



TEXAS FEDERATION  

---

of

---

*Republican Women*

2022-2023

T.F.R.W.  
HANDBOOK

BUILDING STRONG LEADERS FOR TEXAS

UPDATED: NOVEMBER 28, 2022

# **TABLE OF CONTENTS**

## **TFRW - Texas Federation of Republican Women**

Mission .....	6
Organization Chart .....	7
Bylaws .....	8
Special Rules .....	22
Standing Rules .....	23
Policy Statement Candidate Fairness .....	24
Policy Statement Federal Candidates .....	25
Social Media Guidelines .....	26
Disclaimers .....	28
History .....	29
Past Presidents .....	30
TFRW Financial Guidelines .....	31

## **Executive Committee Job Descriptions**

Board Members Duties and Responsibilities .....	39
President .....	40
First Vice President .....	42
VP-Bylaws .....	43
VP-Political Activities .....	44
VP-Finance .....	45
VP-Legislation .....	46
VP-Membership .....	47
VP-Programs .....	48
Secretary .....	49
Treasurer .....	50
Members-At-Large .....	51
Awards Chairman .....	52
Community Engagement .....	53
District Director/Deputy Presidents-Training Coordinator .....	54
Parliamentarian .....	55
Political Action Committee (PAC) Chairman .....	56
Public Relations Chairman .....	57
Deputy President .....	58
Roster of Deputy Presidents .....	60
Region Listing by County .....	61
Office Administrator .....	63
Administrative Assistant .....	66

## **District Directors**

District Directors .....	67
<b>Roster of District Directors .....</b>	<b>69</b>

<b><u>Special Committee Chairmen</u></b> .....	70
Americanism .....	71
Appointments .....	72
Ballot Security/Election Integrity.....	73
Campaign Management .....	74
Candidate Development .....	75
Candidate School Coordinator .....	76
Caring for America .....	77
Chaplain .....	78
Convention Chairman .....	79
Convention Site Selection .....	80
Courtesy .....	82
Data Team .....	83
First Lady of Texas Liaison .....	84
Historian .....	85
Hospitality .....	86
Judicial Liaison .....	87
Leadership Day Chairman .....	88
Leadership Development .....	89
Legal Affairs .....	90
Literacy .....	91
Member Welcome .....	92
Membership Feedback .....	93
Merchandise Manager .....	94
Military Liaison .....	95
NFRW Liaison .....	96
Partnerships .....	97
Past President’s Council .....	98
Patrons Program .....	99
Protocol .....	101
Research and Current Issues .....	102
Resolutions .....	103
Scholarships (TFRW and NFRW) .....	104
Texas State Board of Education Liaison .....	105
Texas House of Representative Liaison .....	105
Texas Senate Liaison .....	105
Texas Treasures .....	106
Timekeeper .....	107
Women of Distinction .....	108

**TFRW Roster**

<http://www.tfrw.org/forms-and-documents/>

## **Local Club Job Descriptions**

Information Page -Instructions for Login to TFRW Website .....	109
Disclaimers .....	110
Procedure for Membership Submission .....	111
Local Club President .....	112
Local Club Vice President (s) .....	114
Local Club Recording Secretary .....	115
Local Club Corresponding Secretary .....	116
Local Club Treasurer .....	117
Local Club Awards Chairman .....	120
Local Club Bylaws Chairman .....	121
Local Club Campaign Political Activities .....	122
Local Club Caring for America Chairman .....	127
Local Club Finance Chairman .....	128
Local Club Legislative Chairman .....	129
Local Club Membership Chairman .....	130
Local Club Parliamentarian .....	132
Local Club PAC Treasurer .....	133
Local Club Program Chairman .....	135
Local Club Public Relations Chairman .....	137
Local Club Website Chairman .....	138

## **Tips –Sample Forms**

Disclaimers .....	139
Sample Agenda .....	140
How to Conduct an Effective Meeting .....	142
Parliamentary Procedure .....	144
Meeting Protocol .....	147
Instructions for Club Bylaws.....	149
Sample Club Bylaws .....	150
Flag Protocol .....	157
Installation of Officers Ceremony .....	159
Americanism .....	161
Fundraising .....	162
Capitol Hill Communications .....	165
Creating Membership Directory .....	166
Local Club PAC Treasurer Tips .....	168
Public Relations, Newsletter and Press Releases.....	169
Public Relations, Letters to the Editor .....	174
Public Relations, E-Mail .....	175
Request for Speaker .....	176
Sample TFRW Resolution .....	177
Voter Registration .....	179

**NFRW – National Federation of Republican Women**

Executive Committee Organization Chart ..... 180  
Executive Committee Members ..... 181  
Emblem/Seal ..... 181  
Bylaws ..... 182  
History ..... 196  
Past Presidents ..... 198  
Regents ..... 199

**REPUBLICAN PARTY**

Republican Web Links ..... 200  
Republican Party Committee (RNC) Organization ..... 201  
Republican Party of Texas (RPT) Organization ..... 203  
Republican Party of Texas History ..... 205

# TEXAS FEDERATION OF REPUBLICAN WOMEN



**Our Mission:** The Texas Federation of Republican Women provides the avenue for women to influence policy, develop candidates, and elect leaders in Texas. TFRW provides the structure and support for political activists to learn, engage, and flourish.

## **Our Objectives:**

- Actively support Republican candidates
- Provide strength and unity for political action
- Encourage Republican women to run for office
- Train women to become effective grassroots activists
- Inform our members and the electorate through political education
- Publish TFRW publications and provide action alerts
- Encourage building and maintaining working relationships with like-minded conservative organizations
- Plan local and statewide meetings to broaden and unify the interest and education of its members

**Executive Committee Vote**

*Elected at TFRW Biennial Convention*

President	1st V.P. Special Events	V.P. Bylaws	V.P. Political Activities	V.P. Finance	V.P. Legislation
V.P. Member- ship	V.P. Programs	Secretary	Treasurer	Immediate Past President	Members At-Large (3) (District Directors)

*Elected by Board of Directors*

**Standing Committee Chairmen Vote**

*Appointed by President*

Awards Chairman	Community Engagement	Public Relations Chairman	PAC Chairman	District Director/ Deputy President Training Coordinator
--------------------	-------------------------	---------------------------------	-----------------	---

**Ex-Officio No Vote**

Republican National Comm. Woman	State Chairman or Vice Chairman	NFRW Officer(s) (from Texas)	Parliam- entarian	Regional Deputy Presidents (multiple)
--	--	------------------------------------	----------------------	--

Dist. Dir. SD 1	Dist. Dir. SD 2	<b>Board of Directors Vote</b>										Dist. Dir. SD 3	Dist. Dir. SD 4	
Dist. Dir. SD 5	Dist. Dir. SD 6	Dist. Dir. SD 7	Dist. Dir. SD 8	Dist. Dir. SD 9	Dist. Dir. SD 10	Dist. Dir. SD 11	Dist. Dir. SD 12	Dist. Dir. SD 13	Dist. Dir. SD 14	Dist. Dir. SD 15	Dist. Dir. SD 16	Dist. Dir. SD 17	Dist. Dir. SD 18	Dist. Dir. SD 19
Dist. Dir. SD 20	Dist. Dir. SD 21	Dist. Dir. SD 22	Dist. Dir. SD 23	Dist. Dir. SD 24	Dist. Dir. SD 25	Dist. Dir. SD 26	Dist. Dir. SD 27	Dist. Dir. SD 28	Dist. Dir. SD 29	Dist. Dir. SD 30	Dist. Dir. SD 31			

**Special Committee Chairmen No Vote**  
*Appointed by President*

# **THE BYLAWS OF THE TEXAS FEDERATION OF REPUBLICAN WOMEN AS AMENDED AT THE THIRTY-THIRD BIENNIAL CONVENTION**

**Round Rock, Texas  
October 14-16, 2021**

## **ARTICLE I - NAME**

The name of this organization shall be the Texas Federation of Republican Women, affiliated with the National Federation of Republican Women.

## **ARTICLE II - OBJECTIVES**

The objectives of this organization shall be:

- To support the objectives and policies of the Republican National, State, and County Executive Committees and to work for the election of the Republican Party's nominees.
- To promote an informed electorate through political education and activity.
- To increase the effectiveness of women in the cause of good government through active political participation.
- To facilitate cooperation between the National Federation of Republican Women and the Texas Federation of Republican Women, to promote the welfare and growth of local Republican Women's clubs in the State of Texas, and to encourage the formation of councils among local clubs of the Texas Federation of Republican Women for the purpose of liaison and communication in areas where appropriate, providing the bylaws of such councils are not in conflict with those of the National Federation of Republican Women and the Texas Federation of Republican Women.
- To foster loyalty to the Republican Party and to promote its principles and candidates in all elections including non-partisan elections.

## **ARTICLE III - POLICY**

### **Section 1. Candidate Endorsement:**

The President of the Texas Federation of Republican Women, the Vice President – Political Activities, all other currently elected TFRW officers and local federated clubs, their Presidents and Campaign Activities Chairmen shall not publicly endorse any candidate for public office in contested Republican Primaries, Runoff Elections, Special Elections and/or non-partisan elections when more than one Republican is in the race. No candidate shall use the TFRW logo in any political advertising, and any political advertising shall contain the following disclaimer: “This endorsement is given by the individual(s) only, NOT the Texas Federation of Republican Women.”

### **Section 2. Candidate Endorsement Exemption:**

This Article pertains only to contests between Republican Candidates for public office. An officer of this organization who is a candidate or whose husband or a member of her family is a candidate shall be exempt from this rule.

### **Section 3. Controversial Issues:**

No member, officer, or local club shall issue statements or pass resolutions on controversial issues using the name of the Texas Federation of Republican Women without first polling the local clubs and obtaining a two-thirds written vote of approval, or when acting in Convention assembled.



#### **Section 4. Lobbying:**

There shall be no lobbying with Legislators using the name of the Texas Federation of Republican Women by any federated local club or any individual member without the express permission of the Board of Directors of the Texas Federation of Republican Women.

#### **Section 5. Candidate Fairness:**

After the end of the candidate filing period for any office and ending the day after the final election for that office, it is the policy of TFRW that all Republican candidates for that office shall be treated fairly and equitably. When one Republican candidate for an office is invited to speak at a Federation or local club meeting, then all Republican candidates for that office shall be offered equal presentation time at the same meeting or another meeting before the election.

#### **Section 6. Delivery of Records:**

All officers and all committee chairmen and vice chairmen shall deliver all records, files, passwords, social media administrative rights, and properties of the club to their successor before December 31 of the year in which she is retiring from office, or within 3 days of leaving the position if earlier than December 31, unless otherwise directed by the club President or Executive Committee. Failure to meet the deadlines may result in the termination of her membership by the club.

### **ARTICLE IV - MEMBERSHIP**

#### **Section 1. Eligibility:**

- A. Membership in this organization shall be open to any local Republican Women's club, including Virtual/E-clubs which meet utilizing technology, shall consist of ten or more members who pay the annual per capita dues and service charges to the Texas Federation of Republican Women and whose bylaws and objectives are not in conflict with the Texas Federation of Republican Women and the National Federation of Republican Women and who have filed as a Political Action Committee with the Texas Ethics Commission. A local club shall not be admitted nor continue in membership that advocates a split-party ticket or supports a candidate running on an opposition ticket in a partisan election.
- B. Any woman believing in the philosophy of the Republican Party and the objectives of the local club shall be eligible for membership in a local club and no local club shall require that eligibility be based on sponsorship or election. She shall be a registered voter.
- C. A life membership to honor outstanding Texas Federation members may be elected by the Executive Committee and approved by the Board of Directors. Her annual dues to the National Federation of Republican Women shall be paid from the treasury of the Texas Federation of Republican Women.
- D. A metropolitan club may be formed in a Senatorial District in order to encourage and establish a Republican Women's presence in the metropolitan area though no member resides in it. That club shall be considered part of that Senatorial District in which it meets

#### **Section 2. A local club shall include the following provisions in its bylaws:**

- A. The name of the club shall include the word Republican and shall not include the word Federation or any religious or issue-oriented connotation. No acronyms shall be used in the official club name. (proviso: that shall apply to clubs chartered or re-chartered after November 6, 2015)
- B. A provision for at least five stated meetings yearly as required by the National Federation of Republican Women.

- C. A statement of policy that the local club, its President, and its Campaign Activities Chairman shall not endorse or work for any candidate for public office in contested Republican Primaries, Primary runoffs, and/or Special Elections.
- D. A provision for endorsement exemption for members who are candidates for public office or whose husband or another family member is a candidate, provided that said endorsement is not in the name of the organization.
- E. A statement that the fiscal year shall be from January 1 to December 31.
- F. A statement that local clubs shall pay service charges and per capita dues to the Texas Federation of Republican Women and the National Federation of Republican Women.
- G. A statement that defines the eligibility of a member in order to vote in the club officer elections.
- H. A statement that a member may be counted in one local club only for the purpose of delegate representation at the Texas Federation of Republican Women and the National Federation of Republican Women conventions and this will be the only local club in which she may hold office. Her dues and name shall be submitted to the Texas Federation of Republican Women from this local club only.
- I. A provision specifying the time for the election (October or November) and installation of new officers and the term of office and a provision that they shall assume their duties on January 1 of the following year.
- J. A provision for the election or appointment of a member to be Campaign Activities Chairman, a member to be Political Action Committee Treasurer, and a member to be Legislative Chairman.
- K. A provision for a quorum necessary for the transaction of business. Said quorum must be a realistic figure based on the voting membership of the local club and not on the number of members present at any meeting.
- L. A provision specifying the time for the selection of delegates to the Texas Federation of Republican Women and the National Federation of Republican Women conventions.
- M. A provision that all members shall be registered voters.
- N. A statement of policy that no local club shall publicly endorse or work for a known candidate of another party in a partisan or non-partisan race where a Republican is in the race. When more than one Republican is in a non-partisan or partisan race, no local club, local club President or Campaign Activities Chairman shall publicly endorse or work for any candidate in said race. If a local club violates this policy, it shall be the responsibility of the TFRW Executive Committee to remove the local club from the Federation.

### **Section 3. Application for Membership:**

- A. The word Republican must be used in the title of all local clubs and the word Federation shall not be used in the title of a local club (National Federation of Republican Women Bylaws, Article 3, Section 3 (d)), and the local club's name shall require approval of the Executive Committee of the Texas Federation of Republican Women. Such approval shall not be given if the local club's name contains any religious or issue-oriented connotations. Any organization which requests Federation status shall not include in its title any identifying name of a federated local club if such local club is still in existence. A new or existing group may request of the TFRW Executive Committee the right to use the name of a local club no longer in existence and shall have the TFRW Executive Committee approval for the name to be used.
- B. All applications for local club memberships shall be sent to the Texas Federation of Republican Women Headquarters on forms furnished for that purpose. Certification of membership shall require approval of the Vice President-Bylaws, the Vice President-Membership, the President, and the Executive Committee. Applications for membership shall be accompanied by:

1. A copy of the local club bylaws.
2. A roster with the names, addresses, zip codes, telephone numbers, occupations, and email addresses (if applicable) of the entire membership, with the understanding that the email addresses will not be included in any list sold or shared by TFRW except for NFRW.
3. A check which includes the service charges and per capita dues.
4. Names of officers, addresses (including zip codes), telephone numbers and email addresses, with the understanding that the email addresses will not be included in any list sold or shared by TFRW except for NFRW.

#### **Section 4. Classification of Membership Permitted in Member Local Clubs:**

- A. Primary - any woman who believes in the philosophy of the Republican Party and the objectives of the local club and who pays the required annual dues is classified as a Primary member.
- B. Primary/Supporting - any woman who believes in the philosophy of the Republican Party and the objectives of the local club and who pays the required annual dues but who is unable to participate fully as does a Primary Member, is classified as a Primary/Supporting member. Her name, address, and telephone number shall be furnished to the Texas Federation of Republican Women headquarters, and her per capita dues to the Texas Federation of Republican Women and the National Federation of Republican Women shall be paid. She shall enjoy all the rights and privileges of a Primary Member.
- C. Associate
  1. A Republican Woman who is a primary member of a federated local club and who wishes to support another local club may be eligible for Associate membership upon payment of required dues to said local club. She cannot hold office, vote, or be counted for the purpose of determining the number of delegates to National or State Federation meetings or conventions.  
As an Associate member she does not become a member of the State or National Federation. The club shall remit no per capita dues for TFRW and NFRW on behalf of these members.
  2. A Republican man is eligible for membership upon payment of the required annual dues to the local club. He 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 meeting or conventions. The club shall remit no per capita dues for TFRW and NFRW on behalf of these members.
- D. Honorary - Honorary members shall have all privileges of membership except when a Primary member of another local Republican Women's club. Honorary members shall pay no dues, and the local club shall pay their per capita dues to the Texas Federation of Republican Women and the National Federation of Republican Women, unless they are Primary members of another local Republican Women's club.
- E. Young Affiliate - A Young Affiliate is a young teenage woman, age thirteen through seventeen, who wishes to be affiliated with a local Republican Women's club by paying the required annual dues. A Young Affiliate may not be listed on the roster to the Texas Federation of Republican Women from the subsequent local club, cannot be counted for purposes of determining the number of delegates to the Texas Federation of Republican Women or the National Federation of Republican Women meetings or conventions, and shall have no vote at local club meetings. Her name and dues will not be sent to the Texas Federation of Republican Women Headquarters by the subsequent local club. Each individual local club may determine whether Young Affiliates are given voice in meetings.

