charter application

- Regular Member - \$XX
- Associate Member - \$15 (Usual amount for associates. Funds remain in club.)
- Consider Patron - \$50 and up (brings extra funds to club)

Committee Chairs – Fulfillment of as club grows. These are some choices.)

- Bylaws
- Campaign
- Caring for American
- Chaplain
- Corresponding Secretary
- Fund raising
- Historian
- Hospitality
- Legislation
- Parliamentarian
- Public Relations/Communications

Mission and Values – review and adopt (if you have this ready)

Speaker – [Speakers motivate, educate and encourage the formation of the organization. Ask a State Federation representative to attend early formation meetings.]

Announce next meeting time and day

Adjourn

CHARTER CLUB INSTALLATION SERVICE

You have stepped forward to play an active leadership role in the _____ (club or state federation name). The members elected you because they believe in your voice, your vision, and your dedication to the future of this organization. They believe your ideas and leadership will help the Federation soar to new heights and be the political force you were destined to be.

What an incredible time to be elected to office in the Federation. We have entered into a new millennium. This is the time for change. This is the time for powerful leadership, bold and innovative ideas, and visionary women.

You have a wonderful opportunity to empower _____ (Club of State Federation Name) Women and strengthen the Republican Party. Trust that your fellow members and officers will help guide you and support you as you help lead America's foremost women's political organization.

Each of you has my deep and sincere support and hope for a rewarding and enjoyable term of office.

Will each of you please raise your right hand and repeat the oath of office?

President – (Give the name), Vice-President – (Give the name), Secretary – (Give the name)

Treasurer – (Give the name)

I do solemnly affirm – that I will defend and support – the Constitution of the United States – and of this organization –

That I will keep a true faith and allegiance - to each of these valued documents – that I take this pledge and my obligations freely – without reservation or purpose of evasion. I will faithfully and to the best of my ability fulfill the duties of the office to which I have been elected – so help me God.

SAMPLE RESOURCE MATERIALS

The following items are included for you to use as a guide in forming your own club documents. It is exciting to brand your club documents with a logo, individualized fonts and information that pertinent to your club objectives.

IN DEVELOPING YOUR CLUB BYLAWS:

- ◇ **Obtain a copy of your State Bylaws** from the state web site or contact your State President. Contact information for State Presidents is found on www.NFRW.org
- ◇ **Download a copy of National Federation Republican Women Bylaws** from www.NFRW.org
- ◇ **Download and print a copy of NFRW Sample Bylaws** on www.NFRW.org. This resource is designed as a “fill in the blank” example that meets NFRW bylaws requirements. It is a Word document to use as the basis for developing your new club bylaws. Work with your state officers to determine state bylaw requirements and recommendations.

SAMPLE LETTER OF INTENT TO FEDERATE A CLUB

Madame State President,

It is with great pleasure that I advise you of our intent to establish the _____
Republican Women.

This club would encompass and concentrate on inviting members from the _____
areas. Our meetings are scheduled to be held on the ___ of the month beginning at _____.

Enclosed you will find a copy of our By- Laws, membership roster and check for, membership fees and the National Federation service charge. Included in this correspondence please find the Officers names and position temporarily held pending election after consideration of Charter. Once chartered, those officers elected would hold office until ___Date___ at which time an election of officers would be held.

Officers:

President:

First Vice President:

Second Vice President:

Secretary:

Treasurer:

Thank you for your consideration in this matter.

Loyally,

President

SAMPLE MEMBERSHIP APPLICATION

[Your club] Republican Women Membership Application

Name _____ Date _____

Mailing Address _____

City & State _____ ZIP _____

Home Phone _____ Work _____ Cell _____

E-MAIL _____

(Please print e-mail clearly and notify us of changes. This is our preferred means of communication.)

Application Type New _____ Renewal _____ Annuals Dues _____ Member (\$XX) _____ *Associate (\$XX) (Home Club _____)

*Women with active membership in another Federated RW club and Republican men

Suggestions for your Application: Add options such as Name Tag (cost), Directory (cost). Some clubs have "Patron" category: Members who wish to contribute or give more than the member dues.

TOTAL ENCLOSED \$ _____ Check # _____ Cash _____

I am a registered REPUBLICAN and I will support Republican ideals and encourage loyalty to the Republican Party.

Signature: _____

How did you find us? Referred by: _____

COMMITTEES/INTERESTS: Please indicate the area(s) in which you have an interest!

_____ Literacy _____ Campaign Activities _____ Community Outreach/ Service

_____ Fundraising _____ Legislative _____ Hospitality _____ Membership

_____ Publicity/Media _____ Caring for America (Support Troops)

_____ **I can help where needed.**

Special talents (graphics design, website, database, editing, writing, etc.) _____

Issues that concern you _____

For More Information Contact: _____ phone _____

Email _____ Club Website: _____

Please complete this application and return with your check made to "XXXRW".

Mail to:

SAMPLE EVENT AGENDA



Dodge County Administration Building

Juneau, WI

6:30 p.m.

- A. Prayer
- B. Pledge of Allegiance
- C. Welcome
- D. Introductions (Insert Protocol of Ranking of Introductions)
 - NFRW Officers
 - State Federation Officers
 - Club Presidents in Attendance
 - Congressional Delegation
 - Legislative Delegation
 - Republican Dignitaries
- E. Majority Leader Senator – Remarks
- F. Lt Governor – Remarks
- G. NFRW Membership Chairman- Remarks
- H. NFRW National President - Remarks
- I. Presentation of Charter
- J. Installation of Officers
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Parliamentarian
- K. Closing

FURTHER INFORMATION

The NFRW Membership Committee hopes you find this guide useful in forming your new club. Growing a new club is an exciting and rewarding endeavor! If you have questions or need further information – please check the NFRW web site at www.NFRW.org or contact a 2010-2011 Membership Committee Members Below:

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Congratulations! Local clubs are the foundation and provide the outreach of this organization. We welcome you and look forward to adding your club and your members to NFRW!

LOCAL CLUB BYLAWS: PURPOSE AND RULES

The Bylaws of a Local Club are its own basic rules relating to the club as an organization rather than the parliamentary procedure that it follows.

Bylaws:

1. Define the primary characteristics of the Local Club
2. Prescribe how the Local Club functions
3. Include all rules so important that they cannot be changed without previous notice to the members and a two-thirds vote
4. Cannot be suspended unless a clause is included as a provision for such suspension under certain specified conditions.

These rules bear directly on the rights and duties of the members – the majority, the minority, individual members, and absentees – and the degree to which the membership retains control. Limitation of the power of an assembly (the body of members in a meeting) to act as a whole must be specified in the Bylaws.

The latest edition of Robert’s Rules of Order Newly Revised (RONR) is the adopted parliamentary law of NFRW and shall govern the Local Club in all proceedings except where inconsistent with the provisions of its Bylaws and those of your state federation and NFRW.

A Local Club’s Bylaws cannot be in conflict with those of NFRW and your state federation. Club presidents, Bylaws Chairmen and club Secretary should have a copy of all three sets of Bylaws easily at hand at all meetings of the organization. If a question arises, refer to these Bylaws. If not addressed in any of these instruments, refer to Robert’s. The Parliamentarian should be familiar with all these instruments.

PREFACE TO THE SAMPLE BYLAWS

This sample is designed to assist new clubs in the process of federation with their state and the National Federation of Republican Women. It contains the provisions required by NFRW. Before starting this process, study your state bylaws to be sure to include provisions consistent with your state.

Additional resources are NFRW Leader’s Guide and Officer Training Manual—Revised 2009 at www.NFRW.org and Robert’s Rules of Order Newly Revised, 10th edition.

[Items in brackets/italics, blanks and color indicate needed decisions and/or reminders to research compliance with your individual state bylaws and examples.]

SAMPLE BYLAWS

REPUBLICAN WOMEN ByLAWS

Date adopted by membership: _____

ARTICLE I – NAME

The name of this club shall be _____ Republican Women, hereinafter referred to as *[RW or club]*. This club is affiliated with the *[State]* Federation of Republican Women and with the National Federation of Republican Women. *[NFRW Bylaws require that the word “Republican” be included in the name of a local club and prohibits the use of the word Federation in the name of a club. However, the word “Federated” may be used.]*

ARTICLE II – OBJECTIVES

The Objectives of this club shall be to: [Information below is from NFRW bylaws. Clubs may individualize objectives as long as they are consistent in purpose with NFRW and your state federation bylaws.]

- Increase the effectiveness of women in the cause of good government;
- Disseminate information to all members;
- Inform the public through political education and activity;
- Foster loyalty to the Republican Party at all levels of government;
- Promote the principles of the Republican Party;
- Work for Republican candidates in all elections;
- Support the objectives and policies of the Republican National Committee; and
- Perform any lawful activity not inconsistent with the foregoing.

ARTICLE III – POLICIES

Section 1. ENDORSEMENT POLICY.

[Be consistent with your state federation bylaws. Requirements vary among the states.

Example: The club as a whole and its President shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, and special elections, and/or non-partisan elections when more than one Republican is in the race. Individual members of this organization may work for the candidate of their choice in contested Republican primaries, but not in the name of the club or Federation.]

Section 2. Neither the club nor an individual member shall advocate a split ticket, support a candidate on an opposition ticket or act against the NFRW or state federation policies and bylaws.

(NFRW)

Section 3. The club shall not affiliate with any political organization which is not officially recognized as working in concert with the state federation, NFRW and the Republican National Committee. *(NFRW)*

ARTICLE IV – MEMBERSHIP

Section 1. ACTIVE MEMBERSHIP.

A. Any Republican Woman who believes in the philosophy of the Republican Party and supports the objectives of this organization shall be eligible for membership. [Check your state bylaws. Eligibility varies as some states register by party and others do not.]

B. A member in good standing shall be a member who has paid the required dues for the current calendar year. *[Recommend that dues are not refunded.]*

Section 2. ASSOCIATE MEMBERSHIP. *[NFRW]*

A. Any woman who is an active member of another Federation Republican Women’s club who supports the objectives of this club shall be eligible to become an associate member upon payment of required annual dues. *[NFRW]*

B. Associate women cannot hold office, vote, or be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions. *[NFRW] [Decide if associate women can serve on club committees.]*

C. Republican men may be associate members but cannot make motions, hold office, have a voice or a vote or be counted for the purpose of determining the number of active members. *[NFRW]*

D. Associate dues remain with the club. Associate members are not reported to the state Federation or NFRW.

ARTICLE V - DUES

Section 1. FISCAL YEAR. The fiscal year of this organization shall be from January 1 through December 31.

Section 2. MEMBERSHIP DUES. The membership dues shall be no more than *[Dollar amount]* above *[Your state]* and NFRW dues each year, payable January 2, and shall be delinquent March 1. Club shall pay *[Your state]* and NFRW per capita dues and the annual service charges on behalf of its members.

ARTICLE VI – ELECTED OFFICERS AND THEIR DUTIES

Section 1. ELECTED OFFICERS. The elected officers of this club shall be a President, Vice President, Secretary, Treasurer _____ . *[Four positions needed to charter. Anticipating growth, other officers and their duties may be added to the bylaws now or later through amendments.]*

Section 2. ELIGIBILITY. Each elected officer shall be an active member in good standing of the club.

Section 3. VACANCY. A vacancy in the office of President shall be filled by the First Vice President. All other vacancies in elected office shall be filled by election by the Board of Directors at the first meeting following the creation of the vacancy.

Section 4. REMOVAL FROM OFFICE. Members of the Board of Directors or members of the club may be removed by two-thirds (2/3) vote for any of the following reasons after investigation by the executive committee:

- A) Non-payment of dues
- B) Advocating a split party ticket;
- C) Supporting an opposition party ticket; *[NFRW. See state bylaws for other specific language.]*
- D) Failure to uphold the policies and objectives of this club as stated in the bylaws.

Section 5. ELECTION. The officers shall be elected at the *[November/December]* regular meeting and shall serve a term of *[Select term length: one or two years.]* or until their successors take office.

Section 6. DUTIES OF THE OFFICERS. *[Information provided as an example. Refer to state bylaws and NFRW Leader's Guide found on www.NFRW.org.]*

A) The President shall:

- 1) Call and preside at all meetings of the organization, the Board of Directors and the Executive Committee.
- 2) Represent the organization at all times or designate someone as representative/proxie in her absence or inability to do so.
- 3) Make Board appointments as necessary to conduct the business of the club, except the Nominating Committee, subject to the approval of the Executive Committee.
- 4) Prepare a program of action in consult with the Chairmen of the Standing Committees for presentation and approval by the Board of Directors.
- 5) Be an ex-officio member of all committees except the Financial Review and Nominating Committees.
- 6) Co-sign checks as one of *[two/three]* authorized signatures, namely President, Treasurer, [and/or] Recording Secretary.
- 7) Represent the club in all Republican Party activities.
- 8) Appoint the Financial Review committee in November, with the exception of a change of treasurer at which time a complete review will be done.
- 9) Accept the resignation by written letter or e-mail of any member wanting to resign from a position, chairmanship or the club. *[Clubs may grant acceptance authority to Executive Committee. According to Robert's Rules, once a resignation is accepted by a vote, that decision cannot be rescinded, even if the person who resigned decides to change her mind.]*
- 10) Call meetings of the Executive Committee and Board of Directors; or upon the request of three members of Executive Committee and/or five members of Board of Directors call meetings.

B) The *[First]* Vice President shall:

- 1) Perform the duties of the president in her absence.
- 2) Fill the unexpired term in the event of a vacancy in the Office of President.
- 3) Perform such other duties as are assigned by the President, the Board of Directors or the club.
- 4) Act as Program Chair.

C) The Second Vice President shall:

- 1) Perform the duties of the President in the absence of both the President and the First Vice President.*
- 2) Perform such other duties as are assigned by the President, the Board of Directors or the club.*
- 3) Act as Membership Chair.*
- 4) Maintain a current roster of members of the club*

D) The Secretary shall:

- 1) Keep the minutes of all meetings of the club, Executive Committee, and Board of Directors.
- 2) Keep a current inventory of club property.
- 3) Prepare club correspondence in coordination with President
- 4) Perform such other duties as may be assigned to her by the President, the Board of Directors or by the club.
- 5) [Co-sign checks as one out of three authorized signatures, namely president, treasurer and recording secretary.]*

E) The Treasurer shall:

- 1) Be custodian of all club funds and deposit them in a bank(s) approved by the Executive Board.
- 2) Co-sign checks as one out of *[two/three]* authorized signatures, namely President, treasurer and Recording Secretary.
- 3) Disburse funds as directed by the Executive Committee or Board of Directors.
- 4) Bring written financial report(s) to club regular and board meetings.
- 5) Submit dues and reports to the *[State]* FRW as required.
- 6) Submit the financial records for an *[annual or term]* review to be completed by the first meeting of the fiscal year.
- 7) Perform such other duties as may be as signed to her by the President, the Board of Directors or by the club.
- 8) Treasures shall comply with all state elections and reporting requirements.

Section 7. RECORDS. All officers and all committee chairmen shall deliver all records, files, and properties of the club to their successors upon retiring from office, unless otherwise directed by the President or the Executive Committee.

ARTICLE VII – APPOINTED OFFICERS AND CHAIRS

Section 1. APPOINTED POSITIONS. The President *[may/shall]* appoint, with the approval of the Board of Directors, a Corresponding Secretary, Parliamentarian and any other positions required to conduct the business of the club. *[These appointments are not required for chartering, but may be included in bylaws anticipating membership growth.]*

Section 2. DUTIES OF APPOINTED OFFICERS

A) The Corresponding Secretary shall:

- 1) Conduct the correspondence of the club under the supervision of the President.
- 2) Preserve in a permanent file all letters and papers of value to the club.
- 3) Perform such other duties as may be assigned to her by the President, the Board of Directors or the club.

B) The Parliamentarian shall:

- 1) Serve as counsel and to give advice on parliamentary procedure.
- 2) Be familiar with the by-laws and standing rules of the club.
- 3) Be entitled to the membership privilege of a ballot vote if a club member

C) [Other Committee Chairmen's job descriptions can/will be provided in club Standing Rules.]

ARTICLE VIII – MEETINGS

SECTION 1. Regular meetings. A minimum of five (5) regular meetings shall be held during the club year. These meetings shall be held as decided by the Board of Directors. A quorum at a club meetings shall be *[A number or % of club's membership (usually 15% to 29% of active members)]* of Active members.

SECTION 2. Special meetings. Special meetings may be called by the president upon the request of five members of the Board of Directors or by *[# or %]* members of the club. The purpose of the meetings shall be stated in the call, with no other business to be transacted at the meeting. At least five days notice shall be given to all members for any special meeting

SECTION 3. Annual Meeting. The _____ meeting *[Usually November, December or January]* will be designated as the Annual Meeting.

SECTION 4. Voting. A vote of the Executive Committee, Board of Directors or Club membership may be conducted by mail, telephone, fax or email between meetings provided there is participation by a majority of the members of the body. The vote shall be ratified and entered into the minutes at the next regular meeting of the body.

ARTICLE IX – EXECUTIVE COMMITTEE

SECTION 1. COMPOSITION. The Executive Committee of this club shall consist of the elected officers, the Immediate Past President, and Parliamentarian. *[Determine the vote of Past President and Parliamentarian. This varies among clubs. According to Robert's Rules, Parliamentarian has no vote except in the case of a ballot vote to maintain the position of neutrality]*

SECTION 2. DUTIES. The Executive Committee shall transact any necessary business between meetings of the Board of Directors and club meetings, approve committee appointments made by the President, and perform such other duties as assigned by the Board of Directors or the club. These actions shall be ratified by the Board of Directors at its next meeting.

SECTION 3. QUORUM. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE X – BOARD OF DIRECTORS

SECTION 1. COMPOSITION. The Board of Directors of the club shall consist of the elected officers, standing committee chairmen, appointed chairmen and the Immediate Past president and Parliamentarian. *[Determine who shall have a vote]*

SECTION 2. MEETINGS. The Board of Directors shall meet as decided by the President or the Board. Special meetings shall be called by the president or upon the request of five members of the Board of Directors.

SECTION 3. DUTIES. The Board of Directors shall transact any necessary business between club meetings. It shall coordinate the work of the club, make recommendations to the club and perform other duties as decided by the club.

SECTION 4. QUORUM. A majority of the voting members of the Board of Directors shall constitute a quorum.

ARTICLE XI - COMMITTEES

SECTION 1. STANDING COMMITTEES

A) The Standing Committee Chairmen of this club shall be appointed by the President and approved by the Board of Directors to include: *[Elected officers may have multiple duties With club growth, Standing Committees are very important to facilitate the work of the club: Membership, Bylaws, Campaign Activities, Fundraising, Public Relations /Communications]*, and such other committees as the club or Board of Directors shall deem necessary to carry on the work of the club. *[Others may include: Legislation, Caring for America, Literacy.]*

B) Standing Committee Chairmen shall be appointed for a *[one/two year]* term and shall be *[voting/non-voting]* members of the Board of Directors. *[Determine vote for Standing Committee Chairmen.]*

C) Duties of Standing Committees: *[Example.]*

1) Bylaws

- a) Conduct a biennial review of these bylaws; and
- b) Request and receive proposed amendments to the bylaws of club and submit them to the Board of Directors for action or shall initiate changes requested by the board.
- c) General membership should have final vote of amendments
- d) Furnish the bylaws committee of the State Federation with a complete set of club bylaws for review and approval. Any subsequent revision of bylaws shall be sent to the *[State]*FRW bylaws committee for review and approval.

2) Campaign - Shall coordinate all activities of the club's campaign program;

- 3) Fund Raising
 - a) Shall prepare and implement a plan for raising funds in order to meet the club's budget;
 - b) The treasurer shall be notified of all meetings and may attend.
- 4) Public Relations / Communications
 - a) Shall solicit maximum publicity for all activities of the Club;
 - b) Shall coordinate all releases for the media with the club president;
 - c) Shall maintain a good working relationship with the media to enhance the public image of the Club.
 - d) Shall publish and distribute a minimum of four newsletters per year;
 - e) Shall establish and maintain Club's website. *[With membership growth, clubs may appoint Newsletter and Web chairmen.]*
- 5) Legislative
 - a) Shall implement club current directives;
 - b) Shall inform the Board of directors and the club of any state legislation affecting the interests of the Federation
- 6) Caring for America - Shall encourage club members to expand activities in their communities; and organize club projects as directed by the Board of Directors.

Section 2. SPECIAL COMMITTEES. Special committees deemed necessary by the club or Board of Directors shall be appointed by the President subject to the approval of the Executive Committee. *[Not two-year positions and usually non-voting. Determine the vote.]*

A) Financial Review Committee. A committee of three active members shall be appointed by the president in November of each year whose duty it shall be to review the treasurer's accounts at the close of the fiscal year and to report at the first board meeting of the following fiscal year and reported to the membership.

Section 3. All members of committees must be active members in good standing in the club. *[Women associates may serve on committees.]*

Section 4. The President shall be an ex-officio member of all committees except the Nominating and Financial Review Committees and shall have final authority over all printed materials.

ARTICLE XII – NOMINATIONS AND ELECTIONS

Section 1. Nominations.

A) A nominating committee of not less than three members shall be elected by the club no later than *[September/October]* of each year. The committee shall elect its own chairman. The parliamentarian will instruct the committee as to proper procedure and will be available for further counsel if required.

B). The nominating committee shall report a slate of nominees at the meeting in *[October/November]* of each year. Nominations from the floor shall be in order following the report of the nominating committee and just before the election. All nominees shall be active members in good standing in the club and shall give written consent to serve if elected.

Section 2. Election of Officers.

- A) Election shall be by ballot at the regular meeting in *[November/December]*. However, if there is but one nominee for any office, the election for that office may be by voice vote.
- B). No officer may simultaneously run for more than one office.
- C). Officers *[may/may not]* run for a second *[one year/two year]* term.

ARTICLE XIII – STATE CONVENTION DELEGATES

Section 1. At the biennial convention of the *[State]* Federation of Republican Women, the club shall ___*[Representation as stated in your state federation’s bylaws.]*

Section 2. Election of delegates and alternates shall take place at a regular meeting before convention to conform with *[State]* FRW certification requirement. *[Insert your state’s requirements.]*

ARTICLE XIV – PARLIAMENTARY AUTHORITY

Roberts Rules of Order Newly Revised shall govern the Club in all instances where they are applicable and in which they are not inconsistent with NFRW and/or *[State FRW]* by-laws and any special rules of order each federation may adopt

ARTICLE XVI – AMENDMENTS

These bylaws may be amended by a two-thirds vote at any regular (general) meeting of the club, provided that notice of the proposed amendment or amendments shall have been sent to each member thirty days prior to the date of the general meeting.

ARTICLE XVII – DISSOLUTION

This club may be dissolved by a two-thirds vote at any regular or special meeting of the club, provided that notice of the dissolution has been submitted in writing at the previous meeting and has been sent by mail to all members of the club. In the event of dissolution, the Board of Directors shall, after payment of all liabilities of the club, distribute any remaining assets to the state federation. No funds shall be distributed to any member or officer of the club. The right to use the name of a dissolved Club shall revert to *[the superior body, your state federation.]*

These Bylaws approved and adopted by _____ Republican Women, this day _____.

President

[See Standing Rules explanation below]

STANDING RULES

After your club is chartered and is growing, Standing Rules is the place to add administrative rules for club operations that will evolve with your increasing membership.

Standing rules are generally not adopted at the time a club is organized but as the need arises. These individual rules are the procedures of the organization that are not included in the bylaws.

However, they cannot be in conflict with the bylaws.

A majority vote of the membership adopts these by main motion. They can be suspended for the duration of a meeting by a majority vote, and they can be rescinded by a two-thirds vote without previous notice or by a majority vote with previous notice. Standing rules remain in effect until the assembly rescinds them.

EXAMPLES OF STANDING RULES VERSUS BYLAWS

Bylaws state how many general meetings are to be held.

Standing Rules tell when and what time these meetings are held.

Bylaws give the number of officers and appointed chairman with a board vote.

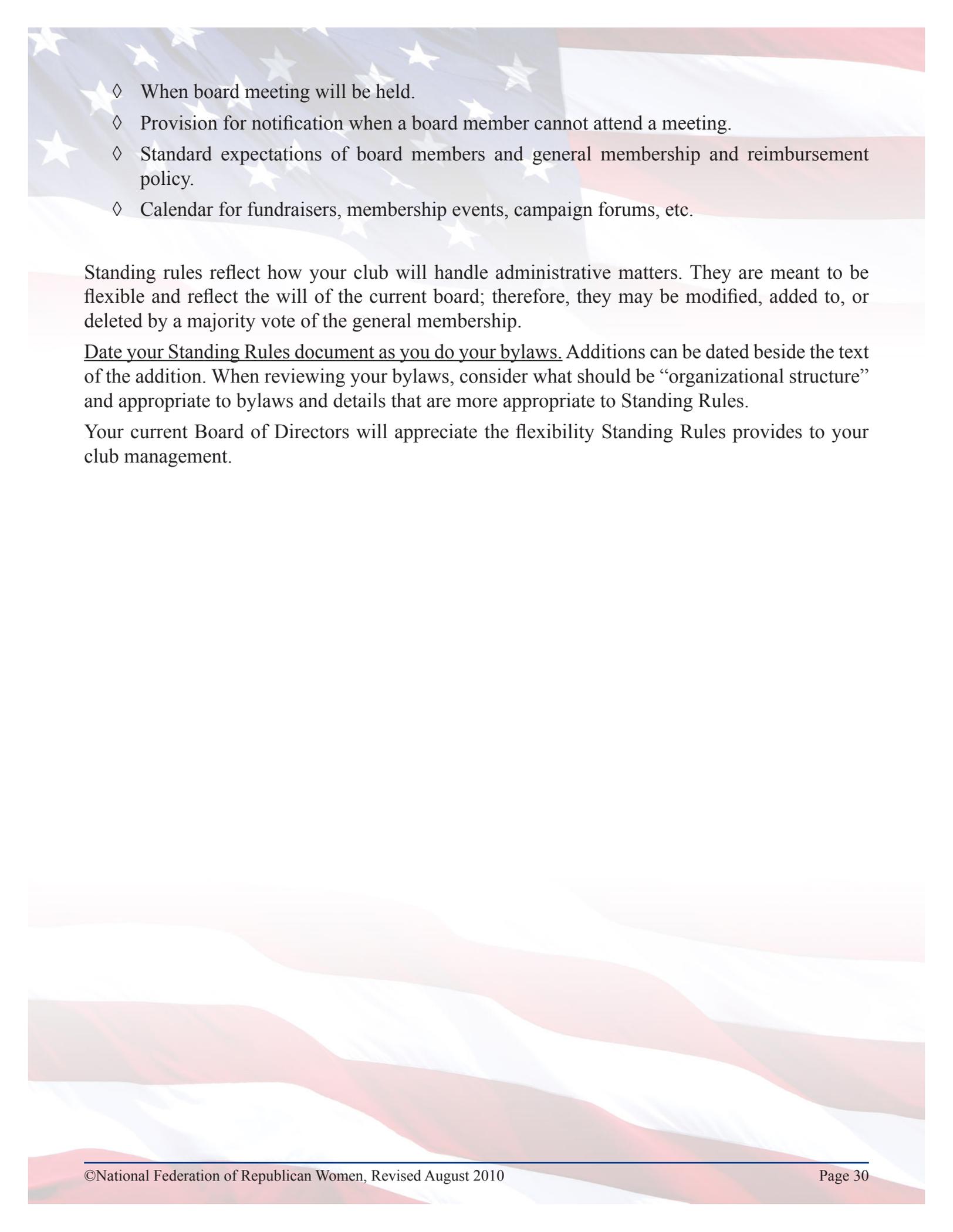
Standing Rules may give specific duties for Board members beyond basis job descriptions in the bylaws.

Bylaws state the responsibilities of the Treasurer.

Standing rules provide guidelines for club reimbursements, contributions, fundraising, etc.

EXAMPLES OF STANDING RULES

- ◇ Club dues shall be \$ _____ above your state Federation member payment which includes NFRW dues.
- ◇ Club president or her proxy shall attend all State board meetings, State Biennial Convention and State biennial convention. (According to RONR, if an organization allows proxies, it must be provided in the Bylaws)
- ◇ Club Reimbursement Policy shall determine how costs of attendance to the above meetings will be handled.
- ◇ A reserve of \$ _____ shall be kept in the club treasury at all times. This \$ _____ will only be available for use upon vote in the general meeting.
- ◇ Candidate contribution policy shall be: _____.
- ◇ Clubs shall prepare a budget by ___ (date) _____ for vote of approval by general membership.
- ◇ There shall be two/three approved signatures on club bank account, but only _____ shall be required to sign all checks.
- ◇ Allowable expense for gifts, flowers or cards to outgoing officers, members and guests.

- 
- ◇ When board meeting will be held.
 - ◇ Provision for notification when a board member cannot attend a meeting.
 - ◇ Standard expectations of board members and general membership and reimbursement policy.
 - ◇ Calendar for fundraisers, membership events, campaign forums, etc.

Standing rules reflect how your club will handle administrative matters. They are meant to be flexible and reflect the will of the current board; therefore, they may be modified, added to, or deleted by a majority vote of the general membership.

Date your Standing Rules document as you do your bylaws. Additions can be dated beside the text of the addition. When reviewing your bylaws, consider what should be “organizational structure” and appropriate to bylaws and details that are more appropriate to Standing Rules.

Your current Board of Directors will appreciate the flexibility Standing Rules provides to your club management.

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NOTES



NATIONAL FEDERATION OF REPUBLICAN WOMEN

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