



# **Leader's Guide & Officer Training Manual**

*Revised 2014*



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# About the NFRW

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## Mission Statement

The National Federation of Republican Women is America's foremost political organization, bringing together women to 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

**NFRW is the largest women's partisan political organization in the country.** The National Federation of Republican Women is a national grassroots political organization composed of 1,400 local clubs and approximately 61,500 members throughout the United States.

**NFRW is self-supporting.** Approximately 1/3 of NFRW's operating budget comes from membership dues and club service charges. Another 1/3 comes from major donor programs such as the Capitol Regents and the Regents. The final 1/3 is raised through direct mail solicitation.

NFRW has two basic membership levels.

- Membership at the Local Level – NFRW has state federations with many local clubs in towns and cities across the U.S. It is a great network and a good way to meet other women who are interested in politics. Dues at the local level vary.
- Membership at the National Level – Those who wish to keep abreast of issues affecting women at the national level can join NFRW as National Associate Members for \$25.00 per year. These members pay dues directly to the NFRW. They will receive all NFRW official publications and e-communications, and be entitled to participate in online discussions. They may attend NFRW, state federation or nearby local club meetings but will not have a voice or a vote. (For more information on National Associate Memberships, see Appendix E.)
- Dues to become a National Associate Member should be sent to: National Federation of Republican Women, 124 N. Alfred Street, Alexandria, VA 22314

**NFRW recruits, educates, trains, supports and elects Republicans.** NFRW concentrates its efforts in the areas of education, communication, legislative action, candidate recruitment, campaigning, and fundraising.

## NFRW Emblem



The seal of the National Federation of Republican Women is a registered trademark. It features the American Eagle, king of birds, holding a quill pen and standing guard over our most treasured tool of democracy – the ballot box. Adopted at the biennial convention in 1944, it portrays the Federation's interest in the protection and integrity of our electoral process. The American Eagle is adopted from the Great Seal of the United States. The quill is symbolic of the power of words, especially as contained in the Declaration of Independence and the Constitution of the United States.



## Our History

Republican women's clubs have existed for over 100 years. They were originally inspired by the Republican Platform of 1872, which said: "The Republican Party is mindful of its obligation to the loyal women of America for their noble devotion to the cause of Freedom." With that, Republican women's clubs were off and running. The oldest club on record was founded in Salt Lake City in the late 1800s.

Under the direction of Miss Marion E. Martin, then Assistant Chair of the Republican National Committee and National Committeewoman for Maine, and with the encouragement of RNC Chair John D. M. Hamilton, an organizational meeting took place in Chicago on November 4, 1937. Thirty-eight women members of the Republican National Committee met to discuss the "desirability" of federating.

The National Federation of Republican Women was founded at a conference held at the Palmer House in Chicago, September 23-24, 1938. The delegates adopted rules for governing the establishment of a National Federation of Women's Republican Clubs, to promote education along political lines and to encourage the following purposes:

"To foster and encourage loyalty to the Republican Party and the ideals for which it stands; to foster cooperation between independent groups and the regular party organization, which are working for the same objectives, namely sound government; to promote interchange of ideas and experiences of various clubs to the end that the policies which have proven particularly effective in one state may be adopted in another; and to encourage a national attitude and approach to the problems facing the Republican Party."

The organization was originally known as the National Federation of Women's Republican Clubs of America (NFWRC). The name was changed in January 1953 to the National Federation of Republican Women (NFRW).



# Duties of Officers

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## Introduction

In the NFRW, all state federations and local clubs are organized along similar principles. Consequently, the duties and responsibilities of officers are similar at the state and local levels. The descriptions and duties outlined below apply to officers serving a state federation as well as a local club. Where there are differences among duties and responsibilities at the state and local level, they have been noted. **NOTE:** Specific duties of state and club officers are defined in their respective bylaws, and must be in compliance with NFRW bylaws.

### State Federation and Club Officers Carrying Out Federation Policies:

Through the years, certain policies have proven to be beneficial to the smooth running of state federations and local clubs. We will take these policy statements one by one and discuss the “why” of each.

Endorsement of Candidates Either the state federation or the local club may adopt bylaws or a policy not allowing the state federation and/or its president or the local club and/or its president to endorse a candidate in a contested primary. Such bylaws or policies shall not be considered in conflict with the NFRW Bylaws. If restrictions are placed on the state president or local club president as to endorsing, said president may not use NFRW affiliation or official stationery to support or endorse a candidate without approval of the state or local club in compliance with the state or local club bylaws.

States & Local Clubs are not Fundraisers for the Party Each state and local club has the primary responsibility to raise sufficient money each year to guarantee the programs, goals and proper obligations of the organization. While the state or local club’s first obligation financially is to support its own needs, NFRW affiliates do cooperate on a completely volunteer basis with activities sponsored by the official Republican Party organization. No candidate or Party organization has a legal or valid right to demand financial aid from a state or local club. They may ask, but the decision to accommodate the request rests solely with the state or local club.

It is Imperative that States and clubs be aware of and comply fully with applicable Federal and state election laws.

Membership Lists Are Not Given to Any Other Organization or Non-Member If a state or local club is asked to distribute outside material to its membership, and it agrees to do so, the state or local club Board of Directors should approve the contents. The organization or individual wishing to have the material sent should pay the postage. This procedure includes Republican candidates and office-holders as well. States and local clubs have an obligation to their members to keep their membership lists confidential and to assure their members that in joining, they will not be subject to pressure or demands outside the organization.

Materials to be used at State or Local Club Meeting These should have the approval of the state’s or club’s elected officers before being circulated, displayed or sold. Our states and local clubs should not be used as a platform to promote other groups. The Federation is a partisan political organization with political education and the election of Republican candidates as its primary objectives. This policy includes:

- Circulation of petitions
- Resolutions





- Books for sale
- Literature unrelated to the local club's or state's activities
- Literature for all candidates before the primaries. (If there were two or more candidates running for the same office, displaying literature for only one would constitute endorsement.)

Federation Membership is open to any Registered Republican Woman However, loyalty to the Federation, to the Republican Party and to Republican candidates is an obligation of membership. A breach of loyalty to this commitment, in which a member changes her allegiance to an opposition party for any purpose, would forfeit her eligibility for membership. Should she later wish to re-instate her membership in a NFRW club, the club has the option of whether or not to accept dues and grant membership. In states that do not register voters by party, potential members should be considered based on their commitment to the Republican ideals and issues.

As officers, treasurers, or even a concerned club member, you must master the basics of your business. Our business is politics. You and your board are responsible to carry out the following tasks:

- Review monthly, quarterly, and yearly financial records and reports; report any financial irregularities, concerns, and opportunities; oversee short and long term investments
- Review and approve an annual budget;
- Insist on an annual independent or committee audit
- Determine insurance requirements
- Know what records to retain and pass on and when to destroy
- Know your tax status and requirement and know your relationship to the FEC, IRS and RNC

Thoroughly examining financial information will better help you (1) measure the organization's efficiency, (2) evaluate the adequacy of financial resources, and (3) monitor your financial trends.

## **President**

The President is the guiding force that makes an organization successful in all its endeavors. The President is the CEO of a state federation. At both the state and local level, the president should:

- Know the bylaws of the National Federation, the state federation and (in the case of local club presidents) the local club. Ensure that the organization functions in accordance with bylaws and standing rules. Perform any and all other duties as specified in the state or local club bylaws.
- Preside at all meetings and ensure that meetings are conducted in accordance with parliamentary procedure.
- Appoint the parliamentarian and all standing and special committees except the nominating committee in accordance with state or club bylaws.
- It is recommended that the president serve as an ex-officio member of all committees except the Nominating Committee. However, the organization's bylaws must so stipulate. The president is not counted in the quorum of a committee.

### *The President as the Presiding Officer:*

- Is responsible for the actions and performance of the state federation or local club.
- Prepares an agenda in advance of all meetings.
- Should remain impartial at all times.



- Should have a basic knowledge of parliamentary procedure giving her confidence and authority in presiding.
- May not debate an issue from the chair, but may explain something in detail for the full understanding of the members so they are clear on the subject being discussed.
- Votes only to break a tie in a roll call vote.
- Votes in a written ballot and can break a tie in that vote.
- When motions become involved by the addition of an amendment or many amendments, the president recaps the parliamentary action so that members will understand what an “Aye” or “Nay” vote will produce. Long or complicated motions should be provided in writing to the president/chair.

## **Vice Presidents**

Vice presidents, in their order, perform the duties of the president in her absence or inability to serve. Vice presidents should be chosen who are prepared to act for the president in an emergency, and to take her place when necessary.

In accordance with state or local club bylaws, more than one vice president may be elected. Vice presidents may also be assigned specific duties if so specified in the bylaws.

## **Recording Secretary**

- The Recording Secretary is the recording officer of the state or local club and the custodian of its records, except those specifically assigned to others, such as the treasurer’s books. At both the state and local level, the recording secretary should:
- Keep a record of all the proceedings of the organization – usually called the minutes. (A tape recording can be a great benefit in preparing the minutes, but a transcription of it should never be used as the minutes themselves.)
- Keep on file all committee reports. The secretary should record the date they were received and what further action was taken.
- Keep the organization’s official membership roll and to call the roll when required.
- Make the minutes and records available to members upon request at a reasonable time and place.
- Notify officers, members and delegates of their election or appointment, furnish committees with whatever documents are required for the performance of their duties and have on hand at each meeting a list of all existing committees and the members.
- Furnish delegates with credentials.
- Sign all certified copies of acts of the group, unless otherwise specified in the bylaws.
- Maintain record books in which the bylaws, special rules of order, standing rules and minutes are entered, with any amendments to these documents properly recorded and have the current record book on hand at every meeting.
- Send a notice of each meeting to the membership and conduct the general correspondence of the organization, insofar as this duty is not assigned to another office or committee in the bylaws.
- Prior to each meeting, prepare an agenda or an order of business in conjunction with the presiding officer. The agenda should show, in their exact order and under correct headings, all matters known in advance that are due to come up.



- In the absence of the president and vice president(s), call the meeting to order and preside until the immediate election of a chair pro tempore.
- Perform any and all other duties specified in the state or local club bylaws.

**Minutes:** The minutes of an organization are the official record of all business transacted and activities undertaken by the group. The minutes should contain what is done – ***not what is said***.

Minutes should include:

- The name of the organization, date, place and time of the meeting.
- Whether it was a regular or special meeting.
- Names of the president and recording secretary when present or their substitutes.
- Minutes should always note whether a quorum is present or not after the roll call. If no roll call, the notation should be made before any business is conducted including the acceptance of the minutes.
- The approval of the previous meeting's minutes. These minutes can be read in their entirety or the reading can be dispensed with, but the minutes *must* be approved regardless.
- All main motions, whether adopted or lost. (Withdrawn motions are not recorded.)
- The names of persons making the motions. The name of the second need not be recorded.
- Points of order and appeals, whether sustained or lost.
- Resolutions adopted should be entered in full.
- Summarized reports of the committees, unless written reports are appended.
- Treasurer's Report and Financial statements should be included.
- All appointments of committees, elected delegates, etc.
- When a count has been ordered, or whether the vote is by ballot or roll call, the number of votes on each side should be recorded.
- Information concerning program (name, title, topic of speaker, panel, or film).
- Time of adjournment.

The secretary should sign the minutes. Leave a space for approval, date and initials of the individual(s) approving. If the minutes are corrected, the correction is made on the right margin where needed and then stated in the minutes when corrected, at the next meeting. The minutes may be corrected whenever an error is noticed regardless of the time that has elapsed. After their adoption, when it is too late to reconsider the vote, they require a two-thirds vote for amendment unless previous notice of the proposed amendment has been given; then only a majority is required.

## **Corresponding Secretary**

The corresponding secretary should:

- Notify members of all regular and special meetings and handle the general correspondence of the state or local club as directed by the president or executive committee. The corresponding secretary should serve as the custodian of the personal record book, stationery and other related supplies.
- Read correspondence as requested by the president at a business meeting, and perform other duties as requested or required by the bylaws.



- Compose and send correspondence, including thank you notes, as directed by president and/or bylaws. The corresponding secretary should also make phone calls as requested and order stationery or other necessary supplies as needed.
- Inform NFRW of the name and addresses of the new president and executive committee following elections.

## Treasurer

- The bylaws of a state federation or local club should outline the financial procedures and policy. Therefore, the duties of the treasurer will vary in different states or clubs. In most cases, the treasurer should:
  - Be the sole custodian of all funds belonging to the state federation or local club. She must promptly bank the money when received, disburse it with approval and account for it.
  - The treasurer's books must be accurate and up to date. The books should be balanced each month and checked against the bank statement to ensure that no errors appear.
  - The treasurer's report should be a part of every business meeting and part of the official minutes. The report presented at each meeting, is read for information only and is not approved by the membership.
  - The treasurer should be a member of the budget and finance committee(s).
  - For large clubs or those with substantial monies going through their organization, it is recommended the treasurer be bonded.
  - The treasurer is responsible for preparing all forms required by law by the IRS, FEC, as well as state and local governments. If there is doubt as to what is required, it is suggested that the services of a professional CPA be obtained to assure compliance with the laws as every state has different requirements.
  - A state treasurer must be aware of the information regarding IRS and FEC reporting and recordkeeping. These rules have changed substantially over the past several years and will continue to evolve. It is extremely important for treasurers and their states to be aware of all local, state, and federal laws regarding political organizations and record keeping. Attached as Appendix A is the NFRW publication: "IRS Reporting and Recordkeeping for NFRW" or it can be found at the Treasurers section of the Digital Resource Center at [www.nfrw.org](http://www.nfrw.org).
  - : Clubs and state federations have asked what financial software systems are recommended. The real answer is it doesn't matter - just use one with which you are comfortable. NFRW uses Quickbooks. For clubs, you could use Quicken (around \$50) or find others on the internet (such as at Amazon.com). Any spreadsheet program, such as Microsoft Excel, can also fit your needs.
  - The treasurer's records should be audited annually and should always be audited before a new treasurer takes over. The bylaws should state when and by whom an audit/review is to be made. An audit may be accomplished by an auditing committee of the organization unless its bylaws require a professional audit.

Audits: Audits are done to protect an organization. The primary function of an audit is oversight and to see that bylaws, finances, and any other legal considerations are accurate. The audit must review the organization's accounting and reporting controls as well as the financial statements.

Following the audit, a report should be given to the board and membership. The financial condition of the organization becomes official when members of the organization have accepted the auditor's report.



About a month before a new treasurer takes office, she should begin working with the current treasurer to make the necessary transition. They should contact the club's bank and complete the required signature cards, making certain necessary signatures of the authorized officers (usually president, secretary and treasurer) are recorded by the bank before checks are written. Banking is done in the name of the club, not an individual. The state federation or club name should appear on the checks, but NO address. If the bank should require an address, c/o the treasurer's address, but a limited number of checks should be printed at a time. Arrangements should be made at the bank to have the bank statements sent to the treasurer's home. Two (2) of the three (3) names required by the bank signature cards should be on every check. Counter signing by the president (or secretary in her absence) is a safeguard used to protect both federation and treasurer in emergency situations.

The treasurer preserves all records pertaining to the office of the treasurer and delivers them to her successor. The treasurer should keep a procedure book containing up-to-date copies of the budget, bylaws, reports given and any other information concerning duties of the treasurer.

Coordination with the Membership Chair: The treasurer and membership chair should coordinate to keep membership records and dues accurate and balanced. A membership file containing the name, address, home and work telephone numbers and e-mail address of each member, and the date dues were paid, and date of per capita payment (to either state or NFRW) should be kept by the treasurer. This is the master file which should be in alphabetical order. The treasurer should keep the membership chair informed of additions, changes or drops in the list.

The treasurer issues membership cards upon payment of dues, unless otherwise specified in the bylaws. Membership cards are made available online to state federations in January of each year. Cards should **ONLY** be given to members once they have paid dues for the current year.

Inform NFRW of the name and addresses of the new president and executive committee following elections.

#### NFRW E-Guard Membership Database

In 2014, NFRW launched a new national web-based membership database to replace the previous database which was acquired in 2007. The biggest change in the new database is that clubs will access their club membership records allowing states and local clubs to keep and update their membership records while also allowing NFRW access to them. The risk of duplication or error has been reduced with this new program. In addition to housing the membership roster, the email list for NFRW publications, and any mailings to the membership are based on this database.

Every member of the NFRW will be issued an individual username and password to the new database. Individual members may only update their own record, i.e. address changes, name changes, phone number or email change, etc. Clubs will be able to modify and update the records for their club as well as add their club's new members.

Each state federation must assign one or two people to manage their state's e-Guard database list. Instruction and how-to manuals are available from NFRW Headquarters.

NFRW/State Federation Dues: Each local club is responsible for paying its NFRW dues and service charge to the state federation. Each state federation is responsible for paying club dues and service charges to the NFRW. The state treasurer forwards directly to the NFRW the amount of per capita dues and club service charge specified. Dues and fees are payable according to NFRW and state bylaws and regulations.



### Membership/Dues Reporting Tips for State Federations

Dues and service charges are due to the NFRW from state federations at least four times per year. The quarterly deadlines are determined by NFRW Headquarters and announced at the end of the previous year. During a convention year, the deadlines are set by the NFRW Bylaws based on the date of the convention. Further information can be found on at [www.nfrw.org](http://www.nfrw.org).

It is wise that local club treasurers be encouraged to begin collecting yearly dues the previous November or December. The required NFRW dues and a service charge of \$15 per club are to be sent to: NFRW Headquarters, Attn: Membership Director, 124 N. Alfred Street, Alexandria, VA 22314.

Each check should be accompanied by the State Treasurer's Report Form (see sample in Appendix B). Clubs should be listed in order by club number on the treasurer's report form. Checks **must** be received from state federations at each quarterly deadline. States can also send additional checks between deadlines if desired.

State treasurers do not have to send two separate checks for dues and service charges; however, when sending one check the amount for each item should be clearly marked on both the **report form and the check's memo line**. Sending separate checks for dues and service charges is acceptable.

During the first and second quarters, states should collect and forward to NFRW all service charges and all dues from renewing members. By the third quarter deadline, states should begin removing members who have not renewed from their active lists. New member dues can be sent in at any time.

### Membership/Dues Reporting Tips for Local Clubs

- With the implementation of the new national membership database, clubs will now have access to their club membership records. The club will add new members into the database. The club treasurer will be able to send a report of the club's paid members to send to the state treasurer with their check for their current dues and annual service charge.
- Send your first dues report with the names, addresses, etc., of members who have paid to the state treasurer in January. Many clubs begin collecting dues the previous November or December. The dues and service charges should be sent to your state federation treasurer. She will forward the determined national dues per member and a club service charge of \$15 to NFRW. (Note: During a convention year, there are dues and service charge deadlines that must be met in order for your club to be credentialed for a Delegate at the National Convention. It is best to pay the club's service charge and dues for all members in January.)
- The Club Service charges are paid once a year. Please send your \$15 service charge to your state treasurer as early in January as possible.
- Reports should be typed or written on the computer or a typewriter. Please see the sample report form in Appendix B. This form can be typed in a computer spreadsheet program or on a typewriter. (Avoid handwritten reports as they tend to create typographical problems.)
- On the heading of your report, please list your name, address and phone number, email address, club name, club number, and date at the top of each page. Number the pages.
- If your report has more than one page, please add a total line at the bottom of each page and a grand total line at the end of the report, which needs to match the amount on the accompanying check.



- Ask for the following information when updating your list and send it to your state treasurer: First and Last Name, Full Address, Official Title, Home, Work and Fax Numbers (always include area code), and E-mail Address. If sent with a regular list, please highlight changes or new names to make them easy to notice.
- List your members in alphabetical order by last name. Names of new members, changes of address, and deletions should be clearly labeled as such and in separate groups from the regular membership list. Highlight changes in some way.
- Add the names of your associate members to the database. Do not send the state federation the names of associate members since their dues remain with the club.
- Mark any member who has died as deceased in the database and notify the state treasurer immediately thereof so their name can be deleted from the list. It is upsetting to family members to continue receiving mail for the deceased.

Records Retention: We recommend having a written policy on record retention and transference incorporated with the bylaws and minutes. The policy should address what types of records are deemed permanent or temporary. Next, establish a systematic retention and destruction policy. In most cases the statutes of limitation for auditing a properly filed return is 3 years. This statute does not expire for a return not filed.

Credit Card Privacy - Make it simple on yourself. Do not keep the credit card numbers; shred them as soon as they are processed. If you must keep them, keep the first 4 and last 4 numbers. The holder of the card becomes the keeper of their own credit card identity.

Permanent Items:

- Bylaws and standing rules, originals along with dated copies of each revision/tax returns/charters;
- Original articles of incorporation, determinations of tax-exempt status;
- Audited/reviewed annual financial statements;
- Membership lists and records;
- Bookkeeping journals and ledgers;
- Employee personnel records;
- Staff pension records;
- Minutes of board meetings should be in a running minute book;
- Financial policies/guidelines;
- Historical records (archives);
- Property titles, liens, and evidence of their removal;
- Purchase and sale of assets;
- Year-end investment statement;
- Notes receivable and notes payable;
- Membership applications;
- Chart of accounts; and
- Income tax payments

Other items and retention:

- Cancelled checks and bank statements – 5 years



- Budget and financials reports/payroll records – 5 years
- Expired leases and property titles - 7 years
- Expired insurance policies - 3 years
- Equipment purchases – 3 years
- Treasurers reports – 5 years
- Computer Records - Have a written record of what to save and how to save it. Back up your files and keep a copy in a safe place. It cannot be stressed enough to **keep your virus protection up to date** as well as updating your operating system.





# Having Effective Meetings

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## Introduction

The two most important components of a successful meeting are an agenda and adherence to parliamentary procedure. Regular business meetings should rarely exceed one hour. If the meeting is short and flows smoothly then your members will be happier and more attentive.

Prior to the Meeting:

- President - Prepare an agenda for each meeting for yourself and give a copy to the secretary. (Some organizations may delegate the responsibility of an agenda to the secretary. If so, she should work closely with the president on its creation.)
- President - Check with each chair scheduled to make a report to assure her presence. Place a time limit on reports and discussion (always give proper notice if you plan to call on a chair).
- A meeting cannot be staged successfully without advance preparation. Check with the hostesses. Be sure that the Publicity Chair (or designated officer) knows her responsibilities.
- Assure proper arrangements for your guest speaker.

The Meeting:

- Arrive early as you must always start the meeting at the designated time.
- Recognize guests and new members.
- Keep the meeting orderly and keep it moving.
- Diversify the meeting programs as to issues, speakers and member participation. Meetings should have a light touch as well as a serious side. Make them enjoyable.

## Parliamentary Tips

Making a Motion:

- Member rises and addresses the chair, states her name.
- Receives recognition from the chair.
- States motion (“I move that....”)
- Motion is seconded.
- Chair re-states the motion.
- Chair calls for discussion.
- Chair calls for vote: “All in favor, please say ‘Aye’; opposed ‘No’.”
- Chair states result of vote and states what will be done as a result of motion.

Processing a Motion Subjected to Amendment:

- After a main motion has been made and seconded a member may amend: “I move to amend the motion by....” (Deletion, insertion or substitution of words, sentences, phrases, a paragraph, or a combination of the above.)
- The motion to amend is seconded: “I second the motion to amend.”



- Floor discussion of the amendment.
- Vote on the amendment.
- The main motion is now up for action regardless of disposition of the amendment.
- Floor discussion on the main motion.
- The assembly proceeds to vote.

#### The Presiding Officer:

- Must remember that action has not been completed on the main motion. It must be considered again after the disposition of the amendment.
- Presents the amendment for discussion: “It has been proposed to amend the motion to read as follows (the motion and amendment are repeated). Is there any discussion?”
- Puts the amendment to a vote, explaining the effect of “Aye” or “No” on both the amendment and the main motion. “If there is no further discussion, the amendment is (repeats amendment). All in favor of the amendment please say ‘Aye.’ All opposed, please say ‘No.’”
- Announces the result on amendment: “The amendment is carried (or defeated).”
- Presents the main motion: “The motion now before the assembly is (repeats motion as amended, if amendment carried). Is there any discussion?”
- Puts motion (including amendment, if carried) to vote.
- Announces final results on main motion and states what will be done as a result of the motion.

#### Miscellaneous Considerations:

- The mover may request to withdraw or modify her motion without consent of anyone before a motion has been put to the group for consideration. When the motion is before the assembly and there is no objection, the chair announces that the motion is withdrawn or modified. If anyone objects, the request is put to a vote.
- When making the motion to close debate, the traditional form is: “I move the previous question....”
- The motion to postpone the question until a definite time should, of course, mention the specific time proposed.
- The motion to refer to committee should specify the number on the committee, how the committee is to be selected, and when the committee is to report.
- When members of the assembly call out informally, “Question! Question!” the chair is merely to understand that they as individuals are ready to vote on the pending question or motion.
- Without securing recognition from the chair, or even without waiting for a speaker to yield the floor, a member may rise to a point of order, to a point of information, or to a question of privilege. No second is necessary. A point of order on a question of privilege should be stated as a request to the chair.
- The president should not permit one or two constant talkers to dominate this meeting. Time is limited; everyone should receive equal opportunity to speak. The chair should not recognize the same person twice until all others who wish to speak have done so.



This presents only the most frequently used parliamentary procedures that the president should have at her command. Presidents should study ***Robert's Rules of Order: Newly Revised***.

For other questions regarding parliamentary procedure, please see the National Organization of Parliamentarians website (<http://parliamentarians.org/procedure.php>).



# Standing Committees

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## Bylaws Committee

Bylaws are the most important rules that an organization can compose for itself. They are rules of such importance that they cannot be changed without previous notice to the members and a two-thirds vote. And they cannot be suspended – no matter how large the vote in favor of doing so or how inconvenient the rule in question may be – unless the particular rule specifically provides for its own suspension.

Goals of the Committee:

- Review organization's bylaws every 2 years and proposing changes when needed. Proposed changes for a local club should be sent to the state federation Bylaws chair for her review and approval. Once approved, the club may vote on them.
- Keep abreast of changes in state or national bylaws and amend your organization's bylaws to conform when necessary.
- Be prepared – make sure all applicable bylaws are available at each meeting. All local club members should have a copy of the local club bylaws

Local Club bylaws must contain provisions that are clearly binding by national and state bylaws. Any action that conflicts with national, state or local laws or with the bylaws of the organization is null and void.

The Bylaws chair should have a copy of the local club, state federation and NFRW bylaws in her file and should bring them to each meeting. Bylaws should always state the procedure for their amendment..

## Campaign Committee

The role of a Campaign Committee is vital to the local club, the state federation, and the National Federation. In addition, the Campaign Committee is the crucial connection for Republican candidates. The role requires time, responsibility, and dedication, but the reward is tremendous. **YOU ARE MAKING A DIFFERENCE.**

Goals of the Committee:

- Elect Republican candidates at the local, state, and national level.
- Encourage members in the organization to run for public office – constantly be on the lookout for future office holders. (If they are not already members of the organization, get them to join.)
- Be a source for candidates to call when they need someone in the area with special expertise.
- Maintain a file on club members who have special talents that are useful to campaigns, i.e. computer work, fundraising, voter banks, etc. This is easily obtained by circulating a detailed questionnaire to your membership.
- **BE ENTHUSIASTIC** and able to inspire your membership to get involved in campaigns!
- Work closely with your Party organization to coordinate and not duplicate campaign efforts.



- Organize a system that is easy for members to report their volunteer campaign hours. This will prevent last minute confusion.

The Campaign Chair should be able to provide information about Republican candidates at all levels for your organization and your community. This includes being the source of information on candidates, i.e. the name of campaign managers, phone numbers, upcoming event schedules, etc. She should have any printed materials on all candidates available at meetings. Also, the Campaign Chair should be knowledgeable in all areas of campaigning, telephone banks, direct mail, voter identifications, get out the vote, etc.

#### NFRW Policy for Counting Volunteer Campaign Hours

The Campaign Awards Program is an effective tool to demonstrate the power of Federation women at the local, state, and national level. The program honors local clubs and state federations that spend tremendous amounts of time volunteering (non-paid) for the Republican Party, Republican candidates, and the Federation. The following activities can be included in your campaign hours:

- All non-paid political activities benefiting the Republican Party, candidates and/or the Federation.
- Campaign work done within or outside the home, including mailings, phonecalls, computer work, and social media postings or blogging.
- Work at and/or for a special campaign event – but NOT if you attend as a paid guest or if you are compensated for the event.
- Attendance at (and travel portal to portal) State or National Federation Board of Directors Meeting and Conventions – as well as time spent in preparation for these meetings if you serve on a committee.
- Time in session at (and travel portal to portal) municipality, precinct/ward, county, district or state party conventions.
- Time in session at (and travel portal to portal) RNC conventions.
- Time spent as a county, state, or national party committee member or as a temporary member, i.e. Rules Committee, Resolutions Committee, etc.
- Campaign work at club meetings, i.e. getting petitions signed, doing mailings, etc. **DO NOT COUNT TIME SPENT IN REGULAR BUSINESS AT CLUB MEETINGS.**
- Traveling from event to event – but not for personal stops en route.
- Volunteering at any municipality, county, state, or Federation headquarters.
- Volunteering for a Republican candidate for a non-partisan office, i.e. school board elections.
- Working as an unpaid poll watcher on Election Day.
- Involvement in a Campaign Management School, i.e. training to be a faculty member, teaching and organizing a campaign school.
- Working on Election Day as an Election Judge or Election Clerk – if you turn over the money paid to your local county party or local FRW club.
- Presenting campaign programs or speeches at local civic organizations.
- Appearing on local media for the GOP cause.
- Running for office – all time spent campaigning.



- Time spent registering voters.
- Hours spent as editor of a club newsletter or state newsletter and hours spent as club yearbook chairman.
- The time of NFRW Associate Members (women) volunteering for the Federation or individual clubs or the GOP, i.e. working at the headquarters of the Party or a candidate, putting up yard signs, etc. can only be counted by ONE individual club, the primary club of the member. The time of Associate members (men) volunteering can be counted in the primary club of his spouse or friend who is the member of that club.

The Campaign Award Program is given for “political campaign” time. It does not include time for charitable, civic, or other volunteer time except as detailed above. It does not include time spent on other NFRW programs that are not related to working on campaigns.

### Using the Internet to Win Campaigns

Using the Internet – an extremely effective tool in campaigns – will help you quickly and thoroughly research issues and successful programs, as well as publicize your message. Below are a few sites to help you gather information on current politics, programs and key legislation:

Republican National Committee (RNC) - This site offers party information, press releases, candidate training information, a wealth of links to other Republican organizations and a calendar of nationwide GOP events. <http://www.rnc.org/>

GOPAC: The Republican Political Action Committee - This site offers party information and training for GOP activists and political candidates.

- (202) 464-5170 <http://www.gopac.com/>

Center for the American Woman and Politics (CAWP) - This non-partisan site features informative and thorough fact sheets on the status of women in politics.

- (732) 932-9384 <http://www.rci.rutgers.edu/~cawp/>

Thomas - Legislative information from the U.S. House and Senate is available on this site, including the full text of bills. <http://Thomas.loc.gov/>

## **Fundraising Committee**

Fundraising is an essential component of every successful volunteer organization. Although there are always yearly dues, they are usually insufficient to meet normal operating expenses. Yet, membership dues must be kept at a minimum so as not to prohibit anyone from participating. To ensure successful special projects and campaign activities, fundraising from other sources is required.

Goals of the Committee:

- Plan, organize and complete at least one fundraising event per year.
- Establish a “signature event” for your organization that can be repeated yearly.
- Establish a procedure notebook on successful fundraising events.

Fundraising takes time, commitment, and above all enthusiasm. The Fundraising Chair should be someone who is capable of drafting budgets, tracking donations, and planning new programs designed to generate revenue. The second step is to organize a



Fundraising Committee to oversee the organization's fundraising. Each committee member should know why the organization is raising money and be able to explain their goals in concise terms to prospective donors. Fundraising programs must be innovative and geared toward motivating individuals to financially support a specific cause.

Donor programs and special events are two areas in which funds can easily be raised at the state and local level.

Donor Programs – State federations can have their own major donor program for members who are willing to further their financial commitment beyond the yearly dues. For example, several state federations have enjoyed success with programs similar to the NFRW Regents program by establishing a program for members willing to donate \$50, \$100 or even \$250 annually. These members often enjoy a special reception or event at annual meetings. We advise using a term other than “Regents” when creating a program, to avoid confusion with the NFRW program.

Events – Special events offer the widest range of fundraising possibilities and are one of the most common channels through which fundraising is approached. They can range from campaign materials sales to annual dinners. The Fundraising Committee plays a vital role in organizing and overseeing the event. However, the bigger the event, the more members needed to participate in its planning. For a large event, several committees and/or officers may need to work together.

Other fundraising ideas include:

- Live Auctions and Silent Auctions
- Annual Events
- Function with Local or State Elected Officials
- Cruises (in conjunction with a travel agency)
- State or County Fair Booth
- White Elephant Sale
- Night at the Races
- House and Garden Tours
- Receptions
- Walkathon
- Precinct Gala
- Book Sales
- Casino Night

#### Tips on Fundraising Events

- The Event – After an event has been scheduled, planning must begin immediately. Committee assignments should be outlined and subcommittees should be formed to involve as many members as possible. A theme should be determined – people respond better if they can identify an event with a particular theme. When selecting a date for a public event, make sure the date does not conflict with another event in the community. Always be conscious of religious holidays.
- Contributions and Donations – Remember, the first rule of fundraising is to keep your expenses to a minimum. Get everything you possibly can donated. All contributions



should be acknowledged in writing. Always be aware of, and comply with, all national, state, and local election and disclosure laws. This includes keeping records of all contributions, particularly any contributor who donates over \$50 annually at the national, state, or local level.

- **Publicity** – The Publicity Chair (or appropriate officer) should send notices to local newspapers and radio and TV stations well in advance of the event. Advance and follow-up publicity is a necessity to ensure good attendance at an event.

Regulations: Fundraising activities are subject to local, state, and federal regulations and taxes. The following are general guidelines that may be useful. Keep in mind laws and regulations are different in every state. Be sure to check your local regulations before having a fundraising event.

**Local** – It is important to remember that a license may be required for a thrift shop, garage sale, or any public-invited event. Also, permits may be needed for the sale of food or certain health code regulations must be met. There may be local fire and safety rules that need to be cleared before confirming the location of an event. Liability insurance coverage also may be required. Finally, is your event legal? Raffles and similar forms of fundraising may not be permitted in your state.

\_ – A state federation must check to determine if it has registered as a non-profit organization (most are not and do not qualify). Know your legal status. Sales involve payment of sales tax, and profits are subject to tax and reports must be filed. Campaign disclosure laws affecting political organizations and candidates for state offices have been passed by many legislatures. Your organization must determine its responsibility to meet and follow the requirements. (*See Appendix A.*)

## **Legislative Committee**

The Legislative Committee is designed to keep members abreast of legislative news and events on the local, state, and national level. Its members should be somewhat experienced in research and following the progress of a legislative or Congressional session. Legislative Committee members should be aware of who their elected representatives are (even the Democrats), what committees they sit on, and what bills they sponsor, as well have a working knowledge of the major pieces of legislation at all levels of government.

Goals of the Committee:

- Have a working knowledge of the legislative process at every level of government.
- Increase legislative knowledge and interest among your organization's members.
- Make your voice heard! Write your representatives and let them know what you think.
- Develop a plan of action for your organization to influence government positively.
- The Legislative Chair should keep a file that includes names, correct titles, addresses, phone numbers, and e-mails of their organization's elected representatives. This should include notes on the proper way to address correspondence to the officials. Also there should be information about the committees on which their representatives sit. Lastly, basic information about major or controversial bills being considered should be included. This file should be brought to every meeting for the benefit of the organization's members. Committee members





should also consider submitting informational pieces on legislation for their organization's newsletter.

### Researching the Issues

Before setting out to influence any policy, you must first research the issue, in order to have a full understanding of the basic concepts. If you are researching a proposal that has already been introduced by the executive or legislative branch or an outside group, your sources might include the following:

- *The Congressional Record* – a daily digest of the proceedings of the U.S. House and Senate. This can be found at your local library, or at <http://thomas.loc.gov/home/thomas.html#record>
- *Congressional Quarterly* – a weekly magazine independent of the U.S. Congress, which covers events, issues, and legislation. It is also available at most libraries, or at <http://www.cq.com>
- *National Journal* – a weekly magazine similar to Congressional Quarterly, covering current legislative and political issues. Also found at local libraries.
- Newspaper/newsmagazine articles
- Televised news programs
- Political or issue-related websites
- Legislative offices and/or public affairs offices.

If you are researching an issue for the purpose of initiating policy, your sources will include many of those listed above, but should also include data on existing laws on the issue, and any history of previous proposals. Whatever your sources may be, it is important that your research leads to (a) a clear understanding of the issue; (b) a clear understanding of the process; and (c) a plan for the most effective use of your resources in that process.

### Communicating with your Elected Officials

Letter writing is the most common way of communicating with your elected officials. Other forms are telephoning, signing a form letter or petition, and e-mailing.

Don't be timid or self-conscious or think you don't know enough to contact your representative. Your voice counts and your viewpoint needs to be heard. Even if your representative is a Democrat, let her/him know your opinion. Most offices keep a running count on phone calls and letters received on issues and the numbers make a difference!

Do give your representatives a "pat on the back" for action you support or approve. Elected officials are human; they respond to appreciation just as we all do.

### Evaluating Legislation

Every legislative session, thousands of bills are introduced. It is not possible for a legislator to fully understand the ramifications of every bill so he/she will often seek the informed opinion and advice of individuals he trusts such as professional lobbyists, constituents, special interest groups, friends, etc. Similarly, when deciding whether or not you want to support a specific bill, it is helpful to ask certain questions such as:

- Who and what groups are supporting/opposing this bill?



- Which legislator is sponsoring this bill?
- Does this bill require additional government funding? If so, what is the source of the funds – who pays?
- What power does the bill give to a government agency?
- What is omitted in the bill?
- Does this bill duplicate services already provided elsewhere?
- What would this bill strengthen? What would it weaken?

## **Membership Committee**

The motivation, dedication, and activity level of the membership determines the level of accomplishment of the organization. Membership is an ongoing program that requires the participation of every member of the organization. An energetic committee is needed and everyone must be alert to that potential new member. Effective membership recruitment is essentially a sales job.

Keep in mind that women are more likely to join your organization if you provide that personal touch. When a potential new member attends a meeting, make sure they are introduced to as many people as possible and that they feel comfortable. After the meeting, follow up with a phone call. Thank them for attending and invite them to the next meeting.

Goals of the Committee:

- Set reasonable and realistic goals for increasing membership each year.
- Develop a plan for membership growth that specifically meets your organization's goals.
- Develop a brochure, poster or flyer to promote your organization. Place at the Chamber of Commerce, with realtors, at Republican Party headquarters and other locations in your community where you can reach new people.
- Attend state and/or national federation board meetings and conventions for information, ideas and inspiration.

### Techniques to Increase Membership

- Stress membership at every meeting, in every newsletter. If your members are constantly reminded to THINK MEMBERSHIP, they will come to view every friend, acquaintance, and contact as a possible member.
- Remind your members to bring guests to meetings and functions. Have a contest with a prize for the member who recruits the most new members.
- Enclose a special form with your newsletter requesting members to provide the names of 2-3 potential members.
- Ask new members from last year for referrals.
- Have special nametags for guests and assign a member to make guests feel welcome. The member should be sure to introduce the guest to as many members as possible. Welcome guests by name from the podium and be sure to personally invite them back.
- Offer membership information to women registering Republican at fairs or other events.



- Place membership information and newsletters at Republican headquarters during campaigns.

### Retaining Current Members

Retaining members may be the most difficult job facing an organization. Continuing members serve as the foundation for your group, Combining the experience of current members with the fresh ideas and energy of new members will produce a winning team. Some tips for retaining members include:

- Make sure your members feel appreciated and valued. Happy members are renewing members.
- Send written dues notices about two months before the New Year. This can be part of the newsletter or mailed separately.
- Send a reminder notice to non-responders six to eight weeks after the original notice.
- Follow up second notices with reminder phone calls or e-mails.
- Establish a deadline for membership to lapse if payment is not received.
- Maintain a list of all non-renewals. Appoint someone to continue to follow up.

### Recruiting New Members

Recruiting new members should be exciting for both the local club and state federation. We have more women voting than ever before and more women are involved in politics at all levels. New members can be found everywhere you look. You are limited only by your imagination.

Potential Members:

- GOP women office holders or the wives of office holders
- Precinct committeewomen
- GOP women candidates or the wives of candidates
- Registered Republican women who vote frequently
- Friends, relatives, and neighbors
- New residents in your community
- Naturalized citizens
- Former members
- Members of other women's organizations
- State and county GOP meeting attendees
- Public Event Attendees

New Members: When a new member joins, she should receive the following:

- Her membership card
- A welcome letter from the president and/or membership chair
- A list of officers and committee chairs
- A copy of the membership roster
- A copy of the bylaws
- A copy of the most recent newsletter



- A copy of the most recent NFRW magazine
- A questionnaire to determine her interests and involvement possibilities.
- Recognition and a friendly reception at meetings, and a follow up phone call.

## **Program Committee**

The Program Committee is responsible for the program section of each meeting and event. Our goal is to recruit the greatest possible number of people to the Republican cause, while electing Republican candidates to public office. Our programs should reflect this goal.

*Note: The NFRW policy is that our microphone is never offered to a member of an opposition party even in non-partisan offices or contests.*

A chair must be a good organizer, enthusiastic, innovative, and willing to devote the time necessary to this role. The committee should structure a calendar year of programs around a unifying theme. Each program becomes a stepping-stone in the organization's preparation to educate and build enthusiasm for winning elections.

Once the framework for the year has been determined, it should be submitted to the executive committee or board for approval.

### Tips for a Successful Program Plan:

- Survey the wishes and preferences of your members. Always compare these with your objectives.
- Structure your programs for the year. Adapt them to the seasons, national holidays, and special events.
- Analyze your community: youth, senior citizens, minorities, etc.
- Evaluate past programs; successful events are worth repeating.
- Search for innovative ideas and imaginative approaches.
- Balance your program between educational and social affairs. Avoid over-exposure of any one subject
- .Publicize all events! Let the community know who you are and what you are doing. Publicity is a great way to attract new members and gives your organization name recognition.

### Ideas for Speakers

- Federation Leadership – your state or national federation leaders.
- Candidates and Public Officials at all levels – city council, school board, state legislators, assemblymen, congressmen, and other state and national officials.
- Republican National Committee Speaker's Bureau – 310 First Street SE, Washington, D.C., (202) 863-8708 or [www.rnc.org](http://www.rnc.org). The bureau maintains lists of national speakers.
- Service Organizations and Professional Groups – including the League of Women voters, Kiwanis, Lions, Rotary, Chamber of Commerce, Jaycees, Medical associations, media representatives, etc.



When inviting a speaker, write a formal letter of request and include the following:

- Date, time and place; and a brief summary of your organization's purpose
- Advise on subject matter and a description of the occasion.
- Enclose a "Background Data for Speaker" form to be returned to you; request a photo for publicity (black & white for print, color slides for TV)

Once the speaker accepts the invitation, acknowledge the acceptance, and send the following information:

- Itinerary from arrival to departure and the agenda of the meeting
- Name of hostess who will meet the speaker and provide any necessary transportation
- Brief political demography of the state and local area if the speaker is not a resident
- Indicate other Republican officials or local leaders planning to be in attendance
- Describe press conferences, radio, or TV appearances (if applicable)
- Give information on how travel expenses will be handled

## **Public Relations Committee**

The Public Relations (PR) chair is the public information officer for her state federation or local club. It is the PR Chair and her committee who build true rapport and friendship with the news media. The PR Committee voices not only the thoughts and opinions of the organization, but also of the Republican Party. Hence communication with the news media must be properly prepared and must accurately represent the thinking of those within the organization and the party.

The PR Committee has the key responsibility of keeping the public informed of the organization's participation in Republican activities and building understanding and acceptance of the Republican Party.

### Goals for the Committee

- Planning news activities and news releases around meetings, events and programs (by planning one year in advance, the committee can schedule news releases and conferences for particularly significant events)
- Maximizing impact through personal telephone calls and/or visits to members of the news media to discuss functions
- Scheduling individual media interviews with a guest speaker to maximize impact and therefore the organization's visibility
- Planning for the seating of news media and their other special needs for meeting functions
- Reporting meetings and special projects to the media on a regular basis
- Developing a contact list of news media and keeping it updated including speakers' photographs and biographical data with news releases



## Special Committees

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In addition to the Chairs of the Standing Committees, the bylaws of each state federation or local club may specify special committees. The following are the most common special committees:

### **Achievement Awards Committee**

The Awards Committee is responsible for the organization's participation in the NFRW awards programs as well as any state awards programs.

### **Americanism Committee**

The Americanism Committee has the responsibility of inspiring respect for the American Flag and our country. Traditionally, a committee member leads the Pledge of Allegiance at all regular meetings or asks someone to assume that responsibility. The committee is responsible for the proper display of the flag at all functions of the organization.

Other suggestions include:

- Teaching the rules of flag etiquette
- Donating patriotic books to libraries and schools
- Sponsoring patriotic essay contests for schools
- Presenting flags to schools and community groups

### **Caring for America Committee**

The Caring for America Committee institutes community service projects for the organization. Caring for America is based on the belief that problems can be solved more effectively through the generosity and combined energies of individuals than through dependency on government programs.

### **Historian**

The historian is responsible for keeping an account of the official activities. Suggestions for archival materials include:

- A list of officers and committees
- A list of events and pertinent information about those events
- Awards
- Federation activities that members participated in
- Photographs
- Year-end membership totals

### **Leadership Development Committee**

The Leadership Development Committee has the responsibility of providing training materials and resources to assist state Federations and club leaders to a better understanding and execution of their duties. The leadership training not only enhances



the ability of officers and chairmen to do their jobs, but offers the opportunity to develop new and expanded skills for the future growth of NFRW.

Suggestions include:

- Conducting Leadership Development workshops at national, and state workshops.
- Developing new training materials for state and club use.
- Training state federation trainers to be a resource for local clubs.
- Encouraging the use of training resources and self-study guides in the Digital Resource Library on the NFRW website by Federation members.

### **Literacy Committee (Mamie Eisenhower Library Project)**

The Literacy Committee encourages local club members to engage in activities to promote literacy throughout their local communities.

Suggestions include Mentoring programs in local schools or youth center or donating books from approved NFRW lists to schools, libraries and youth centers.

### **Nominating Committee**

Prior to holding club, state, or national Federation elections, a Nominating Committee is elected. The responsibility of that committee is to select the most qualified candidates for office to be the organization's leaders for the next term. Below are some guidelines for members who are elected to serve on a Nominating Committee.

- Be familiar with the bylaws of the organization, and be sure that you are familiar with the duties prescribed for each office.
- If possible, copies of all biographical data on candidates should be available to all members of the nominating committee.
- Prior to beginning your meeting, establish the methods to be used for the determination of each candidate for each office, including the precise method of voting.
- If you do not have on hand a candidate's "willingness to serve, if elected" statement in writing, you must telephone the individual to obtain her acceptance of a nomination to a particular office.
- Weigh carefully all factors of a candidate's exposure to Federation work: characteristics of leadership, knowledge of Federation procedures, traits such as tact and diplomacy, and ability to work well with others, both within and outside the Federation.

#### **Candidacy for Federation Office:**

If you decide to become a candidate for a Federation office you will need to submit a portfolio to the Nominating Committee that contains:

- An updated resume emphasizing your Federation activities
- A cover letter stating your willingness to serve if elected and a brief statement outlining your reasons for wanting to serve.
- A list of phone numbers – home, office, cell, etc. – where you may be reached.



### **Other Special Committees:**

- Armed Services/Homeland Security Committee
- Outreach and Diversity
- Protocol & Distinguished Guests
- Resolutions Committee
- Technology Committee/Website Manager
- Women in Business
- Women's Health Issues





## Deadlines for State Federations & Local Clubs

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### Approximate Delegate Certification Deadlines During NFRW Convention Year

#### State Deadlines

March 15 Last day to pay dues & service charge **for newly chartered clubs** so that they can be certified for delegates. (New clubs must be in good standing for at least 6 months prior to the NFRW Convention.)

June 1 Postmark deadline for state presidents to send Club Certification Forms to NFRW with final service charge and dues payments. This will establish clubs that are eligible for delegates at the convention.

June 15 Postmark deadline for final membership dues to NFRW. (This will establish state delegate-at-large count). According to the bylaws, each state has five delegates-at-large and one additional delegate per each 500 members.

June 15 Deadline for entering the names of members who have paid dues to the NFRW database. Make sure the number of names entered agrees with the amount of dues paid and that each member is marked as having paid.

August 15 Postmark deadline for sending credentials forms for delegates-at-large and alternates-at-large to NFRW.

August 15 Postmark deadline for mailing or faxing a list of all delegates, alternates, delegates-at-large and alternates-at-large to NFRW.

September 1 NFRW will send to state presidents the list of delegates from their state whose credentials have been verified.

#### Club Deadlines

May 20 **Make sure club is in good standing with state federation** by updating membership dues and service charge payments for any members not in good standing.

August 10 \*\*Postmark deadline for club president to send credentials form for delegate and alternate to state president and NFRW.

### Approximate Deadlines for NFRW Awards Programs During NFRW Convention Year

#### State Deadline – June 30:

Postmark deadline for Club Achievement Award & Betty Heitman **State Excellence Forms** to be mailed to NFRW Achievement Awards Chair

Postmark deadline for **Campaign Awards Forms** to be mailed to the NFRW Campaign Committee Chair

Postmark deadline for **Caring for America Forms** to be mailed to NFRW Caring for America Chair



Postmark deadline for Membership Awards Forms to be mailed to NFRW Membership Chair

Postmark deadline for **Public Relations Awards** to be mailed to NFRW PR Chair

*Club Deadline – June 1:*

Postmark deadline for **Achievement Award Form** to state president

Postmark deadline for **Membership Award Form** to state president

Postmark for **Campaign Volunteer Hours Form** to state president

Postmark deadline for **Caring for America Project Form** to state president

*Awards Committee Chairs – July 30:*

Deadline for sending the names of winners of awards to NFRW. The club name, state name, a brief description of why they won and the wording for the certificate should be included.



## Installation Ceremony Guide

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(Newly elected officers, please come forward at this time.)

You, the newly elected officers of the (Insert State or Local Club Name) Federation of Republican Women are about to enter upon your respective duties.

In accepting these posts, you are assuming a leadership role among Republicans, and therefore; setting an example: one which requires the best energy, integrity, and devotion of which you are capable.

In accepting this post, do you promise to exert every effort to conduct Federation activities that will attract all women in your state and community who believe in Republican principles and the programs of the Republican Party, the National Federation of Republican Women, and the (Insert State or Local Club Name) Federation of Republican Women.

To that end, I ask you to please raise your right hand and repeat after me your oath of office (  ).

“I solemnly swear to live up to the provisions of the governing laws of the National Federation of Republican Women and the (  ) Federation of Republican Women and to discharge all duties incumbent to my office to the best of my ability. “

(Please respond “I DO”).

By the authority vested in me by the membership of the National Federation of Republican Women, I declare you duly installed as the officers of the

(      ) Federation of Republican Women.

I wish you great success in all endeavors undertaken during your term as officers of the (      ) Federation of Republican Women.

Please know that the NFRW is always here for each of you to help in any way possible.

Congratulations!



## Building the NFRW Membership

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If no federated club exists in a community, and there are ten or more registered Republican women who wish to organize a permanent club, the following procedures should be followed. In states that do not register voters by party, the potential members should be considered based on their commitment to Republican ideals and issues. The charter, which authorizes the establishment and operation for a new club, is issued by the NFRW upon the recommendation of the state federation.

The NFRW Membership Committee has developed a "Guide to Starting A New Club" which is attached as Appendix C. This comprehensive guide also includes forms, letter, and sample bylaws for a new club to request a new charter from the NFRW. It can also be downloaded at the Membership Committee's Digital Resource Library at [www.nfrw.org](http://www.nfrw.org).

- The organizers should contact the state federation president to obtain information and procedures for organizing a new club.
- The organizers should introduce themselves to the County GOP Chair, the State GOP Executive Committee, and contact nearby club officers and members for information. They may have suggestions and may know of perspective members.
- Make a list of prospective members. Call an informal meeting of prospective members to plan an organizational meeting.
- Invite the state president or membership chair to attend the meeting and explain the benefits of NFRW membership and the advantages open to federated clubs.
- Prepare draft bylaws, using the sample bylaws provided by the state federation or in the NFRW Membership Committee's "Guide to Starting a New Club" manual. The contents of an organization's bylaws have an important bearing on (a) the rights and duties of members within the organization - whether present or absent from a meeting and (b) the degree to which the general membership retains or delegates control of the organization's business. In order to give the club the greatest freedom to act within its object, bylaws should be made no more restrictive or more detailed in specifics than necessary.
- Submit a Letter of Intent to form a new club to the state federation. Include the name of the club, a roster of officers, and a membership roster. Include a check to cover the per capita state and national federation dues, and the NFRW service charge of \$15.00.
- The state federation will notify the club of acceptance by letter and then submit the required application with per capita dues and service charge to NFRW.
- The 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 NFRW. The charter will be sent to the state federation by NFRW to be presented to the club.

### Activating Non-Affiliated Clubs

The area of non-affiliated Republican women's clubs presents a very difficult challenge for a state federation. Often, these clubs are large and very active in the community; and in many ways, they compete with the federated clubs for membership and influence within the Party and the community. Having these clubs affiliate with the Federation



would be a major boost to our membership and to consolidating women in common goals and activities for the good of the Party.

To activate, or in some cases reactivate non-affiliated clubs into the Federation, the state must approach with caution, patience, and a good solid plan. The method used to bring a non-affiliated club to the Federation depends on the reason the club is not affiliated in the first place. The non-affiliated clubs fall into three main categories.

*The club was never part of the Federation.*

In many cases, this type of club does not even know about the Federation. This club most often was formed when a group of women came together for a cause or an issue and continued to meet together. They become structured, adopt bylaws, develop procedures, and operate in much the same way as our federated clubs function. This is the easier club to approach and the situation where the most success has been realized. These clubs are usually very excited about the Federation and are impressed with the networking opportunities afforded by membership in a state and national organization. They affiliate eagerly and enthusiastically. The solution is simply an education process.

*The club was organized by former members of a Federated club who became disgruntled and dissatisfied with the Federation and/or the leadership.*

These clubs are a little more difficult to reach. The founding leadership may still be influential and still be in controlling positions within the club. While the rank and file membership probably knows nothing of the difficult past, and would enjoy being affiliated with the Federation, the leadership still has hard feelings toward the Federation and may continue to steer the club in an independent direction.

The solution in this case is to determine WHY the leadership became dissatisfied with the Federation. Only when this is known can you develop a plan to affiliate the club with the Federation. This may be simple, or it may be very difficult to find the cause, and to proceed with a solution. This is where patience becomes an important ally.

You also have to accept the fact that as long as the present leadership is involved, you may not be able to reach the club. Stay with it; although it may take considerable time you will eventually be successful. The members involved with the effort to bring in the non-affiliated club are very important, and should not have any association with the past problems. Thorough investigation and planning are a must.

*The club was affiliated with the Federation but surrendered their charter because they became dissatisfied, usually because of policy or a major issue.*

This is the most difficult situation to confront. You have to deal with an entire club rather than just a few people. The failure rate here tends to be high; but success is possible. This situation is approached much the same way as the second situation described above. Remember that the cause or causes are compounded because you are dealing with larger numbers of dissatisfied members. This category requires even more patience and perseverance. The appropriate people must work on the solution, and the Federation must make affiliation very attractive. Remember that the more successful this independent club is, the more difficult it will be to bring them into the Federation.



## **Attracting Women of Diversity**

For years, the Republican Party has announced its “Big Tent” philosophy, i.e., there is room for all Americans who believe in the Party’s principles to become part of the GOP. When one takes a look at the Party structure, however, either at the national or grassroots level, one sees that the racial and ethnic composition has been slow to change.

To be a truly strong, vibrant, and effective political party, we must represent people from all walks of life regardless of sex, age, culture, or ethnicity. With our national grassroots network of tens of thousands of women, the National Federation of Republican Women has an opportunity to play a key role in reaching out to all communities and attracting diversity at the local, state, and national levels. NFRW has the power and contacts to bring that “Big Tent” into reality. We need to develop a special membership drive to bring more Republican women of African, Asian, Hispanic/Latino, and Native American backgrounds into its federated clubs.

### **Make Diversity a Priority**

The most important step in any project is ensuring the support of your membership. No action plan, regardless of its quality, will succeed unless you are determined and enthusiastic and have decided that the project is of the highest priority. Remember, a successful diversity outreach requires more than talk. It requires action. Your state federation or local club must have a group of members who are willing to be continuously striving toward this goal. Diversity outreach cannot be a one-time project. It must be an ongoing process that is involved in all aspects of your club or state federation.

- Set goals for membership in these communities.
- Appoint a chairman to lead this effort.
- Develop a plan, including a committee, events, coalition meetings, etc.

### **Building a Coalition**

Local club and state federation presidents, as well as individual members, should attend heritage month meetings in their local ethnic areas. To increase effectiveness, have a Republican woman of that heritage attend with you to introduce you. This is key. You will be surprised how many Republican women of diversity will appear.

- Attend their church events.
- Attend other ethnic organizations’ events, such as the NAACP, SGA, Chambers of Commerce, church women’s guilds.
- Sponsor minority and/or underprivileged children to events, such as circuses, educational programs, school field trips, camps, health fairs, etc.
- Attend Republican candidates’ rallies, fundraisers, and town hall meetings in areas where various groups reside. Officers should make every effort also to attend these events, mixing with the attendees.
- Get involved with community service projects that include women of diversity and/or neighborhoods that you are trying to reach. Have floats in their parades and booths to register voters. Demonstrate your genuine concern and interest in their culture and in what they are doing.
- In attending these events, make sure that more than one person goes. Be able to fan out and really talk to the women present.



### Network, Network, Network

Obtain lists of Republican women of diversity from:

- Republican National Committee
- Local Republican committees and Party headquarters, especially from their voter rolls
- Volunteer lists from local campaigns
- NFRW and state federation Community Engagement/Outreach Committees
- Republican National Hispanic Assembly
- Black Republican organizations
- Asian Republican organizations

### Showcase Women of Diversity

- Recruit women from various racial and ethnic groups to run for public office. Many talented women want to run, but they do not know where to start. NFRW provides the necessary grassroots network and experience to ensure a successful campaign. We must promote our campaign schools and provide assistance to more women of diversity. Having more Republican women of diversity in public office speaks loud and clear that we are inclusive and welcome ALL women to our Party and our Federation.
- Involve women from different backgrounds in the Federation's meetings, either as panel members or keynote speakers, which clearly demonstrates our inclusive spirit.
- The Boards of Directors of our local club or state federation should represent the diversity of woman we are striving to attract. Mentor women of all ages and backgrounds so that they are prepared to be effective leaders.

### Spread the Word

- Advertise your group and its mission, programs, and upcoming meetings in local media, especially those aimed at ethnic groups.
- Use your organization's and other political newsletters to reinforce your message of inclusion.
- Interact with the local minority media outlets: radio stations, newspapers, TV stations, etc. Include them on your media distribution list. Meet with the editor/station manager to invite him/her to your meetings and events and to discuss possible earned media opportunity



Q & A: Answers to Your Questions on Attracting Women of Diversity

Q: Should we invite women of diversity to join our already-established Republican Women's club? Or should we help them launch a Republican club of diversity?

A: This common situation is often a difficult dilemma. Most women prefer to work together. They do not wish to be separated. They believe that establishing separate clubs is an unacceptable form of raising Party consciousness. In other areas, however, women of diversity would rather have their own club. Talk with these women in the area and ask them what they want. Remember, the strength and influence of our Federation relies on a united grassroots network.

Q: Should we produce membership materials in Spanish or other languages?

A: Actually, women of diversity can be angered by it and believe efforts of this nature are divisive and condescending. They speak English and are proud Americans. Also, we must remember that, if your literature is translated to Spanish, what about the hundreds of other languages, such as Chinese, Vietnamese, Russian, etc.? Your press releases and advertisements in their media should, however, be in the language of that particular medium. For those potential members who do prefer Spanish, NFRW does have a Spanish language website and the RNC has the *Republican Party Principles* brochure in Spanish, available from NFRW and the RNC.

Q: What is the best way to get women of diversity interested in the Party and the Federation?

A: Talk to them! Spending hundreds or thousands of dollars on a PR campaign is a waste unless you also make the effort to get out there in person where they are and speak to them. Make them feel welcome at your meetings and events. Seek out women of diversity and get to know them as individuals. You will be building your membership as well as creating friendships. If you are willing to reach out the hand of political friendship, chances are your targeted group will grasp it. As the very least, they will respect your group of its efforts. But you must always be sincere in any approach. By the way, this approach will work for all potential members.





# Communication

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Communication is the key to a successful organization. To be effective, you must not only communicate effectively with your members, but also with the news media and the greater community as well. The following are some helpful tips on communicating well at all levels.

## Newsletters

The newsletter offers a vehicle for building esprit de corps among members, informing media and communicating with other Party organizations. The newsletter must be well-written and presented in an attractive, readable format. Costs will include printing and mailing charges. A faster, more cost-effective alternative to printing and mailing a newsletter is to distribute it by e-mail.

Topics may include:

- Calendar listing local club, state, and other Party activities
- Column by club/state president
- Articles or reports by committee chairs
- Guest articles by a Party leader and/or elected official
- Legislative report at local, state, and national levels
- Background materials on issues and propositions
- Biographical sketches of officers when elected
- Recognition of outstanding leadership in club or state
- Articles on campaign activities during election periods
- Reviews of current political books
- Information on outstanding activities of other local clubs or states, or at the national level
- Reprints (with permission) of interesting articles appearing in other media
- Humorous political anecdotes, especially on the opposition
- Membership tear-off form, which should be included in each issue since publication goes to wider audience than club/state members

## The News Media

A good public relations person is one who has good personal relations with people, who “gets along” well with almost everyone. Nowhere is this attribute more important than in dealing with the news media. We must be especially careful about expecting the news media to present “our side” of anything. A reporter should report the news objectively. If mistakes are made, invite the reporters to lunch, or go to the office and discuss the problem quietly and in private. News people are not infallible, but they do try to be correct. Never lose your temper. Begin your activities by establishing good relationships with the news media.



## News: Is There a Definition?

The communications goal for a club or state federation is to obtain as much public awareness (publicity) as possible for the organization and Republican activities. But before charging off in all directions, questions must be raised about each event. Is it news? Is it worthy of coverage?

Typical noteworthy events will be:

- A meeting or function with a speaker of some importance
- Announcement of a new and noteworthy project
- Club/state president or GOP leader makes a statement or replies to one
- Resolutions passed on topics of political or local interest

Please take heed of the following suggestions:

- If you have been asked a question by a reporter which you do not wish to answer, explain your reasons for not answering. Stand firm. **Never say, “No comment.”** This remark is easily distorted in the reporting and also tends to alienate the reporter.
- If you have been asked a question to which you have no answer, say so. Then find out the answer and call back at the earliest possible time. If you are unable to come up with an answer, call the reporter and say so.

### The News Release – For Print Media

The first contact the news media will have with an event you are planning will be through a news release. This is the first “test” of an event’s “promise” from a news point of view.

The news release should be written clearly and accurately, as if you were reporting for your newspaper. Editors want facts – not adjectives. Almost every release can be written in one or two double-spaced pages. One page is by far the best policy.

The most important facts should be summarized in the first sentence or two. Include the “who, what, where, when, why and how.” The following paragraphs should be of declining importance and should detail the remaining facts. This permits the editor to discern the important facts, and, if there is not enough space or time for the entire release, it can be cut from the bottom up. This is true of both print and broadcast media.

If possible, deliver your release in person. The value of this technique is obvious both in terms of personal contact and publicity. If you cannot hand-deliver the release, fax, e-mail, or mail it well in advance to give the editor enough time for a rewrite. Never phone the release unless it is an emergency – one you could not avoid.

### **The News Release – For Broadcast Media**

When preparing a news release for broadcast media, observe the following guidelines:

- Type the release in all capital letters so that it is easy to read. If possible, triple space, leaving wide margins on all sides.
- Keep the entire release under 60 seconds (average line – 3 seconds).
- Keep direct quotations very short. When the newsman reads a long quote, listeners may lose track of who or what is being quoted.



- Read your entire release aloud to make sure it is easy to read and understand. If there is an unusual name, provide a pronunciation guide.
- Give the broadcaster both the broadcast release and the print release for background material.

### Photographs

When thinking about publicity, think photos!

- Photo requirements vary greatly from one newspaper to another. The best guide is to check with each photo editor to determine his needs or requirements. Some news media will not accept photos taken by an amateur photographer, but some will (especially weeklies).
- Candid photographs are best. Have the subject involved in action. Do not line them up against a wall for a photograph. Only clear, sharp pictures are acceptable.
- Always provide a caption with your picture. Make it brief – one or two sentences at the most. Tell what the people are doing, when the event took place, and who they are. Identify the subjects left to right. Never supply a picture in which there are people whose names you do not know (it will not be used). Tape the caption on the back of the photograph. Do not use staples or paper clips. If mailing, protect the picture with a cardboard insert.

### Public Service Announcements

An excellent method of publicizing meetings and events is through the Public Service Announcement (PSA). An even further refined news release, the PSA should give the who, what, where, when, why, and how within a maximum of 30 seconds. *Remember: Catch the audience's attention in the first sentence or you will lose them.*

The PSA should include a name and telephone number of a contact “for further information” and a date the copy should be terminated. The radio PSA is usually given to the station program or operations manager or television show producer to be rotated along with other similar announcements.

Some television stations, especially in the smaller markets, read such PSAs on their daily talk shows. Monitor your local stations for their “Community Bulletin Board” or other public service segments.

PSAs are better suited for radio than television. Both radio and TV are required by the Federal Communications Commission to devote a specific percentage of their program time to public service. Television uses talk shows and other public service/public affairs programming to meet the requirement. However, with programming restrictions placed on television — namely time blocks — radio allows more time for announcer-read public service copy interspersed between music and discussion.

### Television

One of the best methods to magnify public exposure is through locally-produced TV “talk” shows which feature celebrities, authors, politicians, etc. They usually try to book well in advance.

The smaller the television market, the greater the chances will be for appearances on these TV “talk” programs, educational TV, and newscasts, either as officers of NFRW



affiliates or in other capacities. There may be times when local news shows will film the reaction of a “prominent citizen” to a major news story if the shows are called and told she has a quotable comment on a breaking news development.

By advance agreement, one or two women might be singled out for the important role of “Public Spokeswomen.” Logical choices would be the President or Public Relations Chair, but there also may be other impressive spokeswomen within the membership.

If the spokeswoman appears on a television talk show, the news director may videotape a segment for rebroadcast in the evening news block. When the arrangement for an appearance is made with the “talk” show producer, notify the news director of the details. Notify him/her well in advance so time can be scheduled with the videotape recorder or film crew.

Local clubs and states also can tape their meetings and put them on their local cable network. Contact your local cable network beforehand to make sure you correctly follow any regulations or special needs the network may have.

### Radio

Radio stations have needs similar to television, with the obvious exception. Radio “talk” shows are popular and prevalent across the United States and are a good vehicle to reach the general public. They also have an added kicker — talk shows usually allow “audience participation” — live questions from the audience. This means the speaker will end up answering questions from members of the general public, who can be some of the toughest interviewers around. Check with the speaker before scheduling any news interview.

### Weeklies and Specific Interest Media

Many public relations people tend to minimize the impact of small weekly and specific interest newspapers because of their limited staffs and circulation areas. But many of these papers enjoy large and loyal readerships, even in metropolitan cities, and can be important vehicles for circulating articles about Republican candidates, NFRW clubs, and related functions.

In spite of their smaller staffs, weeklies and specific interest media (area magazines, business, and industry publications, etc.) will not sacrifice quality. When newsworthy releases are received, they are always read, and if the subject matter is pertinent to the circulation area, they are frequently printed as written.

The likelihood of a story increases if appropriate photographs are submitted with the releases, such as action shots depicting the events explained in the release.

On the initial visit to the publisher or editor, obtain the information on the circulation area, the deadlines, and the specific type of news the editor prefers to use.

### Letters to the Editor

A letter to the editor can be as valuable as the publisher’s editorial in helping the general public make up their minds on an issue.

Encourage your members to use this medium. All letters should:

- Be well-written, concise and to-the-point. Short letters stand a better chance of being printed.



- Be timely in subject matter.
- Highlight the views of your organization.
- Carry the name and address of the writer.

Avoid overloading newspapers with too many letters. When conducting a letter-writing campaign, encourage members to use their own words instead of a form letter. Any newspaper that receives a handful of letters all in the same or similar words will recognize an orchestrated campaign and will not print anything. Encourage members to express their own views in their own words.

### Special Events

Nothing is more important than having thorough, accurate coverage of a speaker or special issue conference sponsored by Republicans in your area. To ensure this, follow these steps:

- About a week ahead, deliver a written memo to newspaper editors and radio and television news directors. You may mark it "MEMORANDUM" or "NOTICE TO MEDIA" so that it is clear that it is not a press release.
- Include all vital information as you do in a release. Briefly describe the coming event.
- Indicate that the event is open for news coverage. State what facilities will be available to the media.
- When you deliver your memorandum, do not ask whether that paper or station will cover the event. Often it is too early for the editor to know if staff will be available. If you insist on knowing, you will indicate to the editor that you have little knowledge of or appreciation for his or her work.
- If admission is being charged, never ask reporters or photographers to pay.
- They are your guests. You (or your representative) should be at the door to greet them when they arrive and see that they have needed facilities. Indicate in your memorandum that you will be there.
- Arrange for a clearly marked "press table" and space for television cameras near the head table. Arrangements should be made for sound pick-up at the speaker's podium.
- Work closely with the speaker and his or her staff. Determine just what arrangements are necessary for the speaker and whether you will be the person in charge of press arrangements or whether the speaker prefers personal staff to handle those arrangements. In any event, work closely with your speaker's staff and do not feel hurt if the speaker prefers his or her staff to handle arrangements. These people are professionals and are getting paid for their work. Your job is to assist in any way possible.

### The News Conference

Your news conference should be held in a room that is large enough to accommodate the cameras, tape recorders, and other paraphernalia of the electronic media. Additionally, be sure a reasonable number of electrical outlets are available.



The news conference should be reserved only for significant events or a well-known Republican who has something newsworthy to say. If you fail to observe these measures, you will lose your credibility with the news media as a publicity source. Base the selection of the news conference location on convenience, size of the group expected, and proximity to the closest group of offices housing the news media. You will have only one chance. If you lose your credibility, they won't be back next time and you will have no impact.

For the news conference, prepare a kit with a news release; text or excerpts of remarks; biographical data on the speaker(s); fact sheet on the nature of the function the speaker is attending (if applicable); and a photograph of the speaker.

Try to schedule the news conference for the convenience of the media. Keep in mind afternoon deadlines and newscasts.

In arranging a news conference, follow these steps:

- Clear all arrangements with the speaker before making them public.
- Distribute a "News Advisory" detailing the time, location, and topic of the news conference, as well as general information about the speaker. Don't forget the name and phone number of the local PR contact. (See Sample News Advisory on page 99.)
- Call each editor the evening or morning before the news conference to remind him or her of the event.
- Allow a reasonable amount of time for all questions to be asked and pictures to be taken. (Normally in towns with a large media corps, a member of the media will be the one to terminate the event. Otherwise it will have to be done by the Public Relations Chair.)
- The Public Relations Chair should understand that the men and women with whom she will deal are professionals who do what they do for a livelihood.
- Photographers from the media should be assisted in their work, if possible. The photographer may need something moved. Offer assistance.

Last minute news conference checklist:

- Arrange for and check the operation of the microphone on the podium (avoid having the speaker seated).
- Decide on refreshments, but remember — the news media were invited there to cover a story and not to eat.
- Arrange a seating plan — i.e., podium, chairs, and area for cameras (usually 4 to 6 rows directly in front of podium).
- Have a table arranged with all of the news releases and background materials. Distribute the latest release as the reporters enter.
- Make arrangements for news media credentials. It is often a good idea to prepare nametags for reporters in advance of the news conference. These can be passed out when the reporters arrive.
- Remember they all have deadlines to meet. Try and plan the news conference with time left over to file the story and meet that deadline.



## One-on-One's

In lieu of calling a news conference, an effective means of gaining public exposure for a prominent person is through the individual interview. When individual interviews are arranged, other news representatives should never be invited to sit in on that session. To do otherwise would be to violate the exclusiveness of the arrangement and your credibility!

Usually an interviewer assumes the session is on the record. If it is not, the interviewer must be notified in advance and ground rules clearly established and mutually agreed upon before the interview.

It is important to make sure the interviewee understands these rules:

- “On the record” means the interviewee may be quoted fully and named.
- “Not for attribution” means the quotes may be used but attributed anonymously to such reference as “a Republican source.”
- “Background” means that the information may be used but written on the author’s own authority.
- “Off the record” means that the information must not be printed or broadcast. Almost always, a candid “on the record” interview is best.

## Convention Publicity

Conventions offer a multitude of opportunities for good news coverage. All releases should be sent to newspapers, radio and television stations, and to the wire services. Here is a capsulated list of publicity opportunities:

- Send a release announcing the convention. Include a fact sheet that gives complete details on time, place, date, number of delegates expected, convention agenda, convention committee chairs, and general information about the organization.
- Keep up a steady flow of news stories as outstanding speakers are confirmed. Send photos and biographical sheets.
- Line up feature stories on unique and important personalities attending.
- Send a pre-convention summary sheet, convention program, and complimentary tickets (or invitations) to sessions, luncheons and dinners. List any news conferences scheduled during the convention.
- Open a room to service the news media with computers, new information as it develops during the convention, and refreshments. Make sure it is manned at all times.
- Place signs from the main entrance of the building directing the media to the newsroom.
- Provide reserved tables for the news media in the front at sessions and at meals.
- Provide floor space for the electronic media to set up their equipment to cover a major speaker.
- Send out a wrap-up release after the convention on business concluded, officers elected, and awards received. Service hometown newspapers.



## Final Comments: What To Do When You Get “Bad Press”

It may happen from time to time that you or your club or state federation leadership will think the media has treated you unfairly. The first thing to do is stop short and consider calmly whether this is really the case — or are you overreacting and being a bit biased yourself? If you determine that you have been mistreated, remain calm and consider your alternatives.

Is the story or coverage about which you are concerned a “one-day story?” In other words, is it something that concerns you deeply but will in all likelihood be passed over by the public or forgotten in a day? If this is the case, and it very often is, a response to the story or a call or letter to the news organization responsible often will serve to keep the story “alive” and cause a repetition of the original bad story or charges. In this case, a response to a bad story only does more damage than good.

If you determine the error or poor reporting is critical and a response is necessary, there are several avenues. But, remember to keep your composure. Always be conscious of the fact you are representing both the Republican Party and the Federation.

Anger does nothing but make the situation more difficult and often causes your real point to be overlooked.

You should respond in these ways:

- A clear, concise letter to the reporter, editor, or news director outlining the incorrectness of what was reported, followed by the correct facts.
- A personal phone call to the reporter, editor, or news director, pointing out the errors and proper facts.
- Never demand a retraction. Ask politely that a correction be made.

If you are concerned about an editorial that was unfavorable to your Party or leadership, ask that you be allowed to prepare for print or broadcast a response outlining the other side of the issue.

If you feel that a particular reporter is being biased, do not jump to call his or her editor. Do not accuse. Approach the discussion in the terms of “perhaps we have been misunderstanding each other; what can I do to help clear this up?” All in all, if you and your leadership have been honest and straightforward with the media, you will be met with the same attitude in return, and “bad press” will not be one of your problems.

### **REMINDER:**

- **ALWAYS** assume that what you say is "on the record."
- **NEVER** assume that your words are "off the record."
- **NEVER** assume that you can talk "confidentially."





# Utilizing the Internet & Technology

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## NFRW - Communicating Through the Internet

The National Federation of Republican Women's web site, [www.nfrw.org](http://www.nfrw.org), is your number one resource regarding information about the NFRW and its programs. Take a look at what you can access with a few clicks of your mouse:

- Important data about the NFRW, including our bylaws, national headquarters, calendar of events, biographies of current and past leaders, and historical materials
- Membership benefits, member testimonials, prominent members, local clubs recently chartered, and tips for starting a new local club
- Details about all NFRW programs and events, including education and literacy, campaign management schools, get-out-the-vote efforts, support our troops initiatives, the Regents Program, legislation and issues, past and future conventions, internships and scholarships, and much more
- A detailed section featuring women's contributions to the Republican Party since its founding more than 150 years ago, as well historical and current statistics
- A news section with NFRW news releases and news articles
- A secure web site where members can safely purchase merchandise, register to attend meetings, and submit contributions to programs and funds
- The Member Center, a members-only web site where members can manage their profile, sign up to receive e-communications, contact a staff member, and access and download materials, publications, tools and information from the Digital Resource Library
- Profile pages on every state federation, local club and NFRW region
- Because the web site has hundreds of pages, subsections, downloadable documents, images and files, we have created two navigational tools to help you find what you're looking for.
  - ✓ **Search Engine** - In the header of every web page, you will find the search engine, which allows you to search for an item using a keyword or keywords
  - ✓ **Site Map**- In the footer of every web page, you will find a link to the site map, which lists the web pages available on the NFRW web site, along with links. Pages are listed in outline form, in alphabetical order.

## NFRW - Communicating Through E-mail

Each week, the NFRW publishes the *Capital Connection* newsletter and the *NFRW Political Briefing* and distributes them by e-mail. The NFRW also uses e-mail to distribute the monthly *NFRW Round Table* newsletter, as well as Legislative Action Alerts to generate support or opposition for issues, information about upcoming events and programs, campaign materials, and much more.

These e-mail communications are distributed using the NFRW's member e-mail network, which contains the e-mail addresses of thousands of members nationwide. Members are



urged to sign up to receive the NFRW's free e-communications through the NFRW web site.

### Your Club or State Also Can Communicate Using the Internet and E-Mail

By utilizing these simple tools, your local club or state federation can fully harness technology to communicate with members.

- **Member e-mail distribution list** – Collect the e-mail address of each member. Using an e-mail software program such as Microsoft Outlook, or an online email marketing tool such as Constant Contact, input each e-mail address to create a distribution list.
- **E-newsletter** – Now that you have a member e-mail distribution list at your fingertips, take advantage of the opportunity to communicate quickly and inexpensively with members. Create a weekly, monthly, or quarterly electronic newsletter that you can distribute by e-mail. To ensure that all members are able to access and read your newsletter, make sure you distribute it in a format most computer users can download and open, such as a PDF attachment. Or, instead of attaching the newsletter to your e-mail message, simply design the newsletter within the message itself.
- **Web site** – A simple, informative web site is an essential tool for any local Republican women's club or state federation. Millions and millions of Americans surf the Internet daily, and your local club can communicate with them directly. You must take advantage of this opportunity! Although it might seem like a daunting task, launching a web site can be easy and inexpensive.
- **Social networking sites** - Free online social networking and social media sites, such as Facebook, Twitter, LinkedIn and YouTube, offer Republican women the opportunity to connect and interact with one other without spending financial resources. The NFRW utilizes these sites, and so do many state federations and local clubs. Because these sites are easy to use and free of charge, they are a unique and invaluable resource that should be considered as part of your online communications plan.

To learn more about utilizing these technological communications tools, visit the NFRW Technology Resource Page at [www.nfrw.org](http://www.nfrw.org).



## NFRW Scholarships

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The following are the scholarships and internship offered by the NFRW. Completed applications must be submitted to the appropriate state federation president by the dates below. The state federation chooses one nominee to submit to the NFRW.

- Betty Rendel Scholarship **June 1**
- National Pathfinder Scholarship **June 1**
- Dorothy Kabis Internship **February 20**

### **The Betty Rendel Scholarship**

The National Federation of Republican Women established the Betty Rendel Scholarship Fund in September of 1995 in honor of NFRW Past President Betty Rendel's extraordinary leadership skills and dedication to the Republican Party in her home state of Indiana, as well as on the national level.

The three annual scholarships of \$1,000 are designed for undergraduate women who are currently majoring in political science, government, or economics. The recipients are chosen from applicants from across the nation. The scholarships are given to women who have successfully completed at least two years of college coursework. Scholarship winners may not reapply.

### **National Pathfinder Scholarship**

The National Federation of Republican Women established the National Pathfinder Scholarship Fund in 1985 in honor of First Lady Nancy Reagan.

The three annual scholarships of \$2,500 each are available to provide financial assistance and support to young women seeking undergraduate or postgraduate degrees. College sophomores, juniors, and seniors, and students enrolled in a Masters Program are eligible. Recent high school graduates and first year college women are not eligible to apply for the scholarship. Scholarship winners may not reapply.

### **The Dorothy Kabis Memorial Internship Program**

This Memorial Internship Program is named after former National Federation of Republican Women President Dorothy Andrews Kabis, who served from 1963-1967 and was later appointed Treasurer of the United States by President Richard Nixon. Each year, the program offers young women the opportunity to spend six weeks in our nation's capital working in the headquarters of the country's foremost women's partisan political organization.

Applicants must be in their junior year of college or college students age 21 and over, having completed high school but not yet graduated from college. Applicants should have a general knowledge of government and a keen interest in politics, including campaign experience, and clerical office skills adaptable to a busy office.

The internship provides housing in the D.C. metropolitan area and round trip airfare. A small monetary allowance is given.



# Resolutions

A resolution is a main motion, which, because of its importance or its length, is offered in a more formal matter. Any resolutions which are proposed for consideration by the National Federation of Republican Women (NFRW) must be concerned with only matters of national significance, and must be within the scope of the objectives of our Federation.

If an individual member has a proposal to submit, she should do so by directing the resolution to her club. Upon receiving the approval by the governing body of the state federation, the resolution would then be sent to the proper person at the NFRW.

All resolutions must be in proper form. When a club presents a resolution to the state federation, it should be worded as if the state were ready to vote on the resolution. That is to say, to indicate that it is a state federation resolution. In the same manner, when a state federation submits a resolution to NFRW, it should be written to indicate that it is a National Federation resolution.

It is important at each level to have documentation of facts and sources of information. A rationale explaining reasons why the Federation should take a stand on the matter must also accompany the resolution.

### Wording a Resolution

A resolution is divided into two parts: the preamble and the resolving clause(s).

The Preamble: Each explanation is a separate paragraph and contains NO periods. Each clause or paragraph begins with the word "WHEREAS" followed by a comma, and a capital letter for the next word. The paragraph ends with a semi-colon. Note: The word "and" appears only one time – directly and before the final "WHEREAS."

Resolved: It is best to use only a few connecting words; "therefore be it" is not necessary. If they are used, they follow the final WHEREAS.

Remember: Resolutions are for lengthy motions and **important** items and they provide explanations within the WHEREAS paragraphs. The number of WHEREAS paragraphs should be few. Too many items tend to detract from the RESOLVED.

### Sample Format – National Level

- WHEREAS, A.....;
- WHEREAS, The.....; and WHEREAS, The.....;
- RESOLVED, That the National Federation of Republican Women meeting at
- \_\_\_(place and date)...(state action to be taken)....



## NFRW Publications & Programs

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### **NFRW Awards**

#### Achievement Award for Local Clubs

Achievement Awards for clubs are presented at the NFRW's Biennial Convention in recognition of specific accomplishments by the clubs. Achievement Award forms are edited by the NFRW Achievement Awards Committee. The state federation president has the responsibility of "signing off" on club award forms.

The Achievement Awards are designed to enhance teamwork among members of each club, in turn creating one large team network throughout the United States, all working toward a common goal.

Using the Achievement Awards form as a guide for planning club activities will produce a well-balanced club program. They establish standards of performance for club functions, membership development, programs, and campaign activities.

Specific deadlines and requirements are listed in the Achievement Awards forms.

#### Betty Heitman Award for State Excellence

The award is presented at the NFRW Biennial Convention. State federations compete for the award honoring outstanding performance in state functions, campaign activities, and programs by completing the Betty Heitman Award application, edited by the NFRW Achievement Awards Committee.

#### Campaign Awards Program

Local clubs are encouraged to keep a record containing campaign hours for each member. These hours are tabulated for each club and forwarded to the state federation. The state federation tabulates the state's total and forwards that report to the NFRW Campaign Committee. The awards are based on total number of volunteer hours as well as total amount of money donated to GOP candidates, and are given at the NFRW Biennial Convention.

#### Caring for America

The Caring for America Project encourages each club and state federation to select a community project to show that "Republicans do care." Awards are given on both the state and local club level, based on a project's success in terms of public relations, finance, time shared, and value to the GOP. The Award is organized by the NFRW Caring for America Committee.

#### Public Relations Award

This award honors state federations for efforts in increasing Federation visibility and covers an evaluation of activities from media relations to web pages. The award is organized by the NFRW Public Relations Committee.



## Ronald Reagan Leadership Award

This award honors a State President who provides extraordinary leadership and inspiration to her State Federation and the National Federation. The award is presented at the NFRW's Biennial Convention.

Recipients are selected based on the State Federation's membership, number of local clubs chartered, public relations and campaign activities, attendance at NFRW meetings and convention, and participation on the national level. The Selection Committee is composed of the NFRW President, NFRW 1<sup>st</sup> Vice President, NFRW 2<sup>nd</sup> Vice President, and two NFRW Standing Committee Chairs of the President's choosing.

\*\*\*All awards forms are available at [www.nfrw.org](http://www.nfrw.org), or by contacting NFRW Headquarters.

## **Manuals**

### Guide to Starting a New Club

This online manual was designed to help form new clubs. It contains easy to understand and use information and forms to help form a new NFRW clubs. Also included are sample letters as well sample bylaws to make writing new clubs bylaws easier.

### NFRW Membership Handbook

This online manual is designed to help clubs with build and retain their membership.

### NFRW Protocol Guide

Protocol is a code of political manners that ensures smooth running meetings and events. Protocol recognizes distinguished guests and applies the rules of protocol at Federation meetings. Protocol is a large umbrella that covers meetings, installations, political campaigns, proper attire, invitations, RSVP's, addressing government officials, and more.

NFRW's *Protocol in Politics* is a comprehensive manual prepared by the NFRW Protocol Committee in conjunction with the NFRW Parliamentarian and NFRW Political Director as a guide for state federations and local clubs.

### NFRW Precinct/Committee Organization Guide

NFRW's *Spring Into Action* manual is a quick and easy guide on how to organize your local precinct, committee, or local group for maximum success on Election Day. The guide covers basic precinct organization, door to door canvassing, and important committees to coordinate in order to guarantee Republican voters get out to the polls.

### NFRW and Legislative Advocacy

The *Legislative Advocacy Manual* is designed to help train Federation members to become effective advocates on issues at the local, state, and national level. The manual addresses issues such as how to develop a message, how to effectively disseminate that message, and how to lobby on behalf of your cause.

### NFRW Prayer Book

*In God We Trust* is a collection of moving prayers from the state federations.



## Special Programs

### NFRW Legislative Action Alert – Call to Action Program

The NFRW's Legislative Action Alerts program generates support or opposition for an issue that concerns members of the Federation. It is based on our ability to reach thousands of Federation members quickly and effectively to urge them to generate e-mails, phone calls and letters to Members of Congress, state legislators, and federal or state administrative officials. It is an effective tool to carry the Republican message.

An Alert is initiated by the NFRW president when there is a need for massive grassroots support or opposition to influence crucial legislation before Congress or an action or decision of Congress or the White House. In addition, an Alert can be used to motivate Congress or the White House to address a particular issue and influence the discussion before the legislation is introduced, or it can be initiated in response to a request for support from a Republican congressional or administration leader or a state federation president.

Legislative Action Alerts are issued by e-mail through the [NFRW e-mail network](#), which is provided free to members who sign up for the service. The Alerts also are [archived online](#). These Alerts provide the necessary background information to educate members, and then urge members to take a specific action, usually contacting a legislator.

As one of the largest and most influential women's political organizations in the nation, the Federation has the power and unified voice to truly impact the direction of our Congress and our country.

### Action Steps for an Effective Legislative Action Alerts Hotline

When a national Alert has been issued, your mission is to make your voice heard on the local, state and national levels.

STEP 1; Immediately contact your representative, senator or official, as instructed. Call, e-mail, or write a letter.

STEP 2: Make your voice heard through the media. Media outlets represent perfect opportunities to reach large audiences, and your participation will generate additional support for the effort.

- Call a local radio talk show. Next call a national radio talk show, i.e. Rush Limbaugh.
- Write a letter to the editor or an opinion-editorial for your local newspaper.

STEP 3: Take action and use alternative methods to carry the message.

- Discuss the issue with your friends, colleagues and neighbors - motivate them to get involved. Show them how this personally affects them.
- Discuss the issue at your next community meeting

### NFRW Regents/Capitol Regents Program

The NFRW's premier donor programs, the NFRW Regents and Capitol Regents are an elite group who support a variety of Federation programs and activities. Dues are \$1,000 per year for Regents and \$5,000 per year for Capitol Regents and can be paid in quarterly installments. Both groups are recognized at NFRW events throughout the year





and given special seating at NFRW Board Meetings and Conventions and the Republican National Conventions.

### Campaign Management Schools

When Republican women formed the NFRW in 1938, they adopted political education as one of the fledgling organization's primary objectives. Today, the NFRW effectively pursues this long-time objective by training Republicans to win elections through the highly-successful Campaign Management School (CMS) program.

The CMS program is administered by the NFRW Political Director and is designed to provide a comprehensive overview of campaigns. States and clubs contact the NFRW to sponsor a CMS. Schools feature top-notch political professionals and strategists who have a wide range of knowledge and experience. These experts volunteer their time to teach attendees the most successful ways to raise money, write winning campaign plans, organize volunteers for get-out-the-vote activities and communicate with voters.

### Campaign Management School Guide

The Campaign Management School Guide is designed to provide a comprehensive overview of campaigns. Readers will learn the most successful ways to raise money, write winning campaign plans, organize volunteers for get-out-the-vote activities and communicate with voters.





# APPENDIX A

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## IRS Reporting and Record Keeping for NFRW

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One of the basic responsibilities of the local club or state federation treasurer is the maintenance of the books. They are responsible for making and recording all deposits and withdrawals from the accounts. They also issue meeting reports as to the balances on hand. However, the treasurer needs to be aware of the following information regarding IRS and FEC reporting and recordkeeping. These rules have changed substantially over the past two years and will continue to evolve. If you have any question or concerns please contact the NFRW Finance Director.

### Form SS-4

All state federations and local clubs must file for a Federal Tax ID number known as the Employer Identification Number (EIN). All political organizations must have their own EIN even if they do not have any employees. Due to the tax consequences, **do not** use your personal social security number. You may fill out an online form and be granted a number immediately or simply fill out the SS-4 form, sign it, and return it to the IRS.

**Without such a form, a state federation or club will not be able to establish a checking account.** The form asks you why you want an EIN number and you should state for banking purposes. This number will be valid for the life of your organization. **At no time should the state federation or club use a social security number for the organization's business.**

A club, state federation, or ancillary group cannot use the NFRW tax ID number.

### Basic Taxation Information

Generally, political organizations like NFRW clubs and federations are exempt from federal income tax for most purposes, but not on investment or business income or on any gain from the sale of an asset. Contributions to the organization are not deductible.

### Types of Club Income which are Non-Taxable

A club or federation does not have to apply to the IRS for exempt status as a political organization (unless it meets the new reporting standards beginning on page 3) and automatically qualifies for exemptions on the following types of income:

- A contribution of money or other property.
- Membership dues, fees, or assessments received from club members.
- Proceeds from a political fundraising or entertainment event.
- Proceeds from conducting bingo games (if bingo is not a commercial activity in the state and does not violate local or state law).
- Proceeds from the sale of political campaign materials.

### Some Specific Examples of Non-Taxable Income ("Exempt-Function Income"):

- Proceeds received from sporadic political breakfasts, dinners, receptions, picnics, and dances.
- Proceeds from the sale of political items such as memorabilia, bumper stickers, campaign buttons, posters, hats, shirts, stationery, jewelry, or cookbooks. (The sale



must be closely related to another political activity, such as distribution of political literature or organization of voters, and cannot be in the regular course of a trade or business.)

### **What is Taxable Income?**

Taxable income generally includes income that is not directly related to the organization's political activities and would include income in the regular course of trade or business. Examples of taxable income are interest, dividends, rents, and capital gains. Therefore, some club's income may be taxable, and if so, a club would be taxed on its net non-exempt income as if it were a corporation. However, a club is not subject to tax and need not file a return unless its taxable income exceeds its allowable deductions by more than the \$100.00 specific deduction.

Political organizations must report any gain on property contributed to it and later sold. Such gain (which is the difference between the sale proceeds received and the fair market value on the date the property was contributed) is considered taxable income.

There is also no federal income tax deduction available for donations by an individual to an NFRW club or federation.

Please check with your state or local tax authority as to additional regulations. Most states follow federal guidelines in regulating income tax. Generally, where there is a federal tax liability, there is also a state income tax liability.

### **Is Income Received for Political Work by Federation Members Taxable?**

While this doesn't generally apply to NFRW it is good to note:

Political workers must report on their tax returns any compensation they receive. Technically speaking, even reimbursements for personal expenses, such as travel, are reportable income. Wages paid to political employees (club or federation staff members) are subject to withholding of income tax, Social Security, and FICA and FUTA taxes.

Employers must provide such employees with W-2 forms by January 31<sup>st</sup> of each year. In addition to these federal tax requirements, a political organization may have various employer obligations at the local or state level. Therefore, clubs and state federations should become familiar with such laws in your area.

### **NFRW State Federations and Clubs are 527 Organizations**

#### **Who is covered by the new law?**

The new law affects most 527 organizations, so named because they were exempt from income tax under section 527 of the Internal Revenue Code. Virtually all political organizations are 527 organizations.

That being said most NFRW clubs DO NOT have to file these forms as they do not meet the income thresholds, however, it is good to know the rules.

The IRS provides for several types of tax-exempt groups, including public charities, trade associations, business leagues, and foundations. Section 527 of the IRS Code defines yet another type of tax-exempt organization known as a political organization. This includes principal campaign committees, newsletter funds of elected officials and candidates, and separate segregated funds established by exempt organizations (such as a trade association) for political purposes. The most common type of Section 527



political organization is what is commonly referred to as a political action committee, or PAC. PACs are often organized to contribute directly to candidates for federal office and, as such, are required to register with the Federal Election Commission and report their receipts and disbursements. The amount an individual can contribute to this type of registered PAC is limited to \$5,000 per year, and corporate contributions are prohibited.

An organization that does not contribute to federal candidates, or that does not otherwise advocate the election or defeat of specific federal candidates, is also considered a Section 527 organization if it carries on "non-federal" political activities. Non-federal activities include issue advocacy, get-out-the vote drives, and other similar types of activities that do not advocate any specific candidate's election or defeat. These 527 organizations are NOT required to register with the FEC, and there are no limits on the amount an individual may contribute to this type of organization. In addition, corporate contributions may be accepted and are also unlimited. Contributions, however, are not tax deductible.

Basically, the following filing requirements apply to those political organizations that wish to be tax exempt political organizations and receive or expect to receive \$25,000 or more in gross receipts in any taxable year. Nearly all association-related political organizations will fall under the classifications below.

- FEC political committees, state or local candidate committees, or state or local committees of a political party
- Qualified state or local political organizations (NFRW is NOT a QSLPO)
- Caucuses or associations of state or local officials
- Any other political organization, including federal, state, and local political organizations\*

\*This is the category that the NFRW, State FRW, and Clubs are in.

### *What has changed and why?*

In the past, unless a political organization fell under the rules of the Federal Election Campaign Act (FECA) by making contributions to candidates for federal office, it did not have to disclose any information to the IRS or the public about its contributors or political expenditures. Certain segments of the public became concerned with the rapid growth of these organizations and perceived abuses of the political disclosure system, such as when funds were used for so-called "issue ads" that obviously favored a particular candidate during an election.

Beginning July 1, 2000, political committees that are **NOT** required to register with the FEC, but are otherwise considered 527 organizations are required to register with the Internal Revenue Service. Existing 527 organizations were required to register by July 31, 2000. A 527 organized after July 1, 2000 has 10 days to register. If an existing organization fails to register by the July 31 deadline, it will be taxed on its income that would otherwise be exempt. Another reporting form that most political organizations must file is an Exempt Organization Return (Form 990). In addition, the filing requirements are expanded for Form 1120-POL, the U.S. Income Tax Return for Certain Political Organizations.



### **Registration: Form 8871—Political Organization Notice of 527 Status**

In general, any political organization that is not registered with the FEC is required to register with the IRS UNLESS the organization does not expect to have gross receipts of \$25,000 during the taxable year. At any time during the year, if gross receipts exceed \$25,000, the organization must register within 10 days and thereafter will have to file the required disclosure form (8871). Newly formed organizations must file within 24 hours of the date on which the organization is established. In order to register, an organization must file Form 8871 with the IRS electronically on the IRS' website.

The penalties for failure to file timely Form 8871 are draconian. The organization will not be treated as an exempt organization until the form is filed, and therefore must report any contributions received as taxable income. In addition, all political expenditures would be nondeductible. This could result in the assessment of penalties and interest.

### **Disclosure: Form 8872--Political Organization Report of Contributions and Expenditures**

Every 527 organization that accepts a contribution or makes a political expenditure must file Form 8872, except for an organization that is not required to file Form 8871, a state or local committee of a political party, or a political committee of a state or local candidate. The IRS will make Form 8872 available for public inspection, as must the organization itself during regular business hours.

At certain times during the year, disclosure reports will have to be filed with the IRS on Form 8872. The report asks for information related to the organization's receipts and disbursements. Specifically, the organization must disclose the name, address, occupation, and employer of anyone who contributes at least \$200 to the organization during the reporting period. In addition, the organization must also disclose the name, address, occupation, and employer (if applicable) of any organization or individual who was paid more than \$500 during the reporting period. No explanation of what the expenditure was for is required.

Any Form 8872 due after June 30, 2003 must be filed electronically if the filing organization has or expects to have contributions OR expenditures of more than \$50,000 during the calendar year. If not qualified as above, Form 8872 may be mailed.

During non-election years (i.e., when there is no federal election), an organization may choose to file its disclosure reports either monthly or semiannually. During an election year, additional reports may be required both prior to and after the general election. For other calendar years, the organization can choose between semiannual or monthly reporting.

### **Form 990 or 990EZ: Return of Organization Exempt From Tax**

Prior to the new law, 527 organizations were not required to file Form 990. Unless exempted, a tax-exempt political organization must file an exempt annual information return if it has gross receipts of \$25,000 or more for the taxable year (\$100,000 for QSLPOs). Form 990 is due the 15<sup>th</sup> day of the fifth month after the end of the organization's fiscal year. If you have gross receipts of \$25,000 and less than \$100,000 with assets less than \$250,000, you may file Form 990-EZ. Over \$100,000, you must file Form 990. If \$5,000 or more is received from any one contributor, a Form 990 Schedule B must be filed.



The penalty for failure to file Form 990, or a failure to include required information, is \$20 a day for every day such failure continues. If the organization has gross receipts exceeding \$1 million, then this penalty is increased to \$100 a day. The maximum penalty, however, is \$50,000.

**Disclosure Requirements:**

Tax-exempt section 527 organizations must make their forms (other than Form 1120-POL) publicly available for inspection and copying at their principal place of business. The IRS also posts Form 8871 and Form 8872 on its web site at [www.irs.gov/polorgs](http://www.irs.gov/polorgs)

**Form 1120-POL -- U.S. Income Tax Return for Certain Political Organizations**

This category has changed several times and it has now (since November 2002) reverted back to the rules prior to 2000 which are:

- Political organizations are only required to file Form 1120-POL when taxable income is greater than \$100.
- For political organizations, taxable income is gross income less exempt function income over directly related deductions.
- Form 1120-POL is due the 15<sup>th</sup> day of the third month after the end of the organization's fiscal year.

The penalties for failure to file, or a failure to include required information, are the same as those described for Form 990.

**Who Has to File?**

The filing requirements in the chart below apply to those political organizations that:

- Wish to be exempt from federal income tax provisions, and
- Receive or expect to receive \$25,000 or more in gross receipts in any taxable year.

IF YOU ARE A	YOU FILE
Federal political committee, state or local candidate committee, or state or local committee of a political party	Form 1120-POL
Qualified state or local political organization (QSLPO)*	Form 8871; Form 1120-POL; and Form 990 or Form 990-EZ
Caucus or association of state or local officials*	Form 8871; Form 8872; Form 1120-POL
Any other political organization, including other federal political organizations and other state or local political organizations	Form 8871; Form 8872; Form 1120-POL; and Form 990 or Form 990-EZ

\*An organization may be both a QSLPO and a caucus or association of state or local officials. If so, it is not required to file Form 8872 and Form 990.

NOTE: If you are:

- A political organization that is not tax-exempt, or
- A tax-exempt political organization that does not have gross receipts of at least \$25,000



You must file Form 1120-POL if you have taxable income after taking the \$100 specific deduction for any taxable year.

**When Do You File?**

Form	When Filed	Exceptions to Filing requirement
8871	Within 24 hours of establishment or within 30 days of any material change, including termination	<ul style="list-style-type: none"> <li>• Organization that does not seek tax-exemption;</li> <li>• Political committee required to report to the FEC;</li> <li>• Campaign committee of state and local candidates;</li> <li>• State or local committee of political parties;</li> </ul>
8872	At organization's option, quarterly, semiannually, or monthly, on same basis for entire calendar year (see form instructions for detailed information)	<ul style="list-style-type: none"> <li>• Any organization excepted from Form 8871 filing requirement (see above); and</li> <li>• Qualified state or local political organizations (QSLPO).</li> </ul>
1120 POL	Due the 15 <sup>th</sup> day of the 3 <sup>rd</sup> month after the close of the taxable year	<ul style="list-style-type: none"> <li>• Political organization with no taxable income after taking the \$100 specific deduction.</li> </ul>
990 or 990EZ	Due the 15 <sup>th</sup> day of the 5 <sup>th</sup> month after the close of the taxable year	<ul style="list-style-type: none"> <li>• Any organization excepted from Form 8871 filing requirement (see above); and</li> <li>• Caucus or association of state or local officials</li> </ul>

**The Difference Between Non-Profit and Tax-Exempt Status**

There is much confusion about state and local club status.

1. Non-profit status refers to incorporation status under state law.
2. Tax-exempt status refers to Federal income tax exemption under the IRS Code.

As a political organization, we are an 1120-POL (exemption is the Pathfinder Fund, which is incorporated and files 501 (c) papers).

We have elected to run our organization as not-for-profit, but this is not a legal or IRS status. We do not qualify for non-profit mail privileges or deductions on personal income tax for contributions.

**Helpful Contacts for a Federation Treasurer**

Federal Election Commission  
 999 E Street NW  
 Washington, D.C. 20463  
[www.fec.gov](http://www.fec.gov)

Internal Revenue Service  
 (check your local phonebook)  
[www.irs.gov](http://www.irs.gov)  
 800-424-9530 Tax Forms

Rules for PACs/donations    **NFRW** Financial Director,  
 124 N. Alfred St., Alexandria, VA 22314  
[mail@nfrw.org](mailto:mail@nfrw.org)



## BCRA and the NFRW

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### Guidelines for Club Involvement in Federal Races

This memorandum outlines permissible financial activity and reporting requirements with regard to political activity by clubs. It attempts to answer several questions that have been posed since the Supreme Court upheld the Bipartisan Campaign Reform Act (BCRA) in December of 2003.

This memorandum is not exhaustive of all the issues that may arise for your members. Any club and/or individual should be advised that they may always contact the Federal Election Commission directly with any questions they may have regarding federal candidates. Information Specialists at the FEC will answer questions without requiring a caller to identify him or herself. The telephone number is (202) 694-1100.

#### A. Contributions:

1. Candidates may be invited to club meetings and receptions and make appeals for contributions of time and money, as long as the attendees are all club members. All **personal** contributions of money can be given by individuals directly to an established candidate or a party committee. Such contributions should always be made by check. As long as the money does not pass through the club treasury, no reporting is required.
2. If a club also has established a PAC, then it can always solicit its members for contributions to its PAC. If the PAC is registered with the FEC, then the PAC can contribute to candidates for federal office as long as it complies with the contribution limits. If the PAC also wants to contribute to state and local candidates, it probably can do that as well, however, it may have to also register in the state where it is contributing and file reports with the state election agency.
3. Clubs may not raise money generally and then divide it amongst its members so that each member is the one donating the money to the candidate. This would violate federal law that precludes contributing in the name of another. State law may differ; however, most states also preclude this type of activity.
4. Any activity that benefits a federal candidate generally has to be paid for with “federally-permissible” funds, which means that a club that accepts corporate contributions could not pay for that particular activity since corporate contributions to federal candidates are illegal. Please note that accepting corporate contributions includes monetary contributions as well as in kind contributions. If a club does not accept corporate contributions, then it can spend a limited amount of money on federal candidates. However, once a club (that does not accept corporate contributions) spends \$1,000 on a federal candidate or candidates, it is required to register as a political committee with the FEC and file regular reports of its activity. Under federal law, once that \$1,000 threshold is reached, the club becomes a PAC.





The exception to this rule for clubs that do accept corporate contributions is when a club is “communicating” only with its members. So if the GOTV activity that a club is considering will only involve the club’s membership, then the club may fund that GOTV event, even if it involves the appearance of a federal candidate. The flipside of this, however, is that if a club that accepts corporate contributions is considering holding a GOTV event that involves the entire community or non-members of the club, then it cannot pay for that activity out of its club account. This has always been the law and is not a result of BCRA.

If a GOTV activity is for a state candidate where there is no federal candidate on the ballot, then state law will apply to that activity and must be researched separately depending on where the club is located. If the GOTV activity involves a state candidate on the November 2004 ballot, for example, then the rules outlined above still apply because that GOTV activity is considered to ultimately benefit federal candidates.

5. Again, if a club’s GOTV activity involves a federal candidate, or even a slate of candidates that includes a federal candidate, then it cannot pay for that GOTV activity with corporate dollars. The club may want to consider opening a separate, “federal” account and only deposit contributions/donations from individuals into that account in order to pay for these types of GOTV activities. Remember, if you place an advertisement for a candidate you may need to include a disclaimer at the bottom of the ad indicating who paid for it.
6. **Contributions to federal candidates can only come from individuals, from PACs registered with the FEC, or from partnerships.** Corporations are prohibited from contributing to federal candidates. Every state law is different as to who may contribute to candidates running for state or local office. Some states allow corporate contributions, some do not. So a club should check with its local state election agency or with the party committee to see whether, on the state and local level, corporate contributions are permitted.

**B. Activities:**

1. Funding and publishing a newsletter, brochure, or sample ballot is allowed as long as the club is distributing it to its membership only. If it wants to distribute the materials beyond its membership and if the materials include a federal candidate, then a club that accepts corporate contributions cannot pay for those materials. If a club had a PAC, then it could pay for those materials from that PAC account. However, any activity including the publication and distribution of materials that “advocates” or promotes a candidate would be considered a contribution and thus the PAC would have to make sure its costs for publishing and mailing such a piece did not exceed its contribution limits.

If the materials are only for a state candidate, then again state law will apply and would have to be researched separately. If the state is one that allows corporate contributions, then a club that accepts corporate contributions could publish these materials, again keeping in mind the contribution limits.

2. A club can certainly organize a Republican-only GOTV program or forum as long as the audience consists of the club’s members only. If the activity is nonpartisan, then the club can open it up to whomever it wishes. The same is true of a GOTV program. If the



GOTV program is nonpartisan – i.e., it does not advocate the election or defeat of any candidate or support any particular party – then the club can pay for it and is not restricted to including only its membership.

C. Having Said All That, What is Permissible:

1. Clubs may organize volunteers to staff telephones banks, conduct registration drives, and distribute campaign literature. Federal and most state campaign reporting laws only require reports to be filed for monetary contributions and in-kind gifts other than personal services, so volunteering is an activity that should not get a club in trouble.
2. Clubs can offer to perform a variety of tasks for the local, district, and/or state Republican committees, including assistance in fund raising projects sponsored by these established party committees. The Party committees have to file reports of these activities, but the clubs do not.

D. Reporting Requirements:

1. If fund raising and contributions by local clubs are limited to state and local races, federal reporting is not required. However, it will be necessary to determine and comply fully with the state election laws.
2. If clubs choose to financially participate in federal elections, the following must be observed. First and foremost, it should be remembered that federal candidates **cannot** accept contributions from corporations, only from individuals or from political action committees that are registered with the Federal Election Commission!
  - a. If a club contributes a total of less than \$1,000 to all federal candidates in a calendar year, it will not be necessary to file with the Federal Election Commission; however,
  - b. If a club anticipates raising or spending **more than** \$1,000 to benefit federal candidates, it will be necessary to establish itself as a federal political committee and to strictly comply with the federal election campaign laws. A number of publications can be obtained from the Federal Election Commission, 999 E Street, NW Washington, DC 20463 to facilitate compliance with these laws and regulations.

Also, clubs should be aware that a contribution from a state federation or local club could affect their particular state committee's legal limits. This is based upon party rules in each state, and will vary from state to state. Therefore, it is recommended that legal counsel be consulted prior to contributing to federal candidates.

Conclusion:

There are no short cuts to compliance with federal and state election campaign laws and regulations. This is an area of political expertise that should only be entered into after careful consideration by all concerned. The commitment should be made at the outset that compliance with applicable laws is a standard of behavior that will not be breached, regardless of the desirability of winning.

Because of the intricacies involved with federal reporting, state federations and local clubs may want to restrict their involvement in federal races to the “non-reportable” activities described above in Section C. If a club has income that it would



like to see used in federal races, another avenue is to give such funds to a reporting organization, such as a state committee, for use in its federal fund (assuming the club does not accept corporate contributions), or a club could organize a PAC of its own that registers with the FEC and files reports as required.

---

This report was compiled by NFRW Finance Director Christine Oster from the Internal Revenue Service, Mike Lerche CPA, Williams & Jensen NFRW FEC Attorney, and Peacock, Condam, Anderson & Co. CPA. Reviewed June 2009.

A PAC that has qualified as a “multi-candidate” PAC can contribute up to \$5,000 per election per candidate. A PAC that has not qualified as a multi-candidate PAC can only contribute up to \$2,000 per election per candidate until it qualifies. There is no overall limit on the number of federal candidates a PAC can contribute to.



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## **APPENDIX B – Sample Treasurer Forms**

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20\_\_ OFFICER LIST  
STATE: \_\_\_\_\_

President Name:	Address:	
*Email:	Home #	Work #:
	Fax:	Cell:

1 <sup>st</sup> Vice-President Name:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:

2 <sup>nd</sup> Vice-President Name:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:

3 <sup>rd</sup> Vice-President Name:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:

Secretary Name:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:

Treasurer Name:	Address:	
*Email:	Home #	Work #:
	Fax:	Cell:

Other Officer:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:

Other Officer:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:

Other Officer:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:

\*\*Please indicate which officer will be responsible for the Membership Database entries.

# STATE TREASURER'S REPORT

State \_\_\_\_\_ Treasurer's Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Date: \_\_\_\_\_  
 email \_\_\_\_\_

PAYMENT FOR 20____ PRINT or TYPE	SERVICE CHARGE	Additional Members in this Report	Dues @ \$10.00 ea.	Prior Members Reported this year	Total members to date
Unit Name _____ Number _____	<input type="checkbox"/> S/C Included  <input type="checkbox"/> S/C Previously submitted				
President _____					
Address _____					
City, State Zip _____					
Phone _____ e-mail _____					
Unit Name _____ Number _____	<input type="checkbox"/> S/C Included  <input type="checkbox"/> S/C Previously submitted				
President _____					
Address _____					
City, State Zip _____					
Phone _____ e-mail _____					
Unit Name _____ Number _____	<input type="checkbox"/> S/C Included  <input type="checkbox"/> S/C Previously submitted				
President _____					
Address _____					
City, State Zip _____					
Phone _____ e-mail _____					
Unit Name _____ Number _____	<input type="checkbox"/> S/C Included  <input type="checkbox"/> S/C Previously submitted				
President _____					
Address _____					
City, State Zip _____					
Phone _____ e-mail _____					
Total This Page					

***NFRW Sample Monthly Treasurer's Report***

\_\_\_\_\_ Republican Women  
Statement of Receipts and Disbursements

	Date	
Balance on Hand (Date)		\$ _____
Receipts:		
Membership Dues	_____	
Fundraising	_____	
Meetings	_____	
Contributions	_____	
Miscellaneous Receipts	_____	
Total Receipts		\$ _____
Total		\$ _____
Less Disbursements:		
Printing	_____	
Postage	_____	
Contributions	_____	
To Congressional Candidates	_____	
To Other Campaign Activities	_____	
Meeting Expense	_____	
President's Expense	_____	
NFRW Dues	_____	
NFRW Club Service Charges	_____	
Miscellaneous Expenses	_____	
NFRW Meetings/Conventions	_____	
Total Disbursements		\$ _____
Balance as of (Date)		\$ _____

\_\_\_\_\_, Treasurer





20\_\_ OFFICERS

Club: \_\_\_\_\_

President Name:	Address:	
*Email:	Home #	Work #:
	Fax:	Cell:

1 <sup>st</sup> Vice-President Name:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:

2 <sup>nd</sup> Vice-President Name:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:

3 <sup>rd</sup> Vice-President Name:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:

Secretary Name:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:

Treasurer Name:	Address:	
*Email:	Home #	Work #:
	Fax:	Cell:

Other Officer:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:

Other Officer:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:

Other Officer:	Address:	
Email:	Home #	Work #:
	Fax:	Cell:



# **APPENDIX C – Guide To Starting A New NFRW Club**

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**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**

**Second Edition, January 2013**

# NATIONAL FEDERATION OF REPUBLICAN WOMEN

## National Federation of Republican Women

124 N. Alfred Street, Alexandria, VA 22314

703.548.9688 | 703.548.9836 (fax)

mail@nfrw.org | <http://www.nfrw.org>

*Contributions to the NFRW are not deductible as charitable contributions for federal income tax purposes. Corporate, personal, and PAC checks are accepted.*

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

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## ABOUT THE NFRW

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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 associate 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

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**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 Associate Members for \$50.00 per year. To become a National Associate Member, send a check for \$50.00 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](mailto:mail@nfrw.org)  
Web site: [www.nfrw.org](http://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](http://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](http://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 <sup>st</sup> Vice President					
2 <sup>nd</sup> 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](http://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 –
- 1<sup>st</sup> Vice President – Programs
- 2<sup>nd</sup> 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**

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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:**

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- ◇ **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](http://www.NFRW.org)
- ◇ **Download a copy of National Federation Republican Women Bylaws** from [www.NFRW.org](http://www.NFRW.org)
- ◇ **Download and print a copy of NFRW Sample Bylaws** on [www.NFRW.org](http://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

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## **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



# LOCAL CLUB BYLAWS: PURPOSE AND RULES

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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

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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](http://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

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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

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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.

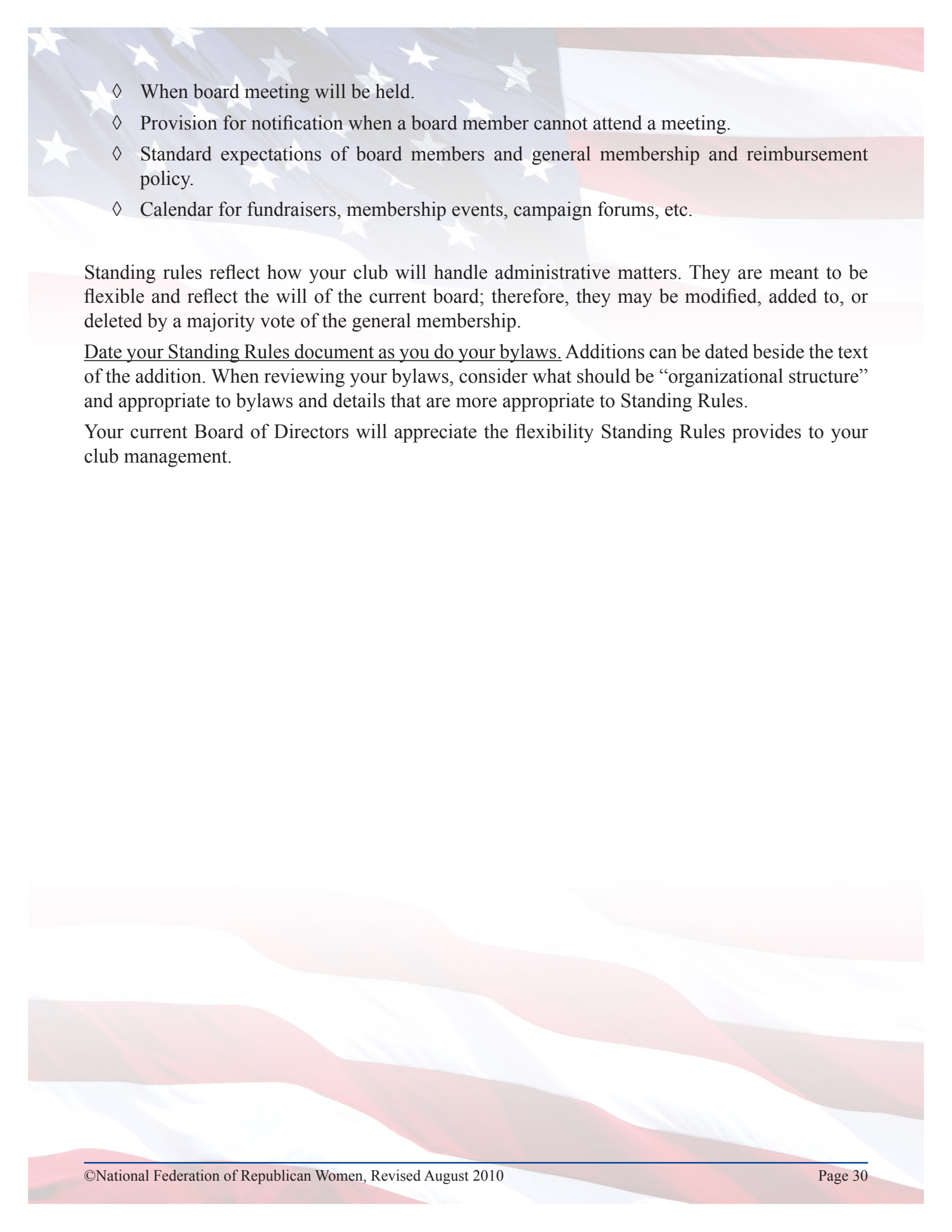
Bylaws state the responsibilities of the Treasurer.

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

## EXAMPLES OF STANDING RULES

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- ◇ 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.

- 
- A large, semi-transparent American flag is positioned in the upper left corner of the page, with its stars and stripes extending across the top and left edges. The rest of the page has a light, wavy background pattern.
- ◇ 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.



# NOTES

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## NATIONAL FEDERATION OF REPUBLICAN WOMEN

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124 N. Alfred Street, Alexandria, VA 22314  
703.548.9688 | 703.548.9836 (fax)  
mail@nfrw.org | <http://www.nfrw.org>

*Contributions to the NFRW are not deductible as charitable contributions for federal income tax purposes. Corporate, personal, and PAC checks are accepted.  
Paid for and Authorized by the National Federation of Republican Women.*



## **Appendix D – NFRW Bylaws**

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### **NATIONAL FEDERATION OF REPUBLICAN WOMEN**

## **BYLAWS**

### **ARTICLE I**

#### **NAME**

The name of this Corporation shall be the National Federation of Republican Women (NFRW).

### **ARTICLE II**

#### **PURPOSES**

The purposes of this Corporation shall be to:

- A. increase the effectiveness of women in the cause of good government
- B. disseminate information to all state federations and local units
- C. inform the public through political education and activity
- D. foster loyalty to the Republican Party at all levels of government
- E. promote the principles of the Republican Party
- F. work for Republican candidates in all elections, including non-partisan elections
- G. support the objectives and policies of the Republican National Committee and
- H. perform any lawful activity not inconsistent with the foregoing.



## ARTICLE III

### MEMBERSHIP

#### Section 1. Member in Good Standing:

An individual member in good standing is one whose current dues are paid in an NFRW local club and who supports Article II of these bylaws. A local club is one in good standing whose current dues and service charge are paid to the NFRW.

#### Section 2. Eligibility:

Membership in the NFRW shall be extended to individual Republican women, local clubs, states, U.S. territories, and the District of Columbia.

- A. State Federations - Where there is a state federation or U.S. territory affiliated with the NFRW no other federation shall be eligible for membership.
- B. Local Clubs - Local clubs become members in the NFRW only through membership in the state federation when a state federation is in existence.
- C. Local Club Associate Members
  - 1. Republican women who have primary membership in a federated local club are eligible for associate membership in local clubs upon payment of the required annual dues. Associate members cannot hold office, vote, or be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions.
  - 2. Republican men are eligible for associate membership upon payment of the required annual dues to the local club. They cannot hold office, have a voice or vote or be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions. Republican men who are associate members in local clubs do not become members of the state federation or the NFRW.
- D. National At-Large Membership - A Republican woman who is not a member of a state federation or local club and who contributes the required funds to the NFRW is eligible to be an at-large member. At-large members will receive all NFRW official



publications and be entitled to participate in online discussions and they may attend NFRW, state federation or nearby local club meetings but will not have a voice or a vote.

- E. U.S. citizens living in foreign countries may form local clubs by paying the NFRW required dues and service charge and being in compliance with all other membership requirements associated with becoming a local club (see ARTICLE III, Section 3. C. and D.). They shall become members following application and approval by the NFRW Executive Committee. They shall not be members of a state federation.
- F. Student membership provides an option to undergraduate or postgraduate level female students who want to be a part of the NFRW, but who do not have the time to devote to a local club or do not have a local club near them. Student Associate members receive all the benefits of National At-Large Membership. Annual proof of enrollment is required before membership is granted (a copy of either a current class schedule or a student ID). The NFRW will inform the state federation of new student members with contact information.

### Section 3. Requirements:

- A. A state federation or local club may be admitted to and continued in NFRW membership if its bylaws are not in conflict with the NFRW Bylaws and its purposes. Neither a state federation nor a local club nor an individual member that advocates a split party ticket or supports a candidate running on an opposition ticket shall be admitted to or continued in membership.
- B. State federations shall include the following in their bylaws:
  - 1. New local clubs shall be accepted into membership only after approval of their bylaws by the state federation executive committee or board of directors
  - 2. Dues and service charges must be paid in accordance with NFRW deadlines
  - 3. Procedures for the election of a state federation nominating committee
  - 4. Grounds and procedures for removal and reinstatement of local clubs to state federation membership and



5. Procedures for nominating and electing delegates and alternates-at-large to the NFRW convention.
  6. Only local club members in good standing are eligible to be delegates or alternates to a state or NFRW meeting or convention and shall be counted from only one local club for the purpose of representation.
  7. Each state federation shall be required to hold a minimum of two board of directors meetings each fiscal year.
- C. Local clubs shall consist of ten or more women who form a permanent organization, adopt bylaws in compliance with the NFRW bylaws, pay state and NFRW dues and service charges, and hold at least five meetings within a twelve-month period if unusual circumstances prohibit more frequent meetings.
  - D. The word “Republican” shall be included in the title of all local clubs. Local clubs shall not use the word “federation” in their titles, but may use the word “federated.”

#### Section 4. Local Club Applications:

- A. There shall be no limit to the number of local clubs that may be organized within any area.
- B. A local club shall be in good standing for at least six months prior to the NFRW Biennial Convention to be eligible for representation. The six-month period begins on the date the state president notifies the NFRW President in writing by mail, fax or e-mail that the local club’s bylaws have been approved at the state level and the local club’s dues and service charge have been received by the NFRW office. This notification by the state federation president shall be accompanied by the name of the club and the name and contact information of the local club president.
- C. Local clubs in unfederated states (local unfederated clubs) shall consist of ten or more women who form a permanent organization, elect officers, adopt bylaws in accordance with the NFRW bylaws, pay NFRW dues and service charge for all members and hold at least five meetings in their fiscal year. Their bylaws shall be provisional until reviewed by the NFRW Bylaws Committee and approved by the NFRW Executive Committee. They shall have a representative with no voice or vote at NFRW meetings and conventions.

#### Section 5. State Federation Applications:



- A. Instructions for the format of applications of state federations shall be forwarded by the NFRW Treasurer to the applying state's treasurer.
- B. Completed state federation applications shall be submitted to the NFRW President. They must include the names of all local clubs and their members with contact information, and all dues and service charges must be submitted.
- C. An application for each local club where there is not a state federation (local unfederated club) shall include the name of the local unfederated club, the contact information of the officers and members and all dues and service charges.

#### Section 6. Removal From and Reinstatement to NFRW Membership:

- A. A two-thirds vote of the NFRW Executive Committee is required for removal of any state federation or federated local club from membership.
- B. A local club in a federated state at the request of the state executive committee, or in an unfederated state, may be removed from membership by a two-thirds vote of the NFRW Executive Committee for any of the following reasons:
  - 1. Bylaws which are in material conflict with the NFRW Bylaws
  - 2. Non-payment of dues for the total membership and the current service charge
  - 3. Failure to support the Republican Party ticket, advocating a split ticket, supporting a candidate on an opposition ticket or actions which are in conflict with the NFRW Bylaws
  - 4. Failure to comply with the NFRW membership rules or
  - 5. Affiliation with any political organization which is not officially recognized as working in concert with the NFRW and the Republican National Committee.
- C. Upon dissolution or removal of a state federation or a local club, all of its assets shall be distributed to the superior body. None of the assets shall be distributed to any individual officer or member of the organization.
- D. The right to use of the name of a dissolved or removed state federation or local club shall revert to its superior body.





- E. A state federation or local club, whether dissolved or removed, may be reinstated by filing an application with required dues and service charge and upon approval by a two-thirds vote of the NFRW Executive Committee.
- F. A local club which has been inactive must pay dues for at least 10 members and a service charge for the current year.

#### Section 7. Intermediate Organizational Structure:

In order to expedite its work, a state federation may include in its bylaws a provision for an intermediate organizational structure to include but not limited to county, region, district or division positions.

## **ARTICLE IV**

### **NFRW OFFICERS AND THEIR DUTIES**

#### Section 1. Eligibility:

- A. Elected and appointed NFRW officers, members-at-large and members of standing and special committees shall be local federated club members in good standing.
- B. Only one NFRW officer shall serve from any state during the same term of office.
- C. No woman shall run for member-at-large if her state is represented by an officer on the NFRW Executive Committee.
- D. A candidate shall run for only one office in an election.
- E. No elected officer or member-at-large shall serve for more than one term in the same office.

#### Section 2. Officers:

Elected officers of the NFRW shall be a President, First Vice President, Second Vice President, Third Vice President, Fourth Vice President, Recording Secretary, and Treasurer. Three members-at-large shall be elected pursuant to ARTICLE V, Section 2. B.



### Section 3. Term:

- A. The elected officers shall be elected at the Biennial Convention for a term of two years beginning January 1 or until their successors are elected.
- B. The term of office for elected officers and members-at-large shall be from January 1 following their election through December 31 of the second year, regardless of the date of installation.

### Section 4. Duties of the NFRW President:

- A. The President shall be the chief executive officer of the Corporation; shall be charged with the general and active management and direction of the activities of the Corporation; and shall see that all orders and resolutions of the board of directors are effectuated.
- B. The President of the Corporation shall serve as chairman of the board of directors and shall preside at meetings, including meetings of the board of directors; shall appoint members of all committees, except as herein otherwise provided; shall chair the executive committee; shall have general superintendence and direction of all other officers and staff of the Corporation and shall see that their duties are properly performed; shall perform such other duties as the board of directors may direct.
- C. The President shall submit an annual report to the board of directors.
- D. The President shall be, ex-officio, a member of all committees with the exception of the nominating committee; shall have the general powers and duties of a chief executive officer of a Corporation; shall have the power to sign contracts as authorized by the board; and shall perform such duties as properly required of her by the board of directors.
- E. The President shall make board appointments as necessary to conduct the business of NFRW.
- F. The President must reside in the metropolitan area of Washington, D.C., during her term of office.

### Section 5. Duties of the NFRW Vice Presidents:



The vice presidents in their order shall perform the duties of the president in her absence or inability, and they shall perform such other duties as may be assigned to them by the NFRW President.

Section 6. Duties of the NFRW Recording Secretary:

- A. Record the minutes of all meetings of the NFRW Executive Committee and Board of Directors, except the Biennial Convention.
- B. Serve as chairman of the committee to approve the minutes of the Biennial Convention.
- C. Prepare a permanent record book of all NFRW meetings and Biennial Conventions to be located at the NFRW office.
- D. Perform such other duties as may be assigned by the NFRW President.

Section 7. Duties of the Treasurer shall be:

- A. Review monthly balance sheet and income statement as prepared by the NFRW Financial Director.
- B. Advise NFRW President and NFRW Financial Director of questions related to the monthly review of the balance sheet and income statement.
- C. Review all financial statements and reports prepared by the NFRW Financial Director in advance of NFRW Board Meetings and Biennial Convention
- D. Present complete NFRW financial reports at NFRW Executive Committee meetings, Board of Directors meetings and Biennial Convention.
- E. Perform other duties that may be assigned by the NFRW President.

Section 8. NFRW Officers' Records:

All officers and all committee chairmen and vice chairmen shall deliver all records, files, and properties of the NFRW to their respective successors within one month after retiring from office unless otherwise directed by the president or the executive committee.



## ARTICLE V

### NFRW BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

#### Section 1. NFRW Board of Directors:

- A. The voting body of the NFRW Board of Directors shall be the elected officers, the three members-at-large, the immediate past NFRW President, the president of each state federation including the District of Columbia and the territories, and the chairman of the standing committees or the vice chairman in the absence of the chairman.
- B. The non-voting members of the NFRW Board of Directors shall be the chairman and vice chairman of the special committees, all standing and special committee members, the chaplain, the historian, the parliamentarian and the sergeants-at-arms. The non-voting members shall have a voice.
- C. A president of a state federation may appoint a proxy to NFRW Board meetings. Such proxy shall be a member of the governing board of her state federation who is not a current voting member of the NFRW Board. Forms for proxies shall be provided by the NFRW. In the absence of a chairman of a standing committee, the vice chairman shall have the same privileges as the standing committee chairman at a NFRW Board meeting.

#### Section 2. Duties of the NFRW Board of Directors shall be to:

- A. Act as the governing body of the NFRW between Biennial Conventions.
- B. Elect by majority vote three members-at-large to serve with a voice and vote on the NFRW Executive Committee for a term of two years to run concurrent with the terms of the elected officers.
- C. Consider for approval the program of action as presented by the NFRW President.
- D. Select the site for the NFRW Biennial Convention from recommendations presented by the NFRW Executive Committee.
- E. Approve the official program and order of business of all official meetings of the Biennial Convention.



- F. Approve all NFRW policies and procedures as recommended by the NFRW Executive Committee.
- G. Adopt the NFRW annual budget.
- H. Elect a nominating committee of seven members and two alternates from its own membership at the first NFRW Board meeting held in the calendar year in which the Biennial Convention is held.

Section 3. Meetings of the NFRW Board of Directors:

- A. At least one annual board meeting shall be held in the year in which there is an NFRW Biennial Convention.
- B. A board meeting shall be held within twenty-four hours preceding a NFRW Biennial Convention.
- C. A Board meeting shall be held within twenty-four hours after the adjournment of a NFRW Biennial Convention.
- D. Special board meetings may be called by the NFRW President or shall be called at the written request of twelve voting members of the NFRW Board of Directors. At least seven days' notice shall be given for all special meetings.
- E. At least thirty days' notice shall be given to each member of the NFRW Board of Directors, except special or emergency meetings for which a seven-day notice shall be required.
- F. In the even-numbered years the board of directors shall meet in the spring and fall at a time and place designated by the NFRW Executive Committee. The fall meeting shall be the annual meeting of the NFRW.
- G. A vote may be conducted by mail, phone, fax or e-mail between meetings and ratified at the next meeting of the NFRW Board of Directors.
- H. In the event a properly called board meeting has to be cancelled due to circumstances beyond the control of NFRW, then it shall be acceptable to hold said board meeting by conference call, Skype or approved electronic means with seven



days' notice being given to the members of the board of directors. This section does not apply to a meeting required by these bylaws that has not already been called.

#### Section 4. Quorum:

Twenty voting members shall constitute a quorum for all meetings of the NFRW Board of Directors, provided two are elected officers.

#### Section 5. NFRW Executive Committee:

The voting members of the NFRW Executive Committee shall consist of the elected officers, the three members-at-large and the immediate past NFRW President.

#### Section 6. Duties of the NFRW Executive Committee shall be to:

- A. Have jurisdiction over membership applications and removal and reinstatement to membership of state federations and local clubs in unfederated states.
- B. Set the date of all Biennial Conventions and recommend more than one site for the Biennial Conventions to the NFRW Board of Directors.
- C. Approve the NFRW President's recommendations of chairman and vice chairman of standing committees.
- D. Recommend NFRW policies and procedures to NFRW Board of Directors for approval.
- E. Recommend the NFRW annual budget to the NFRW Board of Directors and oversee the collection and disbursement of funds.
- F. Approve depository bank(s) which are members of the Federal Deposit Insurance Corporation or the Federation Savings and Loan Insurance Corporation.
- G. Provide an NFRW office, as well as an NFRW President's residence in the metropolitan area of Washington, D.C., unless she provides her own residence within this area.
- H. Remove for cause, at the sole discretion of the executive committee, from membership or from any NFRW office or position of any kind, by a two-thirds vote, any NFRW member, officer, or any member of the NFRW Board of Directors or any



national appointee. Cause for such removal shall include, with limitation, the failure or refusal to support the policies and objectives of the NFRW, as stated in its bylaws, or any act or omission intended to cause or having the effect of causing damage to the NFRW or its reputation or financial stability. Without limiting the generality of the foregoing, the initiation of litigation or any other adversary proceeding against the NFRW or in which the NFRW is a named defendant or respondent shall constitute cause for removal, and the NFRW shall be entitled to recover from such member, officer or appointee its attorney's fees and other costs and expenses relating to any such litigation or proceeding if the NFRW shall substantially prevail therein.

#### Section 7. Meetings of the NFRW Executive Committee:

- A. Meetings of the NFRW Executive Committee shall be held immediately preceding and following the NFRW Board of Directors meetings and at the conclusion of Biennial Conventions.
- B. Special meetings of the NFRW Executive Committee may be called by the NFRW President or upon written request of six members of the NFRW Executive Committee. At least seven days' notice shall be required for all special meetings.
- C. A vote may be conducted between meetings by mail, phone, fax or e-mail and ratified at the next NFRW Executive Committee meeting.

#### Section 8. Quorum:

Six members shall constitute a quorum for all meetings of the NFRW Executive Committee.

## **ARTICLE VI**

### **NFRW STANDING AND SPECIAL COMMITTEES**

#### Section 1. NFRW Standing Committees:

- A. The NFRW Standing Committees shall be Bylaws, Campaign, Fundraising, Legislation and Research, Membership, Program and Public Relations.



- B. The NFRW Standing Committees shall prepare programs of action in their respective fields for consideration by the NFRW President and NFRW Executive Committee for recommendation to the NFRW Board of Directors.
- C. The NFRW Standing Committee chairmen, or in their absence, the vice chairmen, shall have a voice and vote on the NFRW Board of Directors. The NFRW Standing Committee members shall have a voice, but no vote.

#### Section 2. NFRW Special Committees:

NFRW Special Committees shall be appointed by the NFRW President as deemed necessary to accomplish the work of the NFRW. NFRW Special Committee chairmen, vice chairmen and members shall have a voice, but no vote, at the NFRW Board meetings.

## **ARTICLE VII**

### **NOMINATIONS AND ELECTIONS**

#### Section 1. Nominations:

- A. A nominating committee of seven members and two alternates shall be elected by majority vote by the NFRW Board of Directors from its own membership. When there are more than three candidates for the alternate positions, the vote shall be by plurality. Nominees must be present to accept nominations to the nominating committee or must have given the NFRW President written consent to serve if elected. A Nominating Committee member shall not serve two (2) consecutive terms.
- B. The election of the nominating committee shall be conducted at the first meeting in the calendar year in which the Biennial Convention is held, provided there is at least a ninety-day period between the board meeting and the Biennial Convention. Nominating speeches, from the floor, of two minutes shall be allowed. Nominations of the members of the nominating committee shall be the first order of business of the board of directors meeting, with the election of the nominating committee being held the next day. Nominees for the committee shall speak on their behalf for two minutes prior to the election of the committee. Not more than one member from a state may serve on the nominating committee. Members of the nominating committee shall elect a chairman and a secretary from their own number. An





alternate member shall be called into service only upon the resignation or absence of a nominating committee member. The alternate member who received the higher number of votes cast shall be called into service first.

- C. Nominees to the NFRW elective offices submitted by the NFRW Nominating Committee shall be members in good standing of the NFRW and shall be in accord with the purposes, bylaws and policies of this Corporation, and the Republican Party. Oral consent to serve if elected to the nominating committee chairman shall be followed by immediate written consent to the NFRW President.
- D. The nominating committee shall submit the name of one nominee for each NFRW office in a report which shall be sent out to all members of the NFRW Board of Directors and the local club presidents with the call to the NFRW Biennial Convention. The members of the nominating committee shall not submit for an office the name of anyone serving on the nominating committee making the nominations.
- E. Nominations for the elective offices may be made from the floor at the Biennial Convention following the report of the nominating committee. Such nominees shall be members in good standing of the NFRW and shall be in accord with the purposes, bylaws and policies of this Corporation, and the Republican Party. Candidates who wish to be nominated from the floor shall provide their written consent to serve if elected to the NFRW President prior to the opening of the Convention.

#### Section 2. Election of Officers:

- A. Elections shall be by ballot and a majority of all votes cast shall constitute an election. When there is only one candidate for an office election may be by voice vote.
- B. The Credentials Chairman shall give to the Elections Chairman a list of the names and number of certified delegates entitled to vote not less than eight hours before the polls open. At intervals thereafter she shall notify the Elections Chairman of any changes in the number of voting delegates. She shall report to the Convention as requested.
- C. Polls shall be open and closed at hours determined by the NFRW Executive Committee.

#### Section 3. Vacancies:



A vacancy in an elective office shall be filled by the NFRW Board of Directors at its next meeting following the vacancy. Notice of such vacancy will be given with the call for the meeting, or if the vacancy occurs after the call is issued, by letter, phone, fax or e-mail.

## **ARTICLE VIII**

### **DUES AND SERVICE CHARGES**

#### Section 1. Dues:

- A. Changes in the NFRW annual dues shall be by recommendation of the board of directors and majority vote of the delegates at a Biennial Convention.
- B. Current per capita dues shall be remitted to the NFRW office as received by each state federation or local club where there is no state federation.

#### Section 2. Service Charge:

- A. A local club shall pay the service charge as established by the NFRW Board of Directors to be in good standing.
- B. A local club removed from good standing for non-payment of the service charge may be reinstated upon payment of the service charge for the past year, provided dues and the service charge are paid for the current year.

#### Section 3. New Clubs:

Upon application to a state federation, the per capita dues and the service charge per local club shall be paid to the state federation and forwarded directly to the NFRW office. The service charge thereafter may be paid to the state federation or sent directly to the NFRW office as provided in the state federation bylaws.

#### Section 4. Removal from Membership:

State federations or local clubs where there is no state federation which fail to pay per capita dues by December 31 of the current year may be removed from membership by a two-thirds vote of the NFRW Executive Committee.



#### Section 5. Fiscal Year:

- A. The fiscal year of the NFRW shall be from January 1 through December 31.
- B. The fiscal year of each state federation and local club shall be from January 1 through December 31.
- C. The fiscal year of College Clubs shall be from August 1 through July 31.

## **ARTICLE IX**

### **CONVENTIONS**

#### Section 1. Time and Location:

- A. A Biennial Convention shall be held in the fall of the odd-numbered years at a time determined by the NFRW Executive Committee and at a location selected by the NFRW Board of Directors.
- B. A call to the Biennial Convention shall be mailed to the NFRW Board of Directors and to each local club president and postmarked at least sixty days prior to the date of the convention.

#### Section 2. Eligibility:

- A. A state federation and a local club must be in good standing to be eligible for representation at a Biennial Convention. A state federation's delegate representation shall be based on the current dues received at the NFRW office postmarked no later than ninety days prior to the convention. A continuing local club shall have paid the previous year's dues and service charge and maintained its current dues and service charge to be eligible for representation.
- B. New clubs must be in good standing for at least six months prior to the convention to be eligible for representation.
- C. Delegates and alternates to the convention must be members in good standing of a local club affiliated with the state federation.



### Section 3. Representation:

- A. The voting body of the Biennial Convention shall be:
1. one delegate from each club,
  2. five delegates-at-large from each state federation, and one additional delegate-at-large for each 500 members or major fraction thereof in the state federation based on the payment to the NFRW of the current year's dues and postmarked ninety days prior to the convention,
  3. presidents of state federations,
  4. national officers,
  5. chairmen of NFRW standing committees, or in the absence of a chairman, the vice chairman of the committee, and
  6. former NFRW presidents.
- B. A state federation and a local club are entitled to an alternate for each elected delegate. There shall be no alternates for the NFRW officers or state presidents.
- C. At least ninety days preceding the convention each state federation president shall certify to the NFRW President the names of the local clubs which are in good standing, the numbers of members in each local club, and the names, addresses (including zip codes, phone/fax numbers and e-mail addresses) of the local club presidents. Only those local clubs certified by the state federation president shall be eligible for representation at the convention.
- D. Delegates and alternates to the convention shall be selected in a manner determined by the state federation or local club. The local club president shall send the names, addresses, zip codes, phone/fax numbers and e-mail addresses of the delegates and alternates to the NFRW and state president on credential forms provided by the NFRW. The credential forms must be postmarked to the NFRW and state federation president no later than thirty days prior to the convention. Emergency changes must be forwarded in writing to the NFRW President for her approval and must be postmarked no later than ten days prior to the convention.



- E. The names, addresses, zip codes, phone/fax numbers and e-mail addresses of the state delegates-at-large shall be postmarked to the NFRW President by the state president on credential forms provided by the NFRW no later than twenty days prior to the convention. Emergency changes must be forwarded in writing to the NFRW President for her approval and must be postmarked no later than ten days prior to the convention.

#### Section 4. Voting:

The Biennial Convention shall be open to all members of the NFRW and visitors, but only accredited delegates shall be entitled to a voice and a vote. Each delegate is entitled to one vote, and there shall be no proxy voting.

#### Section 5. Quorum:

A majority of the delegates attending and credentialed shall constitute a quorum at a Biennial Convention.

## **ARTICLE X**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the NFRW in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules the NFRW Board of Directors or Biennial Convention Delegates may adopt.

## **ARTICLE XI**

### **AMENDMENTS**

- A. The NFRW Bylaws Committee shall present proposed amendment(s) to the NFRW Executive Committee for review and to the Board of Directors for approval prior to publication. Written notice of the proposed amendments shall be sent to the NFRW Board of Directors with the call to the meeting at which they are to be considered.



- B. These bylaws may be amended at a Biennial Convention by a two-thirds vote, provided that written notice of the proposed amendment(s) shall have been sent to each member of the NFRW Board of Directors and to each local unit club president with the call to the convention.
  
- C. In an emergency as determined by the NFRW Board of Directors, amendments may be accomplished by a two-thirds vote by mail, fax or e-mail of the state federations after a vote of their board of directors or in a state convention.

## **ARTICLE XII**

### **INDEMNIFICATION**

- A. The NFRW shall indemnify every NFRW director or officer, or former NFRW director or officer, her heirs, executors, administrators and assigns against expenses, including attorney's fees, reasonably incurred by her in connection with the defense of reason of her being or having been a NFRW director or officer, except in relation to matters as to which she shall be finally adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of a duty.
  
- B. In the event of a settlement, indemnification shall be provided in connection with such matters covered by the settlements to which the NFRW is advised by counsel that the woman to be indemnified did not commit such a breach of duty. The foregoing right of indemnification shall not be exclusive of other rights to which such person may be entitled under any bylaw, agreement or resolution of the NFRW Board of Directors or otherwise.

## **ARTICLE XIII**

### **DISSOLUTION**

In the event of a dissolution of this organization by a majority vote of the NFRW Board of Directors, all of its assets which remain after payment of all NFRW liabilities, costs and expenses of such dissolution shall be distributed as decided by a majority vote of the NFRW Board of Directors. None of the assets shall be distributed to any member or officer of the NFRW.



Revised September 2013



## Appendix E – National At-Large Memberships

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### Protocol for Integrating National At-Large Member (NAM)

Each State Federation and local club is encouraged to have a link for National At-Large Memberships (NAM) on their websites. However, all clicked links will go directly to a page on NFRW.org. This page will:

- Lay out benefits of the NAM
- Have a downloadable application that can be printed and mailed to NFRW
- Have an online link to sign up to be a NAM

The state and local clubs will not handle the application process. NFRW will be responsible for keeping the NAM portion of its website up-to-date and for disseminating new NAM information to the State Federations.

Once NFRW signs up a NAM, the following steps should be taken:

- NFRW enters NAM's information into the database. This ensures the NAM is on the NFRW distribution list.
- An initial "thank you, we have received your membership" email is automatically set to NAM.
- There will be a line on the NAM application asking if this person is associated with or was referred by a local club. Even if the NAM application does NOT list a referring club, a \$2 "referral bonus" check will be sent to the state federation in which the NAM resides. If the NAM application lists a local club, NFRW will
  1. Contact the referring local club president to inform her that a NAM joined who was referred by a member of her club
  2. Ask referring local club president where the \$3 "referral bonus" check should be mailed
  3. Note: this does not mean that the NAM's information will be sent to the referring local club. (Reasoning: If I live in Austin and "gift" a NAM to my friend in Chicago, that person does not need to be on the Austin distribution list.)
  4. A \$2 "referral bonus" check will be mailed to the State Federation in which the NAM resides
- NFRW contacts the Membership VP of the appropriate state and passes along NAM's application information.
- NFRW contacts State Federation President to inform her that a "referral bonus" check will be sent to her State Treasurer.
- State Membership VP ensures new NAM is on State Federation distribution list.
- State Membership VP contacts NAM:
  1. Thanks them for joining
  2. Directs them to State Federation website (find a club, calendar)
  3. Encourages them to follow State Federation and NFRW on social media
  4. Informs them that a leader in their area will be in contact with them soon to let them know about Republican Women's club events and volunteer opportunities near them





5. If there are many clubs near them, a list of when and where they meet can be sent to the NAM (Note: Individual states can tailor how they handle NAMs who live in areas with many clubs.)
  6. Lets NAM know that she will follow up in a few weeks to ensure that they've been contacted by a local club
- State Membership VP contacts a leader of a club which meets closest to NAM's mailing address:
    1. Explains what a NAM is
    2. Informs them that there is a new NAM in their area
    3. Encourages the leader to contact the NAM and ask them to opt-in to receiving their emails
    4. Encourage the leader to promote their club - website, social media, events
  - State Membership VP reaches out to NAM again 6 weeks after initial contact:
    1. Ensure they are plugged into a social network or club and that they are getting federation information. (If not, revert back to step #8)
    2. Find out what else they would like to receive and ways we can improve their membership experience
    3. Be sure they know about the benefits of joining a local club in their area
    4. Encourage them to promote their membership to their friends.

State Membership VP reaches out to NAM in November of the year they join:

1. Thank them for being a member the past year
2. Ask them to renew their NAM or to join a local club. (Note: Be sure to include website links to enable them to do this.)

## **NOTES:**

**\*\*The State Membership Vice President will initially be the point of contact for NFRW. However, State Federations can appoint a different position to handle this.**

**\*\* If a State Federation or local club receives a NAM application they should mail it to NFRW headquarters.**

**\*\*All NAM checks should be payable to NFRW.**

**\*\*No more than 10 days should pass between NFRW receiving application and the initial email to the NAM from the State Membership VP.**

**NATIONAL FEDERATION OF REPUBLICAN WOMEN**

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**There's a  
place for you  
at our table.**