#### **Section 5. At-Large Membership:**

An At-Large Member is a woman who does not live within a 50-mile radius of a Federated Republican Women's unit and cannot be actively involved because of distance. An At-Large member shall pay per capita dues to the Texas Federation of Republican Women and National Federation of Republican

Women and shall receive communications from both organizations. An At-Large Member shall be eligible to serve as a Delegate or Alternate to NFRW or TFRW Conventions, provided said At-Large Member is elected by a club as part of their delegate allocation.

### **Section 6. Submission of Officers:**

Local member clubs shall elect officers and send lists of their names, addresses, zip codes, telephone numbers and email addresses to the Texas Federation of Republican Women Headquarters by January 1 of each year, and to the District Director.

### **Section 7. Member Resignation:**

Individual members who resign or transfer their membership from local member clubs are subject to the following stipulations:

- A. Upon resignation of a member from a local Texas Federation of Republican Women's club, no refund of per capita dues will be made by either the Texas Federation of Republican Women or the National Federation of Republican Women.
- B. Upon transfer of a membership from one local club to another within the Texas Federation of Republican Women, per capita dues will not be assessed by the second local club for the remainder of the fiscal year.
- C. A member of a local Republican Women's club may transfer her membership to another local club during the fiscal year prior to July 31 for the following reasons:
  1. She has moved to another city, town, or county.
  2. She has moved from one neighborhood to another within a large city.
  3. If she is currently actively involved in the organization of a new local club and her leadership abilities are vital to the formation and operation of this new local club. Otherwise, she should join as an Associate member until the end of the fiscal year before changing local clubs.
  4. She wishes to transfer from a daytime local club to a nighttime local club or vice-versa.
- D. In order for the transfer of membership to become effective and for the member to be counted in the new local club, a Transfer Form must be filled out and sent to the office of the Texas Federation of Republican Women.
- E. A transfer membership shall not be counted as one of the ten (10) initial members of a new local club.

### **Section 8. Death of a Member:**

In the event of the death of a member, the local club treasurer shall notify the Texas Federation of Republican Women Headquarters to remove the name from all records. In a convention year, if the deceased is a convention delegate, no other member may be substituted for the deceased member if the death occurred after the deadline expires for submitting credentials, unless the replacement is a properly credentialed alternate. No local club shall be penalized delegate strength due to the death of a member after the deadline for reporting local club membership for the purposes of determining the number of delegates to the State Convention.

### **Section 9. Removal of Local Clubs:**

The Texas Federation of Republican Women may remove local clubs from membership by two-thirds (2/3) vote of its Executive Committee present and voting. A. Causes for Removal:

1. Failure to comply with the bylaws of the Texas Federation of Republican Women and the National Federation of Republican Women.
2. Failure to submit bylaws amendments to the Vice President Bylaws for approval before the amendments become effective.

3. Nonpayment of dues for the full membership.
  4. Publicly endorsing a non-Republican candidate in a partisan election.
  5. Endorsing a candidate for public office in a contested Republican primary.
  6. Failure to maintain a minimum of ten members and/or hold five meetings within a twelve-month period.
  7. Publicly endorsing or working for a known candidate of another party in a partisan or nonpartisan race where one or more Republicans are in the race, or endorsing a candidate in a contested Republican Primary, runoff or special election by the club, its President or Campaign Activities Chairman. Exception: other than at a regular club meeting, a club is allowed to be involved in a voter education program or forum that concerns a non-partisan election and the candidate's party affiliation is not announced. If the President or Campaign Activities Chairman violates this policy, it shall fall to the local club to remove her from office. Failure to do so will result in the removal of the club from the Federation.
- B. Procedure for reinstatement of a local club to the Texas Federation of Republican Women membership:
1. A local club must follow the same procedure as if it were applying for a new local club membership.
  2. Membership application must be approved in writing by two-thirds (2/3) vote of the Texas Federation of Republican Women Executive Committee present and voting.

#### **Section 10. Assets and Name Use:**

- A. The assets upon dissolution of a state or local club shall be distributed to its superior body. None of the assets shall be distributed to any member or officer of the organization.
- B. The right to use the name of a dissolved local club shall revert to its superior body.

### **ARTICLE V - DUES**

#### **Section 1. Submission of Members to TFRW:**

The Texas Federation of Republican Women annual per capita dues and service charge shall be payable by each local club on January 1 and shall be delinquent March 1. A complete roster of members and officers shall accompany these payments. Each local club shall pay annual dues of \$5.00 per capita and an annual service charge of \$5.00 provided, however, that in a year in which no convention is held, an increase of dues and/or service charge may be effected by a two-thirds (2/3) vote of the entire membership of the Board, with the proviso that in order to remain in effect, any increase so implemented must be approved by the next ensuing Biennial Convention in the form of a bylaw amendment.

#### **Section 2. Submission of Members to NFRW:**

National Federation of Republican Women annual per capita dues of \$20.00 and service charge of \$15.00 shall be payable by each local club January 1 and shall be delinquent March 1. Membership expires each year on December 31. Renewing members remain in good standing through the last day of February of the of the following year. NFRW must receive member dues by March 1 or the member is dropped from membership and loses all member privileges. These dues shall be sent to the Texas Federation of Republican Women Headquarters and TFRW shall pay these dues and service charges to the National Federation of Republican Women.

#### **Section 3. Late Submissions:**

New TFRW local clubs organizing in October, November, or December of any given year will send to TFRW their service charges and membership dues when they organize with the charter to be effective

January 1 of the following year.

**Section 4. Assessments:**

No other assessments shall be made on local clubs.

**Section 5. Fiscal Year:**

The fiscal year of the Texas Federation of Republican Women shall be January 1 to December 31.

**ARTICLE VI - OFFICERS AND THEIR DUTIES**

**Section 1. Elected Officers:**

Elected officers of this organization shall be President, First Vice President, Vice President - Bylaws, Vice President - Political Activities, Vice President - Finance, Vice President - Legislation, Vice President - Membership, Vice President - Programs, Secretary, and Treasurer; all of whom shall be elected at the Biennial Convention.

**Section 2. Members in Good Standing:**

Any officer or appointee to an office or committee assignment shall be a member in good standing of a local Texas Federation of Republican Women's club and her local, state, and national dues shall have been paid, and she shall also be a registered voter.

**Section 3. Succession:**

- A. In the event the President should be permanently disabled or resign, the First Vice President shall succeed to that office for the unexpired portion of the term.
- B. In the event the First Vice President cannot serve, the Executive Committee shall elect by two thirds (2/3) vote a President to serve for the unexpired portion of the term from one of its own members.

**Section 4. Duties of Officers:**

- A. The Duties of the President Shall Be:
  - 1. To preside at all meetings of the organization, the Board of Directors, and Executive Committee.
  - 2. To appoint all committee chairmen, except the nominating committee, and except those Standing Committees of which the Vice Presidents are chairmen.
  - 3. To be an ex officio member of all committees except the Nominating Committee.
  - 4. To prepare a program of action, after consultation with the Vice Presidents and chairmen of the standing committees, for presentation to the Executive Committee and the Board of Directors.
  - 5. To appoint a Parliamentarian.
  - 6. To appoint, with the approval of a majority of the Executive Committee, Deputy Federation Presidents, whose regions shall be determined on a geographical basis as defined by the Executive Committee and approved by the Board of Directors, and whose responsibilities shall be assigned by the President. The Deputy Presidents shall be members in good standing of a federated local Republican Women's club. They shall serve as members of the Texas Federation of Republican Women Executive Committee and the Board of Directors, ex officio without vote.
  - 7. To appoint, with the approval of a majority of the Executive Committee and the Board of Directors, a District Director to fill a vacancy in a Senatorial District between Biennial Conventions.

8. To co-sign all checks with the Treasurer or Vice President - Finance. In the event the President is absent, checks may be co-signed by the Treasurer and Vice President - Finance. All checks shall require the signature of two of the three named officials.
  9. To represent the organization at all times. In the event she or the First Vice President is unable to do so, the President shall appoint an appropriate representative of the Texas Federation of Republican Women.
  10. To issue the Call for the Texas Federation of Republican Women Biennial Convention at least sixty (60) days prior to the convention.
- B. The First Vice President shall serve as aide to the President and as Chairman of the Special Events Committee. She shall perform the duties of the President whenever the President is absent or otherwise unable to serve.
  - C. The Vice Presidents shall serve as chairmen of their respective committees. Each shall appoint the members of her own committee. She shall present her programs for action to the Executive Committee and Board of Directors for approval. She shall perform such other duties as may be assigned.
  - D. The Secretary shall keep and circulate the minutes of all meetings of the Texas Federation of Republican Women, the Board of Directors, and the Executive Committee. She shall record the minutes of the Biennial Convention if appointed Convention Secretary by the President. She shall serve as the Chairman of the Committee to approve the Minutes of the Biennial Convention upon appointment by the President.
  - E. The Treasurer shall disburse funds as directed by the Executive Committee and/or the Board of Directors. Copies of all checks and vouchers/invoices supporting expenditures and income of TFRW shall be given to the TFRW PAC Chairman in a timely manner for reporting to the Texas Ethics Commission. The Treasurer shall be bonded.

#### **Section 5. Term of Office:**

The term of office for officers and chairmen shall be two years or until her successor is elected. The officers shall be installed at the Biennial Convention and shall assume the duties of their offices on January 1 following the Biennial Convention. No officer or chairman may succeed herself more than once.

#### **Section 6. Delivery of Records:**

All officers and all committee chairmen and vice chairmen shall deliver all records, files, and properties of the Texas Federation of Republican Women to her successor before December 31 of the year in which she is retiring from office unless otherwise directed by the President or the Executive Committee.

### **ARTICLE VII - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

#### **Section 1. The Board of Directors:**

- A. The Board of Directors of the Texas Federation of Republican Women shall consist of:
  1. The Officers of the Texas Federation of Republican Women. A District Director of each Senatorial District.
  2. The Chairmen of Standing Committees.
  3. The Immediate Past President.
  4. The Deputy Presidents, Special Committee Chairmen, and Parliamentarian, appointed by the President, each without vote.
  5. The National Committeewoman, Chairman or Vice Chairman of the Republican Party of Texas, whoever is a woman, and National Federation of Republican Women officers and committee chairmen residing in Texas who shall serve ex officio, without vote.
- B. Duties of the Board of Directors:

1. To elect from the District Directors, the three members-at-large of the Executive Committee.
  2. To approve the annual budget as presented by the President and Executive Committee.
  3. To approve the programs of action presented by the officers and committee chairmen.
  4. To approve the regions for Deputy Presidents.
  5. To select the time and place of the Biennial Convention.
  6. To serve the Texas Federation of Republican Women in any advisory capacity on political activities and on Republican Party policy.
  7. To effect, if necessary, changes in annual dues and service charge during the year in which no convention is held, subject to provisions in Article V, Section 1.
  8. To elect a nominating committee as stated in Article XI, Section 1.
- A. Meetings - The Board of Directors shall meet at least three times a year. Meetings of the Board of Directors may be called by the President or the Executive Committee. The Call for all meetings of the Board of Directors shall be sent to all members at least fourteen (14) days before the meeting. Two unexcused absences from meetings of the Board of Directors in any one year shall result in automatic expulsion from the Board. An excused absence shall be granted only by the President.
- B. Quorum - A quorum for any meeting of the Board of Directors shall consist of a majority of the voting members of the Board. Proxies may be held and voted for Senatorial District Directors only, by a local club member from the Senatorial District represented by the District Director.
- C. Voting
1. No member may hold more than one vote.
  2. A vote may be conducted by mail, telephone, facsimile, or email between meetings of the Board of Directors. A decision can be rendered only after written documentation has been received from a majority of the Board of Directors.

## **Section 2. Executive Committee:**

- A. The Executive Committee shall consist of:
1. The officers of the Texas Federation of Republican Women.
  2. Chairmen of Standing Committees.
  3. Three members-at-large to be elected by the Board of Directors from the District Directors. The election shall be held at the first meeting of said Board after the Biennial Convention.
  4. The Immediate Past President of the Texas Federation of Republican Women.
  5. The Deputy Presidents and Parliamentarian, each ex officio, without vote.
  6. The National Committeewoman, Chairman or Vice Chairman of the Republican Party of Texas, whoever is a woman, and National Federation of Republican Women officers residing in Texas who shall serve ex officio, without vote.
- B. Duties of the Executive Committee:
1. To transact the business of the Texas Federation of Republican Women between Biennial Conventions and the meetings of the Texas Federation of Republican Women Board.
  2. To approve the annual budget and present it to the Board of Directors.
  3. To approve the programs of action presented by the officers and committee chairmen.
  4. To fill vacancies that occur in elective offices between Biennial Conventions except as otherwise provided in Article VI, Section 3, (a) and (b).
  5. To direct the disbursement of funds and approve the bank or banks where funds are to be deposited.
  6. To have jurisdiction over membership applications, suspensions, withdrawals of membership, and reinstatements of membership.
  7. To determine geographical areas for Deputy Presidents with approval of the Board of Directors.



8. To arrange for a biennial internal review of the Treasurer's books by a committee of TFRW members appointed by the president, one or more of whom shall be a Certified Public Accountant.
  9. To remove from office or position by a two-thirds (2/3) vote any member of the Board of Directors who does not support the policies and objectives stated in the Bylaws of the National and State Federations.
- C. Meetings - The Executive Committee shall meet at least three times a year at such time and place as shall be determined by the President. Other meetings may be called by the President and must be called upon written request of at least five members of the Executive Committee within sixty (60) days of receipt thereof. The call for all meetings shall be sent to each Executive Committee member at least fourteen (14) days prior to the date of the meeting. Two unexcused absences from meetings of the Executive Committee in any one year shall result in automatic expulsion from the committee. An excused absence shall be granted only by the president.
- D. Quorum - A quorum of any meeting of the Executive Committee shall be a majority of the voting members of the Executive Committee.
- E. Voting:
1. No member may hold more than one vote.
  2. A vote may be conducted by mail, telephone, facsimile, or email between meetings of the Executive Committee. A decision can be rendered only after written documentation has been received from a majority of the Executive Committee.

## **ARTICLE VIII - SENATORIAL DISTRICT DIRECTORS**

### **Section 1. Duties of a Senatorial District Director:**

- A. To promote the work of the Texas Federation of Republican Women in her respective district, under the direction of the State President and in cooperation with the Regional Texas Federation of Republican Women Deputy President and the woman member of the State Republican Executive Committee of Texas for that district.
- B. To visit the local clubs in her district and maintain close communication with them.
- C. To establish new local clubs and to promote the local club's new growth.
- D. To present to the Board of Directors a report of the activities of the local clubs within her district. This report shall be filed with the Secretary of the Texas Federation of Republican Women for record.
- E. To attend Board of Directors Meetings of the Texas Federation of Republican Women. If she is unable to attend, she shall give a written proxy to a member in good standing of a local Federated Republican Women's club in her district so that the district's local clubs will be represented. The sending of a proxy does not preclude the requirement for an excuse. An excused absence shall be granted only by the president. Two unexcused absences from the Board Meetings in any one year shall result in automatic expulsion from the Board.

## **ARTICLE IX - COMMITTEES**

### **Section 1. Standing Committees:**

Standing Committees of the Texas Federation of Republican Women shall be:

- |                             |                           |
|-----------------------------|---------------------------|
| A. Awards                   | G. Membership             |
| B. Bylaws                   | H. Political Action (PAC) |
| C. Community Engagement     | I. Political Activities   |
| D. DD/DP/Statewide Training | J. Programs               |
| E. Finance                  | K. Public Relations       |
| F. Legislation              | L. Special Events         |

## **Section 2. Chairman Political Action Committee (PAC):**

The Texas Federation of Republican Women Political Action Committee (TFRW PAC) shall follow the PAC Standing Rules as adopted by the TFRW Board of Directors and amended when needed to abide by the Texas Election Laws and the opinions issued by the Texas Ethics Commission. The TFRW PAC Chairman shall serve as the Treasurer of the fund and shall be a voting member of the Board and the Executive Committee. All decisions relative to the distribution of funds shall be approved by the TFRW Board of Directors.

## **Section 3. Special Committees:**

Special Committees may be appointed by the President.

## **Section 4. Program of Action:**

Programs of action shall be approved by the Executive Committee before implementation.

## **ARTICLE X - CONVENTIONS**

### **Section 1. Texas Federation of Republican Women Biennial Convention:**

- A. The Biennial Convention of the Texas Federation of Republican Women shall be held in the fall of odd numbered years at such time and place as shall be determined by the Board of Directors.
- B. The Call for the Biennial Convention shall be sent by the President in writing to local clubs at least sixty (60) days prior to the date of the Convention.
- C. New clubs must be in good standing for at least ninety (90) days prior to the convention to be eligible for representation only local clubs whose dues are paid and whose membership is otherwise in good standing sixty (60) days prior to the date of the convention shall be entitled to representation in the convention. The representatives shall consist of delegates and alternates whose dues have been submitted to TFRW no less than sixty (60) days prior to the convention.
- D. Voting body:
  1. Delegate: Each eligible local club shall be entitled to one delegate for each ten members and an additional delegate shall be allowed for a remainder of six to nine members.
  2. Alternate: Each eligible local club shall be entitled to one alternate for each ten members and an additional alternate shall be allowed for a remainder of six to nine members.
  3. Delegates-at-Large: Elected officers, District Directors and former Presidents of the Texas Federation of Republican Women shall be delegates-at-large to the Texas Federation of Republican Women's Biennial Convention.
- E. Selection of Delegates and Alternates:
  1. The Delegates and Alternates shall be selected from members whose dues have been submitted to TFRW not less than sixty (60) days prior to the convention in such manner as their respective local clubs shall prescribe, and the names, addresses and zip codes of both delegates and alternates shall be submitted to the Convention Credentials Committee not less than thirty (30) days prior to the Biennial Convention.
  2. Emergency changes necessary after the filing date must be provided in electronic form or in writing post-marked no later than five (5) business days prior to the Biennial Convention.
  3. Registered Alternates will be called to serve as Delegates in the order in which their names are submitted to the Credentials Committee.
- F. The Credentials Committee shall provide the names and mailing addresses of Delegates and Alternates to all elected officials, candidates for office, and PACs upon request in a timely manner for a fee.

- G. Registration: Each delegate and alternate shall complete the registration form and forward it with a registration fee to the Convention Credentials Committee not less than fifteen (15) days prior to the convention.
- H. A quorum at a Biennial Convention shall consist of a majority of the Delegates registered at the Convention.
- I. Election of State Senatorial District Director:
  - 1. A local club is considered to be in the Senatorial District in which the largest number of its members resides. This number shall be based on the local club membership at the time of the election of the Delegates.
  - 2. Delegates from each Senatorial District shall caucus to elect a District Director to represent their district on the Board of Directors of the Texas Federation of Republican Women. The District Director must belong to a local club in the district she represents.
- J. Texas Federation of Republican Women (“TFRW”) shall honor ten outstanding women at the TFRW biennial state convention. The prestigious award has been presented to ten members of the Texas Federation of Republican Women’s federated clubs since 1965. A federated club may nominate only one woman, and she must be a member of that club. The nominee must not have previously received this award. The “10 Outstanding” Awards Committee members shall be selected from all previous “10 Outstanding” honorees. Current elected officers of the Texas Federations of Republican Women are ineligible to be nominated. The “10 Outstanding” Awards Committee Chairman shall be appointed by the TFRW President.

**Section 2. National Federation of Republican Women Biennial Convention:**

- A. All delegates and alternates must be members in good standing of the member local clubs they represent at a National Biennial Convention. Previously chartered local clubs shall have paid the previous year's dues and service charge and maintained its current dues and service charge received at NFRW Headquarters postmarked no later than 90 days before the Convention.
- B. New local clubs must be in good standing for at least six months prior to the Convention to be eligible for representation.

**ARTICLE XI - NOMINATIONS AND ELECTIONS**

**Section 1. Nominations:**

- A. A Nominating Committee of seven members and four alternates shall be elected by the Board of Directors from its own membership at the first meeting of the convention year. Members of the Nominating Committee shall be chosen from those who have served more than one (1) term on the TFRW Board and no two (2) members shall be from the same local club. The committee members shall be elected by plurality. The Nominating Committee shall elect its chairman and a secretary following its election and at that time shall name a date by which the applications for consideration must be submitted to the nominating committee.
- B. The Nominating Committee shall submit one nominee for each office in a report in the Call to the Convention at least sixty (60) days prior to the Texas Federation of Republican Women's Convention. A biographical sketch of each nominee shall be included.
- C. Nominations may also be made from the floor of the convention following the report of the Nominating Committee to the Convention. Anyone nominated from the floor must be a member in good standing of the Texas Federation of Republican Women and must have given to the President prior to the opening of the convention a written statement of intent to serve if elected.

- D. Only one member of a local club shall serve as an officer of the Texas Federation of Republican Women during any one term of office.
- E. Nominees shall be members in good standing of the Texas Federation of Republican Women and shall be in accord with the objectives, bylaws, and policies of the organization and the Republican Party. With the exception of the Treasurer, all nominees for office shall have served one (1) full term on the TFRW Board of Directors prior to taking office.

### **Section 2. Elections:**

Elections shall be held at the Biennial Convention by ballot. 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.

### **Section 3. Election Committee:**

An Election Committee of not less than three members shall be appointed by the President at an Executive Committee meeting prior to the convention. This committee shall provide all election materials and shall act as tellers for the election.

### **Section 4. Nominating Committee:**

Members of the Nominating Committee shall not succeed themselves.

### **Section 5. TFRW Nominating Committee Rules:**

- A. Those wishing to be nominated for an office shall send in a Texas Federation of Republican Women Nomination Form with resume` stating which offices being sought, clearly stating their objectives if nominated for an office, how they would accomplish their goals and how their plans would benefit TFRW. The Form to be used shall have the wording at the bottom, "Should I be nominated and elected, I agree to serve." followed by a Signature line and a Date line.
- B. Endorsements for potential nominees shall number at least three and no more than five: a TFRW officer, a member (either TFRW Board of Directors or a Local Club) and one other person.
- C. The Nominating Committee may actively recruit potential nominees and may themselves submit names of potential officers and shall interview prospective candidates.
- D. The Nominating Committee shall take into consideration past job performance, qualifications for a specific job, and the ability of the potential nominee to represent TFRW in a positive manner.
- E. Wherever possible, widespread geographical considerations shall be given to officer nominations.
- F. A person applying for an office cannot serve on the Nominating Committee.
- G. Members of the Nominating Committee shall be present at all meetings, be supplied with all information and subjected to the same guidelines. Alternates may have voice.
- H. Members of the Nominating Committee shall not discuss any information pertaining to those considered for nomination outside of their specific committee meetings.

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, Newly Revised*, or the latest edition thereof, and Special Rules shall govern all proceedings except where inconsistent with the provisions of the bylaws of this organization.

## **ARTICLE XIII - AMENDMENTS**

### **Section 1. Amendments:**

Amendments to the Texas Federation of Republican Women Bylaws may be proposed by local clubs, in writing, to the Bylaws Committee, for referral to the Texas Federation of Republican Women Executive

Committee, and the Texas Federation of Republican Women Board of Directors.

**Section 2. Proper Form of Proposed Amendments:**

The Bylaws Committee shall consolidate and present in proper form its proposed amendments to the Executive Committee for review and to the Board of Directors for approval. Written notice of the proposed amendments shall be sent to the members of the Board of Directors thirty (30) days before the Board meeting to be held at least ninety (90) days prior to the Biennial Convention.

**Section 3. Amendments Approval:**

Those amendments approved by a two-thirds (2/3) vote of the Board of Directors, present and voting shall be submitted by the Bylaws Committee to local clubs no less than thirty (30) days before the succeeding Biennial Convention.

**Section 4. Amendments Adoption:**

A two-thirds (2/3) vote of the delegates at the Biennial Convention, present and voting, shall be required for adoption.

**ARTICLE XIV – INDEMNIFICATION**

**Section 1. Indemnification:**

The Texas Federation of Republican Women shall indemnify every TFRW 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 TFRW 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.

**Section 2. Settlement:**

In the event of a settlement, indemnification shall be provided in connection with such matters covered by the settlements to which the TFRW 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 TFRW Board of Directors or otherwise.

<http://www.tfrw.org/about/bylaws/>

## **TEXAS FEDERATION OF REPUBLICAN WOMEN**

### **Special Rules of Order**

*(As Adopted by the Board of Directors, February 3, 2006, and Amended  
in the Board Meetings, January 28, 2010, and February 3, 2012)*

1. Members shall stand and identify themselves by name and position when addressing the assembly, when making motions and when speaking in debate.
2. The method of taking the vote shall be determined by the President unless there is an objection
3. Reports shall be limited to three (3) minutes each unless additional time is granted by the President or by a majority of the assembly. Copies of all reports shall be furnished to the President and to the Secretary.
4. No member shall speak in debate for more than three (3) minutes on any given motion without the unanimous consent of the Board and may speak a second three (3) minutes to the same motion only after all who wish to speak have been heard.
5. Ex officio members, without vote, hold every right of regular members except that of voting. They may make motions; enter into discussion and second motions. Ex officio members shall not be counted in determining if a quorum is present.
6. Any resolution to be brought before the Board of Directors of the Texas Federation of Republican Women must be presented in writing to the chairman of the Resolutions Committee seven (7) days prior to the meeting at which it is to be presented.
7. The President shall appoint a timekeeper for each board meeting.
8. Before serving as a Member-At-Large of the Executive Committee, each District Director elected must have served at least one term as a District Director prior to the election held at the first TFRW Board Meeting, even-numbered years.

# TEXAS FEDERATION OF REPUBLICAN WOMEN

## EXECUTIVE COMMITTEE STANDING RULES

*(As Adopted by the Executive Committee, February 2, 2006, Amended in the Board Meeting, July 31, 2009, Amended in the Board Meeting January 24, 2020, Amended in the Board Meeting June 12, 2020, Amended in the Board Meeting February 5, 2021)*

1. All materials, printed or otherwise, must be approved by the President and the elected officers of the Texas Federation of Republican Women before distribution at Conventions, Board of Directors' meetings or Executive Committee meetings with the exception of those materials distributed by committees appointed by the President.
2. At the discretion of the President, flowers or special gifts may be purchased and shall be paid for from the President's expense account if not covered by contribution or donation.
3. All nonbudgeted expenses require the TFRW President's approval for reimbursement.
4. TFRW membership lists shall be made available for rental to Republican candidates only, in accordance with the List Rental Agreement and policy adopted by the Board of Directors on June 21, 1997.
5. TFRW membership lists, addresses and phone numbers of TFRW presidents shall be made available to local TFRW club presidents in accordance with the List Rental Agreement and policy adopted by the Board of Directors on June 21, 1997.
6. All proposed Resolutions for consideration of the Resolutions Committee to present to the TFRW State Convention shall be sent to the Chairman of the Resolutions Committee no later than fourteen (14) days prior to the State Convention. Resolutions will be selected after timely consideration and presented to the Convention. No resolution shall be presented from the floor of the Convention, unless the rules are suspended by a two-thirds (2/3) vote of those registered delegates present and voting.
7. The TFRW Financial guidelines are incorporated by reference.
8. Standing Rules may be amended at any meeting of the Board of Directors by 2/3 majority vote when timely notice has been submitted, and the change has been recommended by the Bylaws Committee. Notice is considered as submitted in writing by U.S. mail or email to the TFRW Board of Directors at least 14 days prior to the next Board Meeting. *(Added February 3, 2021)*
9. Credits issued for duplicate submissions should be used on the next submission and must be used in the current membership year. Duplicate submissions occur when an individual is submitted by the same local club more than once or have already been submitted as a member of another local club. Credits are not refundable and if not used will be considered a donation to TFRW. *(Added February 3, 2021)*

# TFRW Policy on Candidate Fairness

## Rules for Hosting Candidates During Primaries, Run Offs and Special Elections

The Candidate Fairness Rule has been such a big issue, TFRW has taken the initiative to review the TFRW communications, experiences and documents concerning this topic. A committee was formed and TFRW Legal Counsel was consulted.

The committee found:

- Clubs were using out of date materials including a 90 Day Standing Rule that was eliminated in 2020 and it was in conflict with the bylaws.
- Candidates started campaigning early this year.
- There was confusion about the policy.
- Interpretation of the policy could be clearer across the organization.
- Candidates are continuing to declare for office which causes confusion of who is or is not a candidate.

### Conclusion of Committee:

In order to provide clubs with the most flexibility, simplify the policy, and adhere to advice of Counsel, TFRW will follow the Candidate Fairness Bylaw as its exclusive source of guidance on this topic.

### TFRW Bylaws: ARTICLE III - POLICY

#### Section 5. Candidate Fairness:

After the end of the candidate filing period for any office and ending the day after the final election for that office, it is the policy of TFRW that all Republican candidates for that office shall be treated fairly and equitably. When one Republican candidate for an office is invited to speak at a Federation or local club meeting, then all Republican candidates for that office shall be offered equal presentation time at the same meeting or another meeting before the election.

When following this policy, it is your responsibility to know the candidate filing deadline and election completion date for the relevant election. The dates can be found on the Texas Secretary of State website at <https://www.sos.state.tx.us/elections/voter/important-election-dates.shtml>. Please save this website information for reference.

Because this is a redistricting year, the filing deadline and election dates are uncertain. SB 13 provides the following:

If redistricting is completed by 11/15/21, these would be the first set of important dates.

- Filing period ends 12/13/21
- Primary date 3/1/22
- Runoff date 5/24/22

SB 13 was signed on 9/10/21 and the Secretary of State's website will be updated with corrected filing deadlines and primary dates if redistricting is not completed by the above referenced target date

September 15, 2021



# TFRW Policy on Federal Candidates

## Rules Regarding TFRW Clubs & Federal Candidates

### Background

1. TFRW and its clubs are Texas state political action committees (PACs); they are NOT Federal PACs.
2. These rules pertain to candidates for Federal Elected Office – President, U.S. Senators, and U.S. House Representatives; they do not apply to candidates for Texas state and local office.
3. TFRW is not providing legal advice. TFRW strongly recommends that any club engaging in federal activity beyond what is described below (**Permissible Activities**) seek legal advice at their own expense.
4. Violations of Federal Election law can carry penalties and fines. Be informed and be cautious.

### Permissible Activities

1. Clubs may invite federal representatives and/or candidates to speak at regularly scheduled meetings at their regular meeting location. This includes allowing elected federal representatives to speak at club meetings about what they are doing in Washington, D.C. in that role. Representatives and/or candidates should be given a time limit to speak and be reminded not to speak about their opponents.
2. Clubs may invite federal representatives and/or candidate(s) to visit and mingle with club guests and to personally, or with the assistance of volunteers, hand out campaign material and ask for individuals' support. Campaign materials may be displayed on a table with other literature but should not be placed on dining tables or on dining chairs.
3. When federal representatives and/or candidates are present at any event or meeting, the following disclaimer must be displayed:

**Solicitations made by federal candidates and officeholders are limited by federal law. The federal candidates and officeholders are soliciting only donations of up to \$2,500.00 from individuals and up to \$5,000.00 from multi-candidate political committees. They are not soliciting donations in any amount from corporations, labor organizations, national banks, federal contractors, or foreign nationals**

4. Clubs may place advertising received from federal representatives and/or candidates in a program, newsletter, yearbook, or other publication as part of the club's fundraising efforts.
5. Clubs may write news stories or articles about federal representatives and/or candidates and publish such stories or articles in the club newsletter that is distributed via email or on the club website.
6. Club members may volunteer to assist the County GOP Chair and GOP Executive Committee with a Federal Candidate Forum.
7. Club members may volunteer to assist federal representatives and/or candidates by block walking, blogging, phone banking, distributing signs, and other volunteer activities.

### Impermissible Activities

1. Clubs should not make contributions to federal representatives and/or candidates. This prohibition includes paying for federal representative's and/or candidate's meals, parking, etc.
2. Clubs should not host federal candidate forums. This includes inviting federal candidates to speak at a state candidate forum.
3. Clubs should not publish news stories or articles about federal representatives and/or candidates in materials that are distributed to the general public.

October 9, 2020

## **Social Media Guidelines for TFRW Clubs** **General Best Practice - All Platforms**

- Always have more than one Page administrator, or on platforms that don't have this feature, make sure more than one individual in your club's leadership has password access.
- Create your accounts using a generic email address that multiple people on your club's executive committee have access to. (ex: [republicanwomen@gmail.com](mailto:republicanwomen@gmail.com)).
- Create an inventory of all Social Media accounts and passwords and pass them to the next board no later than December 31 of the year when officer terms end, as part of records delivery (TFRW Bylaws, Article III, Sec. 6).
- Keep your club contact information and meeting information current on your "About" setting. If you check your page TODAY, does it have information about your next meeting or your Christmas party in 2019?
- Remember the TFRW Bylaws – clubs, club presidents, club political activities/campaign chairs cannot endorse in contested GOP primaries or in non-partisan races (Article III, Sec. 1).
  - Do not use your social media accounts to promote one candidate over another (even if the candidate in question is a member of your club). Refer to TFRW Social Media Policy if you have questions.
  - Sharing and retweeting can be viewed as "soft" endorsements. Use discretion to avoid the appearance of endorsement.
  - When in doubt, either share/retweet for every Republican candidate, or avoid such posts altogether.
- Share quality content.
  - Keep your club's online presence professional but fun.
  - Avoid silly or controversial memes and stories that don't positively promote the Republican message.
- Post a policy in the "About" section of your account requiring civil discourse - all language should be "family-friendly." Posts should be political in nature, and refrain from solicitations outside club activities.
- Do not post photos of any children unless you have express, written permission from parents and guardians.
- Do not post personal or confidential information on any social media platform.
- If you ever have a question about whether something is appropriate, err on the side of caution and refrain from posting it or approving it.

### **Endorsement Guidelines**

- Remember the TFRW Bylaws – clubs, club presidents, and club political activity/campaign chairs cannot endorse in contested GOP primaries or in non-partisan races (Article III, Sec. 1).
- In contested races for RPT Chair, Vice-Chair, and SREC, please refrain from negative campaigning. This includes but is not limited to posting memes, videos, graphics, or other material negatively referring to non-endorsed candidates.
- When in doubt, please refer to the TFRW Social Media Policy and NFRW Endorsement Guidelines.

### **Facebook**

- Use the "Page" feature of Facebook for your club's promotional material, NOT the "Group" feature.
- Always have more than one Page administrator.
- To prevent campaign staff from posting to your Page too frequently, require all posts to be approved and make sure this is monitored.

- Keep your club contact information and meeting information current on your Page “About” setting. If you check your page TODAY, does it have information about your next meeting or your Christmas party in 2013?
- Sharing is a soft endorsement. Make sure if you share something from a candidate that they are not currently in a contested primary (i.e. - after the filing period has started and after the runoff if there is one).
- Share quality content. Keep your club’s online presence professional but fun. Avoid silly or controversial memes and stories that don’t positively promote the Republican message.

### **Twitter**

- Twitter content should be brief and current. Tweets during events or activities are the best for clubs, especially when tied to other social media posts on Instagram or other ephemeral platforms.
- Hashtags are important on Twitter to boost content to intended audiences. #txlege, #tfrwleads, and #election are all good ones. Use the hashtags most generally used by others promoting similar content.
- Twitter is the most likely place that you will deal with “trolls,” or impolite individuals. Block offenders and don’t engage with them.
- A retweet is a soft endorsement. Make sure if you retweet something from a candidate that they are not currently in a contested primary (i.e. - after the filing period has started and after the runoff if there is one). Also, limit non-candidate retweets to current/relevant political content in a professional manner.

### **Instagram**

- Instagram is owned by Facebook and content can be cross-posted automatically in the settings for individual posts.
- If a club chooses to use Instagram, it should be done with a generic email address for account creation to ensure only club content is posted to the account.
- Instagram content should be brief and current. Posts during events or activities are the best for clubs, especially when tied to other social media posts on Instagram or other ephemeral platforms.
- Hashtags are important on Instagram to boost content to intended audiences. #txlege, #tfrwleads, and #election are all good ones. Use the hashtags most generally used by others promoting similar content.

### **What to Do About Offensive Posts/Comments**

- See individual platform recommendations for specific ways to prevent “troll” comments and posts.
- If you are dealing with offensive posts on your page, or comments on posts, we recommend:
  - Contact the individual privately and ask that they remain civil. This goes for members and non-members.
  - If they continue to cause problems in comment sections, exercise the “ban” or “block” features. If the individual is a member of your club, speak with her offline about the issue. If necessary, involve your club board and District Director.
  - If the posts are of a threatening nature, report them to Facebook for action, or to the authorities if they represent an immediate danger.

## DISCLAIMERS TO BE USED

It is **mandatory** that TFRW and Local Clubs use the following disclaimers in the appropriate circumstances, as not doing so is a violation of the election laws governed by the Texas Ethics Commission and Federal Election Commission.

For all materials sent out by your club, including electronic, whether or not an elected official or candidate is mentioned:

**Political Advertising Paid for by [name of club] PAC**  
Name & Address of Treasurer,  
A Tax-Exempt Organization under Section 527  
**of the Internal Revenue Code.**  
**Contributions to [name of club] PAC Are Not Deductible**  
**as Charitable Contributions for Federal Income Tax Purposes.**  
**Corporate Contributions Are Not Permitted.**  
Not Authorized by Any Candidate or Committee.

The following shorter version is acceptable:

**Political advertising paid for by**  
***[your club name plus name & address of your treasurer].***  
**Contributions are not federal tax deductible as charitable contributions.**  
**Corporate Contributions Are Not Permitted.**

When sending information (mail or email) regarding contested candidates in the Republican Primary, candidate forums, etc. the following **endorsement disclaimer** must be used:

**This is not an endorsement of (name of club), its President, or its Campaign Activities Chairman, only candidate information to help you make an informed decision and get involved with the candidate of your choice.**

When **federal** candidates/elected officeholders are present at any event or meeting, the following **federal disclaimer** must be displayed:

Solicitations made by federal candidates and officeholders are limited by federal law. The federal candidates and officeholders are soliciting only donations of up to \$2500 from individuals and up to \$5000 from multi-candidate political committees. They are not soliciting donations in any amount from corporations, labor organizations, national banks, federal contractors, or foreign nationals.

## **TEXAS FEDERATION OF REPUBLICAN WOMEN HISTORY**

Seventeen years after the formation of the National Federation of Republican Women in 1938, the Texas Federation of Republican Women's Clubs was organized. Individual Republican women's clubs had been in existence in Texas prior to the organization of the National Federation, but it was not until 1955 that clubs existed in 75% of the state's congressional districts (the requirement for federating a state organization).

In October of 1955, more than 300 delegates met in the Plaza Hotel in San Antonio for an organizational convention. Mrs. Malcolm Milburn of Austin presided over the convention, and Mrs. R.D. O'Callaghan of San Antonio was elected President of the new Federation.

The young organization set out, financially with funds donated by the first Executive Committee, to mail the first letter to members and local clubs and to print its first stationery.

Highlights of the new Federation included:

- Changing the name to Texas Federation of Republican Women;
- Establishment of the Pink Elephant project to finance the operation of the Federation and to contribute funds to the Republican Party;
- Publication of the Federation Newsletter under the direction of TFRW;
- Opening the Federation's office in Austin.

Subsequent biennial conventions were held in Dallas (1957), Corpus Christi (1959), Fort Worth (1961), Houston (1963), San Antonio (1965), Dallas (1967), Austin (1969), San Antonio (1971), Houston (1973), El Paso (1975), Brownsville (1977), Austin (1979), Waco (1981), Fort Worth (1983), Midland (1985), Houston (1987), McAllen (1989), El Paso (1991), Corpus Christi (1993), Amarillo (1995), Lubbock (1997), Houston (1999), Waco (2001), Dallas (2003), Corpus Christi (2005), El Paso (2007), Galveston (2009), Fort Worth (2011), San Antonio (2013), Lubbock (2015), Dallas (2017), Galveston (2019), Round Rock (2021).

## TEXAS FEDERATION OF REPUBLICAN WOMEN PAST PRESIDENTS

1956-57 Mrs. Robert D. O'Callaghan (Aileen), (Deceased) San Antonio  
1958-59 Mrs. Dick Elam (Maxine), Abilene (Deceased)  
1960-61 Miss Betty Blodgett, Corpus Christi (Deceased)  
1962-63 Mrs. J.C. Man, Jr. (Barbara), Wichita Falls (Deceased)  
1964-65 Mrs. Irene (Cox) Wischer, San Antonio (Deceased)  
1966-67 Mrs. George Pearson (Ginny), Tyler  
1968-69 Mrs. Malcolm Milburn (Beryl), Austin  
1970-71 Mrs. Louis Bohls (Cleo), San Antonio (Deceased)  
1972 Mrs. Maurice Angly, Jr., (Surrenden), Austin  
1973 Mrs. Robert C. McArthur (Janelle), San Antonio  
1974-75 Mrs. Jim Lewis (Barbara), Kerrville (Deceased)  
1976-77 Mrs. Robert D. Bergman (Anne), Weatherford  
1978-79 Mrs. Jim Carhart (Vera), Houston (Deceased)  
1980-81 Mrs. Henry C. (Smyth, Jr.) Colgan (Cathy), Dallas  
1982-83 Mrs. Winfree L. Brown (Lou), Midland  
1984-87 Mrs. Mark S. Campbell (Barbara), Dallas  
1988-89 Mrs. Milton Fox (Ruth), Austin (Deceased)  
1990-91 Mrs. Jay Patterson (Jan), Dallas  
1992-93 Mrs. Al Kaufman (Beverly), Houston  
1994-95 Mrs. Terry Saunders (Marcia), Lake Kiowa  
1996-97 Mrs. James Thompson (Dianne), Boerne  
1998-01 Mrs. Don Kennady (Jan), New Braunfels (Deceased)  
2002-03 Mrs. Richard Suttle (Gail), Austin  
2004-05 Mrs. Cliff Goldsmith (Taffy), Dallas  
2006-07 Mrs. Borah Van Dormolen (Rich Castle), Salado (Deceased)  
2008-09 Mrs. Toni Anne Dashiell (Tom), Boerne  
2010-11 Mrs. Rebecca Bradford (Garry), Corpus Christi  
2012-13 Mrs. Carolyn Hodges (Tommy), Houston  
2014-15 Mrs. Jody Rushton (Ron), Plano  
2016-17 Mrs. Theresa Kosmoski (Mark), Houston  
2018-19 Mrs. Karen Newton, (Joe), San Antonio  
2020-21 Mrs. Glynis Chester (Michael), Frisco

Texas Federation of Republican Women (TFRW)  
13740 N Highway 183, Suite J4  
P.O. Box 171146  
Austin, TX 78717-0041  
Phone: 512-477-1615

[tfrw@tfrw.org](mailto:tfrw@tfrw.org)  
[www.tfrw.org](http://www.tfrw.org)



# **TFRW Financial Guidelines**

*As Approved January 28, 2022*

## **PURPOSE**

To provide authoritative guidelines for those who incur the debts, those who pay the bills, and, on whose authority, debts are incurred and paid. These guidelines are to be used by all members of the Board of Directors so that, through sound financial planning and management, the objectives and goals of the Federation can be achieved.

These guidelines include:

- Composition and duties of the budget committee
- Details of the various accounts
- Outline of accounting records
- Reporting times and due dates
- Basis on which receipts are estimated
- Time of presentation of the budget
- Method of handling unanticipated expenditures
- Policies on allowances to TFRW officers, board members, committee chairs and Office Administrator, as well as general policy

## **CONDUCT OF BUSINESS**

The Executive Committee of the Federation shall have the authority to:

- Transact the financial business of the Federation between board meetings and biennial conventions
- Consider the program of action and the annual budget, as presented by the Treasurer for submission to the Board of Directors
- Direct the disbursement of funds
- Approve the bank(s) where funds are to be deposited
- Authorize a biennial review of the past Treasurer's financial records by a qualified committee of three (3), to include a degreed accountant, as directed by the TFRW Bylaws (Article VII, Section 2(b)8).

## **ACCOUNTS AND FUNDS**

All accounts shall be located in Austin banks.

A. Current Operating Fund(s) and other accounts as approved by the TFRW Board of Directors.

1. Sources:

- a. Each club of the Federation shall pay annual fees of twenty dollars (\$20.00) per club plus twenty-five dollars (\$25.00) per capita. No other assessment shall be made to member clubs. Dues are payable January 1 and delinquent March 1 (Article V, Section 1).

- b. Income from interest on savings accounts and investments
  - c. TFRW biennial conventions which shall be self-supporting with all surpluses returning to TFRW
  - d. TFRW programs and special events (Patrons, merchandise sales, etc.) and other donations
2. Use  

To conduct activities that promotes the objectives of the Federation
  3. Restrictions
    - a. Must comply with state and federal election laws, and laws of the Internal Revenue Service or state tax rules
    - b. No funds are to be expended for election or endorsement of any candidate when there is more than one Republican in the race.
  4. Expenditures  

At the beginning of each calendar year, the Board of Directors shall adopt a budget reflecting estimated income and anticipated expenditures of the Federation.
  5. Investments  

Invested by recommendation of the President and Treasurer and with approval of the Executive Committee.
  6. Authorization of Expenditures:
    - a. The President shall authorize and approve all payment of all invoices or reimbursements submitted by vendors, Board Members, or the Office Administrator.
    - b. The Treasurer shall disburse funds only after written authorization by the President, which may be in form of an E- mail.
    - c. In the absence of the President, the First Vice-President may assume these duties.
    - d. The Treasurer is the custodian of all funds and is bonded. The bonding fee will be paid by TFRW.
  7. Signature of Checks  

Two officers of TFRW must sign Checks; the President and the Treasurer. The Vice-President Finance is also eligible to sign.



8. Master Financial Files at TFRW Headquarters

A file, which includes, but is not limited to, all account numbers, a copy of the tax numbers, original copy of the tax numbers, original copy of investment certificates, passbooks for savings accounts, or other documents related thereto, shall be kept at TFRW Headquarters.

9. The TFRW PAC is a Political Action Committee registered with the Secretary of State, Texas Ethics Commission and/or Federal Election Commission. The TFRW PAC Treasurer, and assistant PAC Treasurer, if designated, are the authorized signatories on all Texas Ethics Commission and/or Federal Election Commission reports filed.

B. Credit Cards

1. Policies and usage of the TFRW Credit Card – The TFRW business credit card is issued to the TFRW President and the TFRW Office Administrator. The Office Administrator will also supply the credit card information to those individuals authorized to use the TFRW credit card by the TFRW President. The Office Administrator uses the credit card in the normal course of her duties as previously authorized by the TFRW President and/or TFRW Treasurer. Anyone using the TFRW credit card will forward a copy of their receipt along with the description of the purpose of the expenditure to the TFRW Office Administrator as soon as possible after completing transaction.
2. Policy regarding the acceptance of credit cards for payments to TFRW
  - a. The TFRW Merchandise Manager accepts credit card payments on behalf of TFRW and provides receipts for all transactions. The TFRW Merchandise Manager, under the guidance of the TFRW Treasurer, will process the credit card transactions in a timely manner.
  - b. TFRW will accept credit cards for dues, club service charges, patron dues, sponsorships of TFRW events, and other special situations as approved by the TFRW President.

C. Reserve Fund(s)

Funds set aside by the action of the Board of Directors, the Executive Committee or the membership at the biennial convention, shall be used for emergency only, and are subject to the same restrictions as the current Operating Fund(s).

## ACCOUNTING

A. Records Kept by Treasurer

1. Computer generated ledgers, copies of financial receipts and disbursements.
2. Biennial review by a committee.

- a. Compare the financial records with bank statements and reconcile any differences.
  - b. Review records to determine if the cash receipts and cash disbursement ledgers have been maintained in good order and are in balance.
  - c. Prepare a written report, which will detail any financial discrepancies, and any procedures which the independent committee feels should be in place, as well as any other comment the independent committee wishes to express regarding the financial records of the TFRW.
3. Treasurer is to provide an electronic backup of the accounting database on a quarterly basis to a custodian designated by the President.
- B. Reporting by the Treasurer
1. A statement of cash receipts and disbursements, comparative with the budget for the year, for each Executive Committee Meeting, the Board of Directors and Biennial Convention
  2. A balance sheet should also be provided at these meetings.
  3. A financial statement for the President as needed
- C. Dues Notices
1. A notice from the Office Administrator of forms to be used in transmitting dues, names, addresses of members, occupations, and club service charges shall be sent out in November.
  2. A notice from the Office Administrator will be sent to notify clubs of delinquent service charge after March 1.
- D. Reporting Due Dates
1. The Treasurer is required to mail or submit with direct bank payments through ACH transactions, the annual NFRW service charge of \$15.00 for each club and individual dues of \$20.00 for each member in time to reach NFRW by their specified due date(s).
  2. All service charges and dues are to be paid ninety (90) days before the NFRW Biennial Convention. This is necessary for certification of delegates to NFRW Convention. Treasurer should compare records with Office Administrator and submit check to NFRW.
  3. All club dues and service charges must be paid to TFRW sixty (60) days prior to the TFRW Biennial Convention for certification of delegates.

## **BUDGET**

### **A. Budget Committee**

1. The Treasurer is the chairman of the committee.
2. President
3. Committee members shall be the Immediate Past President, Immediate Past Treasurer, First Vice President, Vice President Finance, PAC Treasurer, a District Director, and a current or former club President. The Office Administrator will serve ex officio without vote, but with voice.
4. The meeting date is to be prior to the first Executive Committee meeting of the year.

### **B. Basis for Estimated Receipts**

1. Service charges on active clubs at end of previous year plus known new clubs
2. Per capita dues of members at end of previous year
3. Conservative estimate from other sources

### **C. Disbursements and Budget Planning**

1. The President will request from each Officer or Committee Chairman an estimate of the cost of planned programs.
2. Review by the budget committee of expenses for at least two of the preceding years.
3. All allocations shall be in compliance with policies approved by the Executive Committee and the Board of Directors and in accordance with the objectives and goals of TFRW.
4. Provisions to be made for:
  - a. Payment of NFRW service charge and per capita dues
  - b. Expenses of officers, committee chairmen, deputy presidents and district directors
  - c. Board meeting expenses
  - d. Administrative expenses, including office supplies, equipment maintenance, postage, printing, and telephone for President and headquarters
  - e. Expenses of Office Administrator as authorized by the President

- f. Unanticipated expenditures only as approved by Office Administrator
- g. Salary, payroll taxes and parking for Office Administrator and other headquarters staff
- h. Taxes to Federal, State, or local entities

D. The Budget must be adopted at the first meeting of the Board of Directors each year.

## DOCUMENT RETENTION POLICY

Documents will be retained according to the following schedule:

Document	Location	Retention Period
Forms Filed with the Federal Government	TFRW Office	Ten Years
Payroll Records	TFRW Office	Ten Years
Banking Records	TFRW Office	Ten Years
Forms Filed with the State and Local	TFRW Office	Five Years
Annual Financial Statements	TFRW Office	Five Years
Correspondence and emails	TFRW Office	Five Years
TFRW Publications	TFRW Office	Indefinitely
Board Meeting Minutes	TFRW Office	Indefinitely
Legal Documents and Contracts	TFRW Office	Indefinitely

At the end of the retention period, the documents will be promptly destroyed.

If an official investigation is underway or even suspected, any document destruction will cease immediately and not resume until the investigation is closed.

## TFRW PAC GUIDELINES

Members of the TFRW PAC committee are the TFRW PAC Chairman, Vice President Finance, Vice President Campaign Activities, and four additional members appointed by the President. The TFRW President is an ex officio member of the committee. PAC Committee members serve for two years. The PAC Committee sets general guidelines for determining which candidates may receive contributions from TFRW. The PAC Committee may convene at the first TFRW Board meeting following the Primary election in even numbered years to determine recommendations for contributing to the campaigns of Republican candidates in the General election or may meet, as necessary, for Special elections. The funds to be distributed are determined by the amount approved in the current year's budget.

- A. Requests for funds may be considered from those Republican candidates that are on the ballot as State Representative or Appellate Judge and above. Those candidates below the State Representative or Appellate Judge level will not be considered.
- B. Because of Federal Election Law restrictions, TFRW will not give money to Federal candidates.

- C. If the TFRW PAC Campaign Fund is created and has limited funds available for contributions, the following criteria may be considered when determining which candidates may receive funds:
- Is the candidate an incumbent?
  - What is the ORVS for the district?
  - What is the budget for the campaign?
  - How dedicated and focused is the candidate to winning?
  - How much money has the candidate raised in the district?
  - Is it a targeted district?
- D. The PAC Chairman may submit a list of recommendations to be reviewed based upon statewide leadership groups (the Republican Party of Texas, Associated Republicans of Texas, etc.). The targeted races may be given priority in considerations.
- E. The TFRW PAC Campaign Committee will not make donations to pay for a campaign debt incurred in the Republican primary. The TFRW goal may be to place money where it can be most effective in helping elect those candidates who can give us a majority in the Texas House, maintain our statewide Senate majority, and elect Republicans committed to our Republican principles and values.

## **OFFICER EXPENSES REIMBURSEMENT POLICY**

- A. President – reimbursements not to exceed budgeted amount to cover the following:
1. All expenses in connection with NFRW meetings and NFRW Biennial Convention
  2. Visits to TFRW clubs
  3. Duties as ex-officio member of all committees
  4. All duties as President; expenses to include hotel, meals, and travel
  5. Ex-officio member of State Republican Executive Committee
  6. Telephone, fax, and postage expenses
- B. Vice-Presidents and other officers
- Expenses in connection with the duties of their committees or offices; as approved by the President and included in the budget
- C. Chairs of Committees, Regional Deputy Presidents, and Senatorial District Directors
- Expenses in connection with the duties of their committees or offices; as approved by the President and included in the budget
- D. Office Administrator
- All expenses in connection with duties of office; travel, hotel, telephone, attendance at

TFRW Executive Committee and Board Meetings, TFRW Convention, and all other meetings as directed by the President.

E. Special Events

1. Must be self-sustaining unless budgeted
2. Receipts and disbursements to go through general books of the Federation

F. General Policy

1. All expenses must be reasonable and preapproved by the President.
2. Mailings and email blasts will be sent from headquarters when approved by the President.
3. Reimbursement at current IRS mileage rate for President and employee's auto travel.
4. No board member shall be reimbursed for travel to Executive Meetings, Board Meetings, Biennial Conventions of TFRW or NFRW, except where specifically stated in the Financial Guidelines.
5. Budget overruns and unanticipated expenditures must be reviewed for approval or rejection by the Executive Committee. Overruns rejected by the Executive Committee shall be the responsibility of the individual submitting the request.
6. Requests for reimbursement must be supported by receipts and preapprovals. In the event of a lost receipt, a signed statement of the expenses incurred must be submitted. Requests must be submitted as soon as expenses are incurred, but no later than 30 days after expenditure.
7. Requests for reimbursement must be submitted to the TFRW office for the President's approval and forwarded to Treasurer for payment.

## **WHISTLEBLOWER PROTECTION POLICY**

Any employee, volunteer, or member who reports waste, fraud, or abuse will not be fired or otherwise retaliated against for making the report. The report will be investigated, and even if determined not to be waste, fraud or abuse, there shall be no retaliation. To make a report of suspected waste, fraud or abuse, contact the Federation President who will initiate an investigation. The results of the investigation will be communicated to the person making the report. Appropriate steps will be taken to deal with the issue addressed.

## **CONFLICT OF INTEREST POLICY**

If an area has been identified as a conflict of interest, the individual involved will be excused from the discussion and not permitted to vote on issues involving the conflict of interest. The board reserves the right to ask an individual who presents a very serious conflict of interest to resign from the board or be placed in a capacity that neutralizes a conflict of interest.

# TEXAS FEDERATION OF REPUBLICAN WOMEN EXECUTIVE COMMITTEE

## Board Members' Duties and Responsibilities

The job descriptions for each position are outlined in this section.

In addition to these duties, board members are expected to do the following:

- Members are required to attend all board meetings unless excused by the President. Two unexcused absences shall result in automatic expulsion.
- Proxies may be held and voted for Senatorial District Directors only, by a Local Club member from the Senatorial District represented by the District Director. Voting members can only vote once. A non-voting board member must hold the proxy. The Proxy form may be obtained from the TFRW website: <http://www.tfrw.org/forms-and-documents/>
- Board meeting reports are to be prepared in triplicate – one copy to the President, one to the Secretary and one for own file.
- Each board member is responsible for all of her own expenses incurred while serving, to include travel, hotel, meals, etcetera. Other expenses for specific use are included in the TFRW annual budget.
- If a board member is invited to attend a Local Club function, her expenses are her own, unless the requesting Local Club offers to reimburse. TFRW is not responsible for these expenses. The TFRW President should be advised when a board member speaks to ensure as many Local Clubs as possible have a personal board contact.
- All TFRW officers and board members are responsible for keeping a notebook containing information about their duties and records of the activities for which they have been responsible during their term of service. These records should be kept, maintained for three terms, and passed on to the incoming officer or board member no later than the time when that new member takes over the responsibilities of the position.
- TFRW officers should submit any additions, deletions or edits regarding their position to the TFRW First Vice President for her use in updating the Leadership Handbook.

## TFRW PRESIDENT

The TFRW President is elected at the Biennial State Convention of the Texas Federation of Republican Women held in the fall of odd numbered years and begins her two-year term of office the following January 1st. She presides at all meetings of the organization and is responsible for its operation in a smooth and orderly manner, with assistance from the Executive Committee, Board of Directors, and TFRW Office Personnel. Her authority extends to overseeing all projects and programs and guiding initiatives and procedures to accomplish Federation goals and objectives. She abides by, enforces TFRW Bylaws, and leads by example. She represents the Federation at all times or designates an appropriate substitute in her absence.

### **Duties:**

- Appoints all committee chairmen, except the nominating committee, and except those Standing Committees of which the Vice-Presidents are chairmen. She is an ex officio member of all committees except the nominating committee.
- Appoints a Parliamentarian.
- Appoints all TFRW Deputy Presidents. They must be members in good standing of a Local Republican Women's Organization, from a predetermined geographical region, and approved by the Executive Committee. Deputy Presidents serve as ex officio members of the Executive Committee and the Board of Directors.
- Appoints, with approval of a majority of the Executive Committee and the Board of Directors, a District Director to fill a vacancy in a Senatorial District, between Biennial conventions.
- Issues the Official Call to all Executive Committee and Board of Directors members for all regular and special meetings. She presides at both as well as at Federation special events. She makes the decision to grant or deny excused absence from required attendance.
- Attends NFRW Board and Presidents' meetings as a voting member. She heads the Texas delegation at the NFRW Convention and works with NFRW office personnel in advance to make certain Texas delegates and alternates credentials are in proper order.
- Serves as liaison officer from the Federation to NFRW, the Republican National Committee, the Republican Party of Texas, and our elected officials. She attends SREC meetings and reports on the work of the Federation.
- Works with the TFRW Treasurer and Budget Committee to prepare the annual budget for approval by the Board of Directors. Co-signs all checks with TFRW Treasurer or Vice - President Finance. The Treasurer shall be the custodian of all Organization funds, with disbursement only on written authorization of the President or in her absence, the Vice- President, Finance.
- Employs the TFRW Office Administrator and other personnel necessary to carry out the work of the organization. She abides by budget allocations and seeks Board approval if additional funds are required. Her responsibilities include supervision of paid staff and the authority to replace employees if, in her judgment, such action is necessary to conduct Federation business in an orderly manner.
- Sees that the TFRW Newsletter is prepared for printing and publication. She works with officers and committee chairmen for inclusion of timely and prescribed material and information. Approves all TFRW brochures, manuals, publications and the like before printing.
- Appoints the Host Convention Chairman and official committees as designated in the Convention Manual to implement specific duties to assure a successful and well-attended event. She is responsible for the program and the overall operation and is the final authority on plans for the Convention.



- Works with TFRW officers and board members to effectively facilitate the work of the Federation and is available for assistance and collaboration. Visits clubs whenever possible and works with their presidents upon request.
- Strives to develop new and timely programs and projects that are not within the existing job descriptions of other Board members and seeks Board approval for implementation. Eliminates ones that are outdated or lacking in response and looks for innovative means of raising the necessary funds to meet rising administrative and operational costs.
- Seeks answers for concerns of Federation members through inquiries as to priorities in problem solving. **Always exhibits an air of inclusion and mutual respect in a hospitable environment.** Reports on her work at quarterly meetings.
- Does the best job that she is capable of to provide the leadership worthy of a memorable legacy for the Texas Federation of Republican Women.

# TFRW FIRST VICE-PRESIDENT

## From TFRW Bylaws:

**Article VI, Section 3A** - In the event the President should be permanently disabled or resign, the First Vice-President shall succeed to that office for the unexpired portion of the term.

**Article VI, section 4B** - The First Vice President shall serve as aide to the President and as Chairman of the Special Events Committee. She shall perform the duties of the President whenever the President is absent or otherwise unable to serve.

**Article VI, Section 3A** - In the event the President should be permanently disabled or resign, the First Vice President shall succeed to that office for the unexpired portion of the term.

As Chairman of Special Events, she shall plan and execute special events as approved by the President and TFRW Board of Directors. This does not include events and projects that fall under the direction of other Vice Presidents and Board Members.

## Duties:

- **TFRW Leadership Handbook:**
  - Notify all past and current Board Members, both elected and appointed, of submissions required from them.
  - Receive three bids for the cost of the flash drive
  - Organize, proof read and have the Handbook/Flash Drive ready for delivery at the TFRW Leadership Day.
  - See to the distribution of the Handbook to all TFRW Board Members and Local Club Presidents in a timely manner.
  - Act as repository for information throughout term, tracking additions, corrections, and edits to the Leadership Handbook.
- **NFRW Biennial Convention:**
  - Plan, coordinate, and determine how TFRW will represent our organization at NFRW.
  - Appoint a committee to consider the following:
    - Attire (pin and scarf/wrap/jacket/vest)
    - Trading Pins
    - Coordination with TFRW Merchandise Manager for sales of remaining pins and scarves
  - Work with the President on an ad for the NFRW program for NFRW Convention Program honoring current TFRW President and any TFRW member nominated for NFRW Officer or receiving special recognition or an award.
- **Appreciation Event** to honor the outgoing President.
  - Plan and coordinate the event with TFRW headquarters and TFRW Convention Committee.
  - Include invitation in convention call and in monthly TFRW Today newsletters.
  - Collect money and buy gifts for President.
  - Create a term scrapbook to be given to the President.
- **Fundraising**
  - Work with the VP Finance and board to determine the amount to be raised.
  - Set a long-term goal with board at the first board meeting.
  - Attend Budget Committee meeting held prior to Leadership Day

## TFRW VICE PRESIDENT - BYLAWS

### Duties:

- Maintain a current set of approved bylaws, which apply to this organization and are not in conflict with NFRW Bylaws. She is responsible for seeing that all appropriate changes to the NFRW Bylaws are incorporated in the TFRW Bylaws.
- Advise clubs to make use of their Standing Rules whenever possible and appropriate.
- Oversee the process to amend the TFRW Bylaws in order to guarantee that the membership maintains control, as follows:
  - The TFRW Bylaws Committee must first consolidate all proposed amendments, in the proper format, submitted by the TFRW Bylaws Committee, the Board of Directors, TFRW Committees, or a local club. The proposed amendments will be given to the Board of Directors at least 30 days before the meeting at which they will be considered.
  - Next, the Vice President–Bylaws will present all proposed amendments, along with the recommendations of the Bylaws Committee, to the TFRW Executive Committee for review and recommendation.
  - Then, the Vice President–Bylaws will present the proposed amendments, along with the recommendations of the Executive Committee, to the TFRW Board of Directors who will determine, by a two-thirds vote at least ninety (90) days prior to the Biennial Convention, which amendments will go through to the delegates at Convention for consideration.
  - Notice of all proposed bylaws amendments must be given to local units no less than thirty (30) days before a Biennial Convention, preferably with the Call to Convention.
  - Lastly, the Delegates present and voting at a TFRW Convention must approve the amendment by a two-thirds vote.
- Maintain the current bylaws of all the local clubs. If a local club loses its bylaws, it can contact her for a copy provided updated copies have been submitted by the club. An electronic database has been developed for all club bylaws.
- Approve every amendment to a local club’s bylaws, which must be submitted to her whenever they are amended before the amendment(s) becomes effective. A letter of approval is sent to the local club president when approval is given. If the local club bylaws do not receive approval, the TFRW Vice President-Bylaws will work with the local club until approval is received. District Directors and Deputy Presidents may also work with the clubs to recommend necessary changes.

**NOTE:** When a club submits its amended bylaws, the entire set of bylaws must be submitted, not just the article with the change. Each change must be checked against the entire bylaws to make sure it is not in conflict with other provisions in the bylaws, or with the bylaws of TFRW and NFRW. To amend a club’s Standing Rules will not require submission to TFRW, however each club will be responsible for ensuring that the Standing Rules do not conflict with TFRW or NFRW bylaws or any applicable law.

- Review the proposed bylaws of new clubs applying for federation. She will notify the Vice President-Membership that the bylaws are approved so that the Vice President-Membership may make a motion at the Executive Committee and Board of Directors meetings to accept new clubs for federation.
- The TFRW Bylaws Vice President is available to any Federation member concerning bylaws. Her job is to help whenever possible so that the entire organization may operate in an orderly manner. Bylaws ensure that local clubs are able to function in concert with each other under the TFRW umbrella.

## **TFRW VICE PRESIDENT –POLITICAL ACTIVITIES (Aka Campaign Activities)**

### **Duties:**

- Request the name of the Campaign Activities/Political Action Chairman from each club for the timely distribution of all pertinent information.
- Assist club Campaign Activities/Political Action Chairs and provide opportunities to volunteer.
- Promote Get Out the Vote by advising and supporting local Voter Registration Chairs.
- Support and assist the Campaign Management Chair in planning the TFRW Campaign Management Schools.
- Keep apprised of campaign and candidate activities. Forward information to TFRW clubs in a timely manner
- Encourage and prepare Republican Women to assume political leadership roles, whether as candidates, volunteers, or paid staff.
- Prepare the report of volunteer Campaign Activities/Political Action hours for TFRW Convention Awards and the National Federation of Republican Women Convention Awards.
- Keep a notebook and/or electronic folder with guidelines and information for the next VP Campaign Activities/Political Action.

## **TFRW VICE-PRESIDENT - FINANCE**

The TFRW Vice President of Finance serves on the Executive Committee of the Board of Directors and is responsible for planning TFRW events to raise funds to supplement the operating budget.

### **Responsible for the following events:**

- “TRIBUTE TO WOMEN” Luncheon: Create a committee to work with the TFRW office to plan, coordinate, and implement the TFRW “Tribute to Women” special event of even-numbered years.
- FUNDRAISING LUNCHEON AT THE REPUBLICAN PARTY OF TEXAS STATE CONVENTION: Create a committee to work with the TFRW office and the Republican Party of Texas to plan, coordinate, and implement a fundraising special event held during the biennial Republican Party of State Convention of even-number years.
- LEGISLATIVE DAY Reception: Coordinate and plan an evening reception to be held during TFRW biennial Legislative Day event, usually occurring in the spring of odd-numbered years in conjunction with the Texas state Legislative session.
- COORDINATE SPONSORSHIPS AND DONATIONS: Maintain a spreadsheet of donations for all TFRW events that will include donor information, event for which the donation was given, and amount donated.

### **Assists Local Clubs by:**

- Encouraging Local Clubs to plan and hold fundraisers.
- Suggesting fund raising events that will fit the needs of Local Clubs.
- Aiding in planning and implementing club fundraising events and projects.
- Visiting Local Clubs upon invitation to assist with special events.

### **Other Duties:**

- Work with the First VP to find creative new ways to raise funds for TFRW.
- Serve on Finance Committee.
- Serve on Budget Committee and assist in preparing TFRW budget.

## **TFRW VICE-PRESIDENT - LEGISLATION**

The TFRW Vice President Legislation serves on the Executive Committee of the Board of Directors and is responsible for encouraging TFRW members, as individuals, to become active participants in the legislative process.

Duties:

1. Recommend to TFRW President legislative priorities consistent with TFRW Bylaws for the biennial legislative session.
2. Communicate with legislative representatives and legislative staff as directed by TFRW President.
3. Prepare and submit a written report to be presented at all Executive Committee meetings and Board of Directors meetings.
4. Educate members on the state and federal legislative process.
5. Educate members on how to find and use legislative resources.
6. Inform members about current state and federal legislation:
  - A. Draft and circulate Action Alerts as needed
  - B. Draft Legislative Update for monthly newsletter
7. Encourage members to use their skills to participate in the legislative process
8. Legislative Day:
  - A. Plan date, location, logistics, speakers, and program with TFRW President
  - B. Encourage clubs and members to attend Legislative Day
  - C. Provide day of training and speakers for attendees
9. Local Clubs:
  - A. Communicate with club Legislative VP's regarding duties of the position and how to fulfill those duties
  - B. Assist local clubs that have questions concerning the legislative process or legislative issues
  - C. Visit local clubs as requested.

## TFRW VICE-PRESIDENT - MEMBERSHIP

The primary objective of Membership is to encourage, support, and provide assistance to facilitate growth of local TFRW clubs throughout the state.

### **Duties:**

- Maintain an updated Membership Submission Form on a yearly basis.
- Maintain a TFRW membership roster on a current basis including size of club, number of members, and percentage of increase on a yearly basis.
- Maintain Anniversary Report of Clubs for President.
- Must be familiar with NFRW Data Base to obtain all reports including submission of members and processing transfers.
- Provide quarterly membership reports to Deputy Presidents and District Directors.
- Assist new clubs in obtaining proper forms and review all forms necessary for approval of new clubs and members to include requesting access for new club president to TFRW Website, processing New Club application, certificate and final submission to NFRW.
- Assist TFRW in collection of past due submissions over 30 days old.
- Assist those Clubs considering Defederation. Offer solutions and help before they initiate dissolving. Report any activity to TFRW President. Review all necessary documentation including TEC Final Report for Clubs wishing to dissolve. Report Final dissolve to NFRW upon approval from TFRW President.
- Review State at Large applications, refer to nearest club, request assistance from DD, last resort request access for member to join on line.
- Provide monthly membership article and other activity reports to the TFRW President for publication in the *TFRW Today* Newsletter.
- Assist Local Clubs in the development of membership recruitment and retention plans. Offer implementation of incentive programs.
- Visit Local Clubs upon invitation.

## TFRW VICE-PRESIDENT – PROGRAMS

It is the responsibility of the Vice President-Programs to provide our TFRW Executive Committee and Board of Directors with programs that focus upon the ideals of the Republican Party. These will include promoting candidates, educating our leadership and members, and motivating and inspiring our leadership to return to their regions and do likewise in their area clubs. It is also a priority to build a list of program ideas and speakers who can be recommended to the local clubs. The Vice President Programs should be a source of information for the local clubs' program chairmen.

### **Duties:**

- Attend TFRW sponsored events such as Leadership Day, Legislative Day, and TFRW Board of Directors Meetings.
- Appoint a Program Committee to help broaden ideas for the Board of Directors meetings.
- Invite speakers to the Board meetings and to other events as called on by the President and the Board of Directors.
- Participate in TFRW seminars, training sessions, and other events when called upon.
- Develop a working relationship with local club presidents and program chairs through use of emails and digital media.
- Communicate with local clubs in order to collect names and contact information for outstanding speakers. Create a Speakers Bureau and post it on the TFRW website. Email information to local clubs about the Speakers Bureau.
- Be a resource of information for local clubs regarding rules for inviting speakers to speak at meetings.
- Follow the Award template to assist clubs in achieving success.
- Write newsletter articles for the *TFRW Today* newsletter, highlighting outstanding speakers and providing information regarding possible programs.



# TFRW SECRETARY

The TFRW Secretary is the official record keeper of the organization.

## Duties:

### Minutes

- The Secretary is to record the minutes of all meetings of the TFRW Executive Committee and the Board of Directors. The minutes should reflect the type of meeting, place, and time and date held, number in attendance, as well as the business conducted. A record of all motions, including the name of the maker of the motion, and the result of the vote, should be in the minutes. The date and place of the next meeting, if known, should also be noted.
- The Secretary is responsible for overseeing the circulation of the minutes among members of each body. The TFRW office will include the minutes of the Board of Directors with the Call to Meeting. The Secretary will distribute minutes of the Executive Committee to the members of the Committee. When the minutes are approved or corrected at the next meeting, the following action should be recorded on the last page of the minutes as “Approved as Read,” or “Approved as Corrected” with the current date and secretary’s signature. The Secretary will also maintain copies of the minutes. The final report of the minutes of the Executive Committee will be typed and signed by the secretary and maintained by the Secretary with a second official file maintained by the TFRW office.

### Attendance

- The Secretary is responsible for taking attendance at each TFRW Executive Committee and Board of Directors meeting, keeping an accurate record of each member’s attendance, and establishing and reporting whether a quorum (majority of voting members) is present. She shall file a report of attendance and absences to the President promptly following each of the meetings.

### Other Duties

- The Secretary usually reports actions and recommendations of the Executive Committee to the Board of Directors as directed by the President. The Secretary also receives all officer and committee reports to be included in the records and retained in her custody. *Currently reports are submitted in advance of the meeting electronically or at the meeting in typed form.*

### Convention Minutes

- If appointed Convention Secretary by the President, she shall record and file the minutes of the Biennial Convention. Upon appointment by the President, she shall serve as the Chairman of the Committee to Approve the Minutes of the Biennial Convention and report at the next Biennial Convention.
- The convention minutes, showing election of officers, are required by the State Republican Executive Committee (SREC) at their meeting in December following the TFRW Convention. The TFRW President represents TFRW at these meetings and should be provided the Convention minutes in time for the SREC meeting.

## **TFRW TREASURER**

The TFRW Treasurer is the custodian of all funds, which includes checking accounts, money market accounts, scholarship accounts, certificates of deposit, and other accounts that may be created by the Board of Directors.

### **Duties:**

- Maintain accurate records and files.
- Disperse funds, upon authorization of the President or in her absence, the Vice President of Finance.
- Submit payments to NFRW with applicable dues and service charges, in accordance with published schedule and deadlines.
- Chair Budget Committee Meeting prior to first Board Meeting to prepare annual Budget for approval of the Executive Committee and Board of Directors.
- Revise Financial Guidelines for approval at the first Board Meeting of the year.
- Timely file all tax forms and payments with Federal and state agencies.
- Prepare a balance sheet of all accounts to present at quarterly Board Meeting.
- Prepare a statement of cash receipts and disbursements, comparative with the current year's budget to present at quarterly board meetings.
- Forward complete and timely information on all transactions to the TFRW PAC Treasurer.
- Respond to local club treasurers' inquiries regarding the execution of their duties.
- Prepare financial statements for the President as needed.

The treasurer shall be bonded, the fee to be paid by TFRW.

Be prompt, accurate, timely, and follow procedures in accordance with the TFRW Bylaws and Financial Guidelines.

## **TFRW MEMBERS-AT-LARGE**

Three District Directors are to be elected to serve as TFRW Members at Large. This election is to occur at the first Board of Directors meeting following the TFRW Biennial Convention. The three Members at Large are elected by the voting members of the Board and serve for a two-year term, with a voice and a vote on the TFRW Executive Committee. The provisions for this election are found in in the TFRW Bylaws, Article VII, Section 2. (A)(3).

According to the TFRW Bylaws: ARTICLE VII, Section 2. (B)(4), the TFRW Executive Committee fills any vacancies that occur between elections.

## TFRW AWARDS CHAIRMAN

The TFRW Awards Program provides a guide for individual clubs to plan their activities over a biennial period and a means to measure their success.

### Duties:

- Encourage all Local Clubs to participate in a 2-year Awards Program.
- Encourage the appointment of the Club Awards Chairman at the beginning of each TFRW biennial election cycle.
- Chair the Awards Committee that administers the TFRW Club Achievement Award.
- Communicate with Deputy Presidents and District Directors to encourage Club Presidents to participate in the Awards Program.
- Encourage excellence in newly formed clubs, not federated by the deadline to participate in the biennial award cycle, with nominations from Deputy Presidents and District Directors for the “Shooting Star” award.
- Answer questions from Local Club Presidents and Local Club Awards Chairmen.
- Prepare the Awards Presentation Program at the TFRW Biennial Convention. Normally the awards presentation will be during the Awards Luncheon on the Friday of the convention. The Awards Chair will emcee this luncheon and be responsible for setting the agenda for the presentations. The TFRW President will be in charge of contacting special guest speakers and the Awards Chair will contact TFRW committee chairmen who will present their committee’s awards. Each of the committee chairmen who have awards to present will provide names of clubs/members to the TFRW office to print certificates and be responsible for getting the certificates to the recipients. The convention committee will be responsible for setting a time for the convention photographer to take official photographs of the Presidents or their representatives from each individual club who earns the TFRW Club Achievement Award. The times for these photos are usually immediately before or after the Awards Luncheon. The TFRW Club Achievement Award will include both a certificate and a pin representing club excellence. The certificates are purchased and prepared by the Awards Chair and the pins will be available from the TFRW Office.
- Attend TFRW Executive Committee and Board of Directors meeting and present a report to the President with a copy to the Secretary.
- Prepare articles as appropriate, for the *TFRW Today* Newsletter regarding requirements for the Awards Program and the deadline to submit applications.

Sample TFRW “Club Achievement Award,” “Ten Outstanding Awards”, “Kay Bailey Hutchison Leadership Award”, and other award application forms and deadlines are available on the TFRW website: <https://www.tfrw.org/awards/> There is a monthly planner available on the TFRW website that clubs can use to simplify documentation for the award. The application forms for Awards will be reissued in 2023.

NFRW Awards forms are available on the NFRW website <http://www.nfrw.org/awards> and the TFRW website. The TFRW Awards Chairman is not responsible for the NFRW Awards program but should encourage clubs to participate.

## TFRW COMMUNITY ENGAGEMENT

The TFRW Community Engagement Chairman will be responsible for fostering an environment that encourages TFRW to grow its membership by creating strategic partnerships with numerous Republican-oriented groups and non-traditional voting blocs and work with these groups to accomplish our common goals. The TFRW Community Engagement Chairman will establish a meaningful relationship with each Republican Women's Club throughout Texas and provide them with specific ways to recruit new members and diversify their membership.

### Duties:

- Encourage each club to appoint a Community Engagement Chairman focused on working with the club Membership Chairman to promote membership to all women in the community.
- Encourage each club to host meetings/events throughout the year at different times (day vs. night) and at different locations (central vs. suburbs, public vs. private venue). This will provide working women, students, single parents, and retirees multiple opportunities to attend club events. It will also provide the opportunity to promote the club to different groups in a more targeted environment.
- Assist in the recruitment of young Republican women to local clubs and TFRW by establishing relationships with local colleges, universities, and technical institutes.
- Recommend that each club's Community Engagement Chairman coordinate with the club Membership Chairman to recruit high school and college students and encourage them to volunteer at GOP headquarters and on local candidate's campaigns.
- Assist in the recruitment of new members to local clubs by encouraging local club Membership Chairmen to create a list of local Republican-affiliated organizations and grassroots activists (tea party members, precinct chairmen, etc.) and reach out to them by attending their meetings, contacting their Boards, inviting their members to attend RW meetings, etc.
- Promote and publicize the outreach efforts of local clubs and TFRW in the media and Republican headquarters. *Examples are highlighting successful mentoring relationships between club members and others in the community, promoting upcoming programs that feature a speaker or topic that will appeal to many groups of women, showcasing photos of Republican Women's club members working with diverse groups, etc.*
- Provide clubs with the information to promote or publicize the positive history of the Republican Party relative to women. Include information about TFRW's and any local club's efforts to assist many different groups of women.
- Encourage clubs to engage in volunteer activities in their communities in order to better appreciate and understand the issues of their neighbors, serve as positive role models in the community, and promote the values of TFRW and the Republican Party.
- Recommend that the club Community Engagement Chairman coordinate with the Membership Chairman and Voter Registration Chairman to attend local fairs, festivals, job fairs, auctions, senior citizen's facilities, marathons, etc. to encourage membership in the Republican Party and local RW clubs.

## **DISTRICT DIRECTOR/ DEPUTY PRESIDENT and TRAINING COORDINATOR**

The District Director/Deputy President and Training Coordinator shall be appointed by the TFRW President and serve as a voting member of the TFRW Executive Committee and Board of Directors. The duties of the DD/DP – Training Coordinator include, but are not limited to, the following:

### **Duties:**

- Lead a committee charged with creating and implementing training events and modules for District Directors, Deputy Presidents, Club Presidents, and other positions as determined by the TFRW President. The Coordinator shall conduct such training opportunities at the biennial Leadership Day and/or as determined by the TFRW President.
- Organize and lead the District Director/Deputy President meeting at quarterly board meetings.
- Work with new District Directors and Deputy Presidents to make sure they understand their position and responsibilities on the Board and that they develop a full understanding of all TFRW programs, rules, and objectives. Provide training as needed.
- Provide support for District Directors who may be experiencing problems, i.e., clubs with internal issues, clubs losing members, etc. The Coordinator may be one of the first people a District Director goes to for assistance along with the respective Deputy President.
- Provide all necessary information to District Directors and Deputy Presidents relative to TFRW programs and resources to assist them in the performance of their responsibilities.
- Promote and develop an atmosphere of cooperation and sharing of information among the District Directors and Deputy Presidents at TFRW Board Meetings and functions.
- Provide a written report to the President of TFRW and the Secretary relative to the activities of the District Directors, District Director meetings and pertinent issues raised at the District Director Meeting. Inform Executive Board Members of any major club achievements or related outstanding programs.
- Facilitate the distribution of District Director and Deputy President reports by providing a template for reporting activities. Assist by providing reminders of the report's due date and required recipients. The due date of the report will be named in an email sent to all board members in advance of the meeting.
- Participate in any necessary conference/zoom calls.
- Serves as Caucus Chairman at the TFRW Biennial Convention. Trains and provides support to Temporary Senatorial District Caucus Chairs.

## TFRW PARLIAMENTARIAN

The TFRW Bylaws state in “ARTICLE VI – Officers and Their Duties, Section 4 – Duties of Officers: (A) The Duties of the President shall be: (5) To appoint a Parliamentarian.”

The duties of the Parliamentarian according to the TFRW Bylaws are to attend the Executive Committee and Board of Directors meetings as ex-officio (without vote) and not speak, unless asked for an opinion by the President or at the request of a member to the President for the Parliamentarian to state an opinion. Ideally, the Parliamentarian should be a Professional Registered Parliamentarian.

The Parliamentarian is available to the President at all times. The Parliamentarian is also available to consult with other officers prior to a meeting, also to Local Club presidents, and members of TFRW. She will give Seminars and Workshops at the President’s request and will speak to TFRW Local Clubs at their request if agreeable with the President of TFRW.

The Parliamentarian, during meetings, is seated beside the President in the event the Parliamentarian is needed for parliamentary information. The Parliamentarian always has a copy of the current edition of *Robert’s Rules of Order, Newly Revised*, the TFRW Bylaws, Agenda, and Minutes of the previous meeting.

## **POLITICAL ACTION COMMITTEE TFRW PAC CHAIRMAN**

The TFRW PAC Chairman is the Treasurer of the TFRW PAC for Texas Ethics Commission (TEC) reporting. She is responsible for filing all reports with the TEC accurately and on a timely basis.

The PAC Chairman is available to federated clubs as a resource for information on TEC reporting and general PAC regulations. She does not offer legal advice; each club's PAC Treasurer is responsible for understanding and complying with TEC regulations, reporting requirements, and deadlines.

All of TFRW's receipts and disbursements are reported to the Texas Ethics Commission. TFRW is a General-Purpose PAC registered with the State of Texas. As such, we do not accept corporate contributions and we do not make political contributions to federal candidates.

The Texas Federation of Republican Women PAC is authorized to make campaign contributions in accordance with the guidelines approved by the TFRW Executive Board in 2009 and incorporated into the TFRW Financial Guidelines. The bylaws prohibit the Federation's support of candidates in contested Republican primaries or runoff races. In accordance with TFRW bylaws, the TFRW PAC Chairman is appointed by the President and serves as Chairman of the PAC Committee, which is a standing committee. She is a voting member of the Executive Committee.

Members of the PAC Committee are the TFRW Vice-President, Finance; Vice-President, Campaign Activities; and four additional members appointed by the President. PAC Committee members serve for two years. The PAC Committee follows the Candidate Support Guidelines found in the TFRW Financial Guidelines for determining which candidates will receive contributions from TFRW.

After the general election candidates are known, the PAC Chairman and TFRW President may contact candidates asking that the candidates submit to the PAC Committee requests for campaign contributions. TFRW federated clubs or individuals may also submit requests for political contributions to the candidate(s) of their choice. The deadline for submission of requests will be published in the TFRW Newsletter.

The PAC Committee reviews candidate requests and forwards its recommendations for TFRW'S political contributions to the Executive Committee. The Executive Committee then reviews the PAC Committee's recommendations and may revise them before approving and forwarding to the TFRW Board of Directors. The Board of Directors then reviews and may revise the final list of candidates to receive contributions and the amount each candidate receives before final approval is given and the contributions are disbursed.



## TFRW PUBLIC RELATIONS CHAIRMAN

### Duties:

- Edit and publish the *Texas Star* Quarterly.
  - Coordinate the contents with the TFRW President.
  - Collect articles and information to be included.
  - Glean information from local club newsletters to include.
- Coordinate and write Press Releases for TFRW functions and newsworthy items.
- Provide information about TFRW activities to the NFRW publications and social media pages, with the approval of the TFRW President.
- Write Sample Press Releases about participation in TFRW events for individual clubs to use in their local papers.
- Coordinate with TFRW Awards Chairman on Newsletter Awards deadline. Update applications on TFRW website and form a committee to judge applicants. Participate in TFRW Awards luncheon at biennial convention.
- Encourage local clubs to promote their clubs to the media and others in the most positive and professional way possible.
- Be available to advise local club PR Chairmen in performing their PR responsibilities and assist when needed.
- Provide Public Relations and Newsletter training and materials for TFRW and Regional Leadership Seminars and Workshops.
- Provide guidelines for local clubs for public relations and newsletter production through articles in the TFRW Newsletter.
- Be sure that a disclaimer is printed on all written communication, “Political Advertising Paid for by the Texas Federation of Republican Women PAC.”

## DEPUTY PRESIDENT

The President of the Texas Federation of Republican Women appoints Deputy Presidents. They must be members in good standing of a Federated Republican Women's local club. Deputy Presidents are ex officio members (without vote) of the TFRW Executive Committee and the Board of Directors and act as a Liaison between the TFRW President and their region. Their geographical regions are recommended by the TFRW President and approved by the TFRW Board of Directors. The TFRW President assigns the duties of the Deputy Presidents, which will include but not be limited to the following:

### **Duties:**

- Deputy Presidents work in cooperation with District Directors guiding local clubs. Deputy Presidents and the District Directors in their regions should be available to each other at all times.
- Attend all TFRW Executive Committee meetings, Board meetings, meetings with District Directors, and other Federation conferences, workshops, and special events.
  - In the event a Deputy President is unable to attend a Board meeting, she must request an excused absence from the TFRW President. From the TFRW Bylaws, Article VII, Sec. 1C: "Two unexcused absences from meetings of the Board of Directors in any one year shall result in automatic expulsion from the Board. An excused absence shall be granted only by the President.
- Turn in quarterly reports to the TFRW President, Secretary, and District Director/Deputy President Coordinator, and other TFRW officials as required. Reports should include club successes as well as issues or problems.
- Deputy Presidents are encouraged to attend RW functions and meetings in their regions as they are able. Their ability to email, write notes, and phone encouragement and interest is also strongly encouraged.
- Work with District Directors to form new clubs. Suggested resources:
  - Get in touch with members of former Local Clubs that are no longer federated to offer assistance in reorganizing.
  - Work with Republican County Chairmen to identify Republicans using tools like the new voter lists.
  - Contact female precinct chairs who are not members of federated TFRW clubs to consider building clubs in their areas.
- Strive to be a cohesive influence in their regions, helping in a positive manner when called upon. Deputy Presidents should remain neutral when problems arise within a specific local club or neighboring clubs, unless members of that local club are in violation of TFRW Bylaws, Standing Rules, and/or policies.
- Give replacement recommendations to the TFRW President when a District Director vacancy occurs. The Deputy President performs the duties of that District Director until the vacancy is filled with the approval of the Executive Committee.

- A regional workshop shall be organized by the Deputy President in cooperation with the District Directors. Such sessions should be conducted biannually in the year that a Leadership Workshop is not presented by TFRW. These workshops should be educational, as well as providing an opportunity for all participants to become acquainted, discuss challenges, and share successful experiences. All local club officers and members should be invited to the Regional Leadership Workshops and TFRW officers should be requested to participate.
- In the event a Deputy President is unable to fulfill her duties and must resign, the TFRW President shall appoint a new Deputy President with approval from the Executive Committee.

**Guidelines:**

- The Deputy Presidents should be familiar with the contents of the NFRW and TFRW Bylaws.
- The Deputy Presidents should be in support of TFRW programs, projects, and objectives, and communicate their enthusiasm to the District Directors and local club presidents.
- The Deputy Presidents should encourage effective communications with District Directors, local club presidents and members, SREC members, County Chairmen, fellow Deputy Presidents, and other Republican organizations to strengthen conservative efforts.
- Deputy Presidents should be aware that they are the face of TFRW in their region and districts especially before any primary election.

## 2022/2023 TFRW DEPUTY PRESIDENTS

(Appointed January 1, 2022)

### Deputy Presidents

Region	Deputy President	Club	Email	Phone Number
I	Dianne Hefley	High Plains RW	<a href="mailto:dianne.hefley@sbcglobal.net">dianne.hefley@sbcglobal.net</a>	806-676-2227
II	Lynda Hogue	Lubbock Area RW	<a href="mailto:hoguelynda@hotmail.com">hoguelynda@hotmail.com</a>	806-445-6904
III	Kerri Kingsbery	Cooke County RW	<a href="mailto:kerri@kingsbery.com">kerri@kingsbery.com</a>	214-681-9916
IV	Diane Dees	Richardson RW	<a href="mailto:deesgroup91@yahoo.com">deesgroup91@yahoo.com</a>	214-769-6463
V	Tiffany Miller	Rockwall Co. RW	<a href="mailto:tiff_miller@hotmail.com">tiff_miller@hotmail.com</a>	972-977-3321
VI	Kittie Rice	Spindletop RW	<a href="mailto:sandkrice@yahoo.com">sandkrice@yahoo.com</a>	281-961-7775
VII	Sherry Fauth	Grimes County RW	<a href="mailto:slfauth@aol.com">slfauth@aol.com</a>	713-817-1653
VIII	<b>TO BE FILLED</b>			
IX	Juandelle Lacy Roberts	Midland County RW	<a href="mailto:jlacyroberts@sbcglobal.net">jlacyroberts@sbcglobal.net</a>	432-528-5038
X	<b>TO BE FILLED</b>			
XI	<b>TO BE FILLED</b>			
XII	Kellye Duncan	San Angelo RW	<a href="mailto:kellye3160@yahoo.com">kellye3160@yahoo.com</a>	325-315-6484
XIII	Cassie Dyson	Hays County RW	<a href="mailto:cassandra@american.yachtsales.com">cassandra@american.yachtsales.com</a>	281-380-7241
XIV	Linda Kinney	Kendall County RW	<a href="mailto:Lkin1@aol.com">Lkin1@aol.com</a>	512-785-8810
XV	Rebecca Bradford	Nueces County RW	<a href="mailto:rebecca5701@outlook.com">rebecca5701@outlook.com</a>	361-877-3711
XVI	Mary Garza	Cameron County W	<a href="mailto:socphil_2911@yahoo.com">socphil_2911@yahoo.com</a>	619-852-4053
XVII	Marilyn Davis	Village RW	<a href="mailto:marilyndavis17@gmail.com">marilyndavis17@gmail.com</a>	281-242-9689
XVIII	Sherry Peterson	West Pearland RW	<a href="mailto:peterson-sherry@att.net">peterson-sherry@att.net</a>	713-562-0185

## Deputy President / Regions by County

<b>Region I</b>	<b>Region II</b>	<b>Region III</b>	<b>Region IV</b>	<b>Region V</b>	<b>Region VI</b>	<b>Region VII</b>
Armstrong	Bailey	Archer	Collin	Anderson	Angelina	Bosque
Briscoe	Baylor	Clay	Dallas	Bowie	Chambers	Brazos
Carson	Borden	Cooke		Camp	Hardin	Burleson
Castro	Cochran	Denton		Cass	Houston	Ellis
Childress	Cottle	Grayson		Cherokee	Jasper	Falls
Collingsworth	Crosby	Jack		Delta	Jefferson	Freestone
Dallam	Dawson	Montague		Fannin	Liberty	Grimes
Deaf Smith	Dickens	Palo Pinto		Franklin	Newton	Hamilton
Donley	Floyd	Parker		Gregg	Orange	Hill
Gray	Foard	Tarrant		Harrison	Polk	Hood
Hall	Gaines	Wichita		Henderson	Sabine	Johnson
Hansford	Garza	Wise		Hunt	San Augustine	Lee
Hartley	Hale	Young		Lamar	San Jacinto	Leon
Hemphill	Hardeman			Marion	Shelby	Limestone
Hutchinson	Haskell			Morris	Trinity	Madison
Lipscomb	Hockley			Nacogdoches	Tyler	McLennan
Moore	Kent			Panola	Walker	Milam
Ochiltree	King			Rains		Navarro
Oldham	Knox			Red River		Robertson
Parmer	Lamb			Rusk		Somervell
Potter	Lubbock			Smith		
Randall	Lynn			Titus		
Roberts	Scurry			Upshur		
Sherman	Stonewall			Van Zandt		
Swisher	Terry			Wood		
Wheeler	Throckmorton			Kaufman		
	Wilbarger			Rockwall		
	Yoakum					

## Deputy President / Regions by County

<b>Region VIII</b>	<b>Region IX</b>	<b>Region X</b>	<b>Region XI</b>	<b>Region XII</b>	<b>Region XIII</b>	<b>Region XIV</b>
Brown	Andrews	Brewster	Atascosa	Blanco	Bastrop	Bandera
Callahan	Crane	Culberson	Crockett	Burnet	Bell	Bexar
Coke	Ector	El Paso	Dimmit	Concho	Caldwell	Comal
Coleman	Glasscock	Hudspeth	Edwards	Coryell	Hays	Gillespie
Comanche	Howard	Jeff Davis	Frio	Kimble	Travis	Guadalupe
Eastland	Irion	Pecos	Kinney	Llano	Williamson	Kendall
Erath	Loving	Presidio	Maverick	Mason		Kerr
Fisher	Martin	Reeves	Medina	McCulloch		Wilson
Jones	Midland		Pecos	Menard		
Mills	Reagan		Terrell	San Saba		
Mitchell	Sterling		Uvalde	Schleicher		
Nolan	Upton		Val Verde	Sutton		
Runnels	Ward		Zavala	Tom Green		
Shackelford	Winkler			Lampasas		
Taylor						

<b>Region XV</b>	<b>Region XVI</b>	<b>Region XVII</b>	<b>Region XVIII</b>
Aransas	Brooks	Harris	Brazoria
Austin	Cameron	Montgomery	Fort Bend
Bee	Duval	Waller	Galveston
Calhoun	Hidalgo		
Colorado	Jim Hogg		
DeWitt	Kenedy		
Goliad	McMullen		
Gonzales	Starr		
Fayette	Willacy		
Jackson	Zapata		
Jackson			
Jim Wells			
Karnes			
Kleberg			
Lavaca			
Live Oak			
Matagorda			
Nueces			
Refugio			
San Patricio			
Victoria			
Washington			
Wharton			

# TFRW OFFICE ADMINISTRATOR

The Office Administrator is employed at the sole discretion of the President of the Texas Federation of Republican Women. The Office Administrator is directly responsible to the TFRW President as her Assistant, and for all of the administrative tasks performed by the TFRW office including assignment of any duties to, and supervision of, the Administrative Assistant and any office volunteers. These duties may be re-assigned at any time by the TFRW President.

## **Technology Coordinator:**

- Database Manager:
  - Maintain the NFRW database membership file and generate all necessary reports on TFRW leadership and membership. The TFRW membership file includes name, address, telephone numbers, email, occupation, club name, and senatorial district.
  - Prepare and provide reports from the databases to TFRW Executive Committee members as requested.
- Prepare, format, and submit membership to:
  - NFRW for membership
  - Email the TFRW VP Membership a complete list of all member data as requested.
- Update Constant Contact and Website Access Staff:
  - Disseminate information to all TFRW members.
  - Maintain current email address' with Constant Contact.
  - Unsubscribe email addresses in database annually.
  - Respond in a timely manner to email requests.
  - Work with the webmaster or the website advisor/volunteers in keeping the web page up to date.
  - Provide website assistance for Forms, awards, log in user /password.

## **Meeting / Special Events Planner:**

- Assist President with hotel/convention centers contracts. Plan and execute the logistical details of the TFRW Board of Directors meetings and special events.
- Work with TFRW President on preparation of the Official Call to Board meetings and supervise distribution of the Call to Board Members and Patrons.
- Assist Board members with logistics of their special events and projects (such as Legislative Day and Leadership Seminar) at the request of the TFRW President or the TFRW Officer in charge of the event.
- Work with TFRW Vice-President Finance on arrangements for the Tribute to Women luncheon/brunch.

## **Patron Program:**

- Track Patron dues, payments, deposits, and attendance
- Mail Badges and or ribbons and pins for new members
- Update list of all Patrons for monthly newsletter and send email address' to Constant Contact for Patron Group
- Update Patron Chair and Co-Chair information on number of members monthly
- Help find locations including billing and invoices for payment
- Present at all Patron Events for registration

## **TFRW and NFRW Conventions**

- Work with the TFRW President to satisfy NFRW convention credential requirements, membership data, and housing arrangements.
- Assist Credential Committee at Convention.
- Attend preparatory TFRW Convention committee meetings with TFRW President and TFRW Convention Chairman as required.
- Work with TFRW Convention Chairman and TFRW President to implement emailing of “Official Call” to convention.
- Generate correspondence, reports, and information initiated and/or approved by the TFRW President pertaining to the NFRW and TFRW Conventions.
- Work with TFRW Convention Chairman and TFRW VP Membership to determine Local Club delegate strength and accurate credential reports.

## **Office Administrator:**

- Coordinate and implement the necessary workload, workflow, and timeline goals of Administrative Assistant and volunteer staff.
- Work with outside vendors, as necessary, to cover all work projects and events in a timely manner.
- Ensure that all checks and monies received are deposited in the bank weekly.
- Supervise processing of membership dues and ensure that a club has submitted correct amount; email club regarding credit; email club when payment is delinquent. Submit Invoice on line with NFRW. Request approval for payment for NFRW to President. Emails deposit reports to the TFRW Treasurer. The TFRW Treasurer forwards NFRW dues to NFRW.
- Furnish the TFRW Secretary an updated list of Board members for the purpose of the roll call prior to each Board meeting. Confirm up to date payment of Club dues for All Board members.
- Maintain a record of President’s pins and miscellaneous items ordered and/or sold by the TFRW office. Maintain record of vendors for items that may need to be ordered. Send out and process order forms for name badges, patron ribbons, etc.
- Work with Board members on printing of brochures, programs, and pamphlets for special projects and promotions as authorized by the TFRW President.
- Provide cordial customer service to all contacts at the TFRW office.
- Supervise office activities to achieve maximum expense control and productivity.
- Develop procedures and policies for office activities, such as filing, records maintenance, Microsoft office, archive list and schedule, google docs, files by year, and mail distribution in accordance with other TFRW policies.
- Responsible for the purchase of supplies and maintenance of office equipment. Responsible for requesting the purchase of needed office equipment and furniture. Such requests must be supported by three bids. Planning and submitting needs made at annual finance meeting.
- Assist TFRW Treasurer and PAC Chairman with the following:
  - Maintain and record all TFRW deposits on a weekly basis, providing copies to both Treasurer and PAC Treasurer.
  - Make bank deposits promptly each week.
  - Track online payments.
  - Provide weekly Deposit Report of all membership dues received.
  - Provide monthly reconciliation of TFRW Credit Card, providing receipts and copies to Treasurer.
  - Provide copies of all deposit reports, invoices, and other financials.
- Other Duties as assigned by President.



**The mailing address for Texas Federation of Republican Women is:**

**Texas Federation of Republican  
Women  
P.O. Box 171146  
Austin, TX 78717-0041**

**ALL PAYMENTS MUST BE SENT TO THIS MAILING ADDRESS  
MAKE CHECKS PAYABLE TO TFRW(PAC)**

**The email address for Texas Federation of Republican Women is:**

**[tfrw@tfrw.org](mailto:tfrw@tfrw.org)**

You will receive a quicker response if you email inquiries. Please include your name, complete name of your club (No acronyms), and a phone number.

**The Website address for Texas Federation of Republican Women is:**

**[www.tfrw.org](http://www.tfrw.org)**

You must log on Members section to obtain Forms and Documents as well as all the other great training features offered to you as a TFRW member.  
User ID is your email address as updated by your Club when Membership is submitted.  
Your Password: follow the prompts .... click on forgot password, one will be emailed to you from Word Press. Copy and paste the password and then option will be given for you to change your password. Please document your password for future use. If you have problems, please contact the TFRW office by email. Include your name, your email address, the name of your Club, and a phone number.

**The physical address for Texas Federation of Republican Women is:**

Texas Federation of Republican Women (TFRW)  
13740 N Highway 183, Suite J4  
Austin, Texas 78750

**Office Phone Number is: 512-477-1615**

**TFRW Office Hours:**

Monday thru Friday  
9:00 AM to 4:00 PM  
Closed Holidays

## **ADMINISTRATIVE ASSISTANT**

The Primary Duty of the Administrative Assistant is to assist the TFRW Office Administrator daily.

- Answer phones and take messages.
- Respond to requests from Board members, club officers, and members.
- Open, date stamp and sort mail.

### **Data Base**

- Prepare membership submissions for data entry. Enter membership information in NFRW database. Contact clubs if needed for information needed to complete data base information such as officer lists. Update Club Officer Information from Notice of Election of Officer forms. Review Coversheet and Membership submission for correct information regarding correct number of members submitted, correct dues paid, duplicate names, etc.
- Email Clubs regarding Credits and track credits

### **Weekly**

- Prepare weekly bank deposits of all monies received by the TFRW office.
- Prepare and email deposit reports along with copies of all checks received for the week, to the PAC Treasurer and the TFRW Treasurer.
- Maintain permanent files and records on all TFRW bank deposits.

### **Clubs**

- Contact clubs that have not sent in Election of Officers form and have not re-federated by deadline, March 1.
- Provide information to clubs as requested. Mail President's pins, handbooks, patron pins, name badges, and other items as needed.

### **Special Events: Biennial**

**TFRW Convention Biennial – Update registration information in Event Brite for tracking attendees.**

**Leadership Seminar, Legislative Day, Tribute to Women, Board Meetings, etc.:**

Attend and facilitate all TFRW special functions to include all Board Meetings, Special events, and Biennial Convention, etc.

Be prepared to work the duration of the event at the discretion of the Office Administrator.

# DISTRICT DIRECTORS

District Directors are elected at the TFRW Biennial Convention, within their Senate District caucus meeting, by the local club delegates from each district. Candidates for the position must be members in good standing of a local Federated Republican Women's club in that Senate District. (See TFRW Bylaws, Article VIII and Article X, Section I.) District Directors are voting members of the TFRW Board of Directors. Senate District lines are determined by the State Legislature in the legislative session following the decennial population census (Texas Constitution, Section 28, Article III). The duties of the District Director will include, but not be limited to, the following:

## **Duties:**

- Upon election, each District Director should contact each Local Club President in their district to introduce herself and offer continuing assistance. Outgoing District Directors shall provide assistance until the new term begins on January 1, following the Biennial Convention at which the election took place.
- Work in cooperation with appointed Deputy Presidents. District Directors and Deputy Presidents should be readily available to one another and communicate regularly to ensure club issues are addressed.
- Attend club meetings in the Senate District and maintain regular communication with club presidents and relevant leadership. Use in-person contact as the primary tool for relationship building, but also use email, text, phone calls, and online meeting platforms as needed.
- Serve as the liaison between the clubs and TFRW Board. Help clubs connect with TFRW Committee chairs for club needs, including awards, programs, courtesy, etc. Be familiar with the functions of relevant committees.
- Attend all TFRW Executive Committee meetings, Board meetings, meetings with Deputy Presidents, and other Federation conferences, workshops, and special events.
  - In the event a District Director is unable to attend a Board meeting, she must request an excused absence from the TFRW President. From the TFRW Bylaws, Article VII, Sec. 1C: "Two unexcused absences from meetings of the Board of Directors in any one year shall result in automatic expulsion from the Board. An excused absence shall be granted only by the President.
  - District Directors are eligible to send a proxy to stand in their place at Board meetings. From the TFRW Bylaws, Article VII, Sec. 1D: "Proxies may be held and voted for Senatorial District Directors only, by a local club member from the Senatorial District represented by the District Director."
- Turn in quarterly reports to the TFRW President, Secretary, and District Director/Deputy President Coordinator, and other TFRW officials as required. Reports should include club successes as well as issues or problems.
- Work with Deputy Presidents to form new clubs. Suggested resources include but are not limited to:
  - Get in touch with members of former Local Clubs that are no longer federated to offer assistance in reorganizing.

- Work with Republican County Chairmen to identify Republicans using tools like the new voter lists.
- Contact female precinct chairs who are not members of federated TFRW clubs to consider building clubs in their areas.

- Strive to be a cohesive influence in their districts, helping in a positive manner when called upon. District Directors should remain neutral when problems arise within a specific local club or neighboring clubs, unless members of that local club are in violation of TFRW Bylaws, Standing Rules, and/or policies. District Directors should promote club events and activities equally, striving to represent all clubs fairly in person and on social media.

- A regional workshop shall be organized by the Deputy President in cooperation with the District Directors. Such sessions should be conducted biannually in the year that a Leadership Workshop is not presented by TFRW. These workshops should be educational, as well as providing an opportunity for all participants to become acquainted, discuss challenges, and share successful experiences. All local club officers and members should be invited to the Regional Leadership Workshops and TFRW officers should be requested to participate.

- In the event a District Director cannot fulfill the duties of her office and must resign, a new District Director shall be appointed by the TFRW President, with approval of the Executive Committee. The Deputy President performs the duties of that District Director until the vacancy is filled with the approval of the Executive Committee.

**Guidelines:**

- District Directors should be familiar with the TFRW and NFRW Bylaws.
- District Directors should be in support of TFRW programs, projects, and objectives, and communicate their enthusiasm to local club presidents and club leaders.
- District Directors should work to foster good relationships and communication with Republican leaders in their Senatorial Districts, including club leaders outside TFRW, county chairmen, precinct chairs, SREC members, and Republican elected officials.
- District Directors should be aware that they are the face of TFRW in their region and districts especially before any primary election.

## 2022/2023 TFRW DISTRICT DIRECTORS

(Elected 33<sup>rd</sup> Biennial Convention)

<b>SD/DD</b>	<b>District Director</b>	<b>Club</b>	<b>Email</b>	<b>Cell Phone</b>
SD 1	Kristi Antonick	Rusk County RW	<a href="mailto:kristi.antonick@outlook.com">kristi.antonick@outlook.com</a>	903-812-4858
SD 2	Cindy Burkett	Kaufman County RW	<a href="mailto:cindy.burkett@hotmail.com">cindy.burkett@hotmail.com</a>	972-278-7276
SD 3	Karen Morris	Cherokee County RW	<a href="mailto:williams_24_99@yahoo.com">williams_24_99@yahoo.com</a>	703-393-2951
SD 4	Pearl Maggio	Montgomery County RW	<a href="mailto:pmaggio@consolidated.net">pmaggio@consolidated.net</a>	713-907-1958
SD 5	Sue DeVillez	Georgetown Area RW	<a href="mailto:devillezsue@gmail.com">devillezsue@gmail.com</a>	512-818-5029
SD 6	Bergundi Cain	Baytown RW	<a href="mailto:bergundicain@gmail.com">bergundicain@gmail.com</a>	281-866-4648
SD 7	Ronnye Cowell	Village RW	<a href="mailto:ronnyecowell@gmail.com">ronnyecowell@gmail.com</a>	979-236-4273
SD 8	Sue Reeves	RW of Greater North Texas	<a href="mailto:sreev017@gmail.com">sreev017@gmail.com</a>	214-551-0362
SD 9	Carol Anderson	Metroplex RW	<a href="mailto:leeann98@sbcglobal.net">leeann98@sbcglobal.net</a>	817-863-2995
SD 10	Anita Moore	Reagan Legacy RW	<a href="mailto:tisfortexas@att.net">tisfortexas@att.net</a>	817-235-3790
SD 11	Deborah Roan	Bay Area RW	<a href="mailto:dgroan@comcast.net">dgroan@comcast.net</a>	281-467-6412
SD 12	Mary Stimek	Texas Strong RW	<a href="mailto:mary.stimek@yahoo.com">mary.stimek@yahoo.com</a>	409-504-8190
SD 13	No Clubs			
SD 14	Mary Heffernan	Northwest Austin RW	<a href="mailto:mpheffernan837@yahoo.com">mpheffernan837@yahoo.com</a>	512-299-6556
SD 15	<b>TO BE FILLED</b>			
SD 16	<b>TO BE FILLED</b>			
SD 17	Tina Gibson	RW of Katy	<a href="mailto:tinamgibson80@gmail.com">tinamgibson80@gmail.com</a>	713-412-1620
SD 18	Amy Mundy	Victoria County RW	<a href="mailto:mundyad@yahoo.com">mundyad@yahoo.com</a>	361-218-9426
SD 19	Kelly Perry	Kinney County RW	<a href="mailto:kellycs03@aol.com">kellycs03@aol.com</a>	956-429-1982
SD 20	Carrie Moore	Nueces County RW	<a href="mailto:Precinct94chair@gmail.com">Precinct94chair@gmail.com</a>	830-660-3969
SD 21	Ruby Manen	Wilson County RW	<a href="mailto:rbymanen@yahoo.com">rbymanen@yahoo.com</a>	830-391-0818
SD 22	Kathy Endres	McLennan County RW	<a href="mailto:kdepol18@gmail.com">kdepol18@gmail.com</a>	254-230-6891
SD 23	Juliana Martinez	Dallas Star RW	<a href="mailto:julsisaid@yahoo.com">julsisaid@yahoo.com</a>	469-583-3114
SD 24	Gail Teegarden	Burnet County RW	<a href="mailto:gailteegarden7@gmail.com">gailteegarden7@gmail.com</a>	512-525-1224
SD 25	Sylvia Gartner	San Antonio RW	<a href="mailto:smgartner@hotmail.com">smgartner@hotmail.com</a>	210-286-7609
SD 26	<b>TO BE FILLED</b>			
SD 27	Minerva Simpson	Cameron County RW	<a href="mailto:minervas@fairwaymc.com">minervas@fairwaymc.com</a>	956-495-4815
SD 28	Joni Matthews	Mason County RW	<a href="mailto:mommabear@hctc.net">mommabear@hctc.net</a>	281-222-0081
SD 29	Angela Surratt	Greater El Paso RW	<a href="mailto:angelajolene@live.com">angelajolene@live.com</a>	915-999-6909
SD 30	<b>TO BE FILLED</b>			
SD 31	Judy Calloway	Ector County RW	<a href="mailto:judycalloway249@gmail.com">judycalloway249@gmail.com</a>	432-528-2831

## **SPECIAL COMMITTEE CHAIRMEN**

Special Committee Chairmen are appointed by the TFRW President and sit on the Board of Directors with no vote. Job descriptions for each of these committees are printed in this section. Many have duties that are also carried out at the Local Club level. Local Club Chairmen should read this section and communicate with the TFRW Chairmen for advice and guidance in carrying out their positions.

## **TFRW SPECIAL COMMITTEES**

Americanism	Leadership Development
Appointments	Legal Affairs Counsel
Ballot Security/Election Integrity	Literacy
Campaign Management School	Membership Feedback
Candidate Development	Merchandise Manager
Candidate School Coordinator	Military Liaison
Caring for America	Member Welcome
Chaplain	NFRW Liaison
Convention Chair	Partnerships
Convention Site Selection	Past President's Council
Courtesy	Patrons Program
Data: Digital Technology Chair	Protocol
Data: Social Media Content	Research and Current Issues
Data: Website Content	Resolutions
Data: Multi Media Content	Scholarships (TFRW and NFRW)
Data: Training-Webinars	Texas House of Representatives Liaison
Data: Training-YouTube	Texas Senate Liaison
First Lady of Texas Liaison	Texas State Board of Education Liaison
Historian and Archives	Texas Treasures
Hospitality	Timekeeper
Judicial Liaison	Women of Distinction
Leadership Day Chair	

# AMERICANISM

*(See additional information in Tips Page161)*

The purpose of the Americanism Chairman is to promote knowledge of our United States history and heritage through educational programs and timely articles about our liberty and freedom, thereby producing informed citizens and promoting patriotism, pride, loyalty and devotion to the United States and Texas.

## **Duties:**

- Promote a spirit of patriotism throughout Texas.
- Work with Deputy Presidents and District Directors to encourage the TFRW clubs to participate in the Americanism Award.
- Coordinate with TFRW Awards Chairman on deadlines and other information necessary.
- Encourage local clubs to appoint an Americanism Chairman.
- Foster strong love of country and all it stands for by informing members about patriotic events to be held on holidays such as President's Day, Memorial Day, Fourth of July, Patriot's Day (9/11), and Veterans Day.
- Encourage members to exhibit patriotism by exercising the right to VOTE.
- Promote the ratification of the 19<sup>th</sup> Amendment giving women the right to vote.
- Support our troops through programs and efforts that are approved by the TFRW President.
- Teach flag protocol (found in the Tips Section, Page 153 of this handbook).
- Develop programs that address patriotism and citizenship that can be used by clubs relative to stated topics.
- Coordinate between chairs for programs that may overlap, doubling success of events
- Submit articles periodically for the *TFRW Today* Newsletter.
- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## APPOINTMENTS

The Appointments Chairman is responsible for keeping TFRW membership aware of appointments to boards and commissions by the Governor of Texas. This will be done by informing the membership of appointments available, through email notification, or through the TFRW Newsletter. The appointments Chairman will highlight members who hold appointments to boards and commissions by the Governor of Texas through the *TFRW Today* Newsletter.

For local club members interested in applying for an appointment, information and a current application can be downloaded from the governor's website for appointments at:

<https://gov.texas.gov/organization/appointments>

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.



## **BALLOT SECURITY/ELECTION INTEGRITY**

The charge to this committee is to help TFRW members stop or prevent ballot security problems in their various counties and make the general membership aware of problems or possible problems throughout the state. The chairman serves as a consultant to members in a county that has ballot security problems and reports on opportunities for voter fraud and ways to prevent it to the general TFRW membership.

When a problem in a county is identified, the chairman talks to the TFRW members in the county and county or state election officials. She recommends or helps local members develop a plan to reduce or eliminate opportunities for fraud.

The chairman disseminates information that serves as a warning for other clubs in other counties through the *TFRW Today* Newsletter. This could include incidents reported by members or by the news media, bulletins from the Secretary of State's office, and actions or pending actions by the Legislature.

The chairman can also disseminate information on actions that can be taken by TFRW members to detect or prevent voter fraud in their counties such as serving as poll watchers.

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## CAMPAIGN MANAGEMENT SCHOOL

TFRW, in conjunction with Leadership Institute, TRCCA, RPT, and TGA, will host one day workshops throughout the state during 2022-2023. The Campaign Management School Chairman will represent TFRW and work with these organizations to determine training dates and locations and participate in training when needed. The Chairman will also ensure TFRW members are informed of the training opportunities through articles in the *TFRW Today* Newsletter and announcements at TFRW board meetings.

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## **CANDIDATE DEVELOPMENT-2022 Fill the Ballot**

The Candidate Development Chairman promotes the development of candidates for office, communicates with other Republican organizations in order to support Republican candidates, and identifies offices where Republican candidates should be encouraged to run.

### **Duties:**

- Identify government offices where no Republican is elected and encourage Republican candidates to run for office.
- Encourage Republican women and men to become government leaders.
- Work with the TFRW President to develop good working relationships with Republican candidates.
- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## **CANDIDATE SCHOOL COORDINATOR**

The Candidate School Coordinator is responsible for the TFRW eight-week training program to empower women to run for elected office at all levels of government. The coordinator is responsible for setting the dates and times for the web-based-video-program, professionally facilitating the meetings, scheduling guest speakers, and preparing assignments including goal-setting and action planning exercises.

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## CARING FOR AMERICA

One-way TFRW demonstrates how much we care is through our Caring for America community service program designed to assist those in need. The NFRW program projects a positive image of Republican Women, the GOP and promotes volunteerism at the local, state, and national levels. To achieve the ideals of this valuable community service program each state federation appoints a Caring for America Chairman.

### **Duties:**

- Be available and respond to inquiries.
- Maintain contact with the NFRW Caring for America Chair and network with other state chairmen to obtain and pass on information and ideas of interest and value.
- Coordinate with TFRW Awards Chairman on award deadlines and other information.
- Collect information from Local Club chairmen and prepare reports and newsletters recognizing the projects and activities being accomplished by Local Clubs throughout the state.
- Publicize Caring for America projects and activities at the local, state, and national levels.
- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.
- Each Local Club should also appoint a Caring for America Chairman to:
  - Guide the Local Club in selecting and accomplishing at least one major project that supports Republican ideals that encourage free enterprise and individual initiative, help those who are striving to become self-sufficient, and support education.
  - Keep members interested and motivated in the Local Club's projects.
  - Publicize Local Club project activities in the local news media and in TFRW and NFRW publications.

## CHAPLAIN

The Chaplain serves a “quiet, but greatly needed” position within our Federation and our local clubs. It is a beautiful tradition to begin a meeting, or any Republican Women’s event with a prayer, followed by the Pledge of Allegiance to our Flags. As put forth and followed religiously by our forefathers of this great Nation of the United States of America, this brief but necessary action effectively gathers us together in a bonded group for the remainder of the meeting or event. To be inclusive of all in attendance, the prayer should reference “God” as we do in the Pledge.

We should always remember that there is no comma between “one Nation” and “under God.” It is one phrase: “One Nation under God.”

The TFRW Chaplain arranges for someone to lead in prayer and someone to lead the pledges for each separate meeting (Executive, District Directors, full Board as well as our official meals). This applies unless instructed otherwise by the President. The pledges support the prayer that we act as good citizens by conducting the meeting in a respectful manner toward our country and our flag.

## CONVENTION CHAIRMAN

The TFRW Convention Chairman is responsible for the overall arrangements for the biennial convention. One of the most important responsibilities of the Convention Chairman is to appoint qualified, creative, and dedicated Host Committee Chairmen and to coordinate their activities to ensure a successful convention. Host Committee Chairmen should include: Secretary, PAC Treasurer, Decorations, Entertainment, Finance, Hospitality, Convention Logistics, Meals Logistics, Opening Night Event, Photography, Public Relations and Press, Program, Registration, Sergeant-at-Arms/Pages, Transportation and Tours, VIP Holding Room, and Vendors. Additional committees may be appointed as needed. All Host Committee Chairmen should be provided written job descriptions. The TFRW President appoints various other committees to guarantee a well- conducted convention.

Contracts are negotiated with the convention venues (i.e., Convention hotel and Convention Center, if applicable) by the Convention Site Selection Committee, and signed by the TFRW President.

The Host Committee should meet regularly, beginning at least a year before the scheduled convention. With the assistance of the PAC Treasurer, using actual costs associated with the immediate prior Convention, a convention budget is adopted, and funds are raised by the Convention Host Committee under the leadership of the Convention Chairmen and the members of the Finance Committee to meet the established income goal. Host Committee Chairmen are required to have contracts for all major money expenditures and a firm commitment in writing for goods and services.

Estimates for budgetary purposes are essential. The Convention Chairmen approve all expenditures submitted to the PAC Treasurer that are not covered by approved contracts and/or not included in the adopted budget.

The TFRW office staff, working with the Convention Chairmen, are responsible for sending out the “Official Call” to the Convention. The Convention Chairmen work with TFRW staff to receive credentials and all other information in a timely manner.

The Convention Chairmen work closely with the President, who is the final authority concerning decisions that are to be made to ensure a successful convention. During the convention, all Host Committee Chairmen are responsible for the smooth operation within their specific job requirements, and the Convention Chairmen oversee the process to be sure all areas are run efficiently.

The Convention PAC Treasurer’s final report is due by February 1 of the following year, contingent upon all expenses having been received and paid and all accounts receivable collected. The Convention PAC Treasurer should exercise due diligence in closing the books in a timely fashion.

Following the convention, the Convention Chairmen are responsible for ensuring that all Host Committee Chairmen submit final reports and return completed handbooks to be forwarded to the next Convention Host Committee.

# CONVENTION SITE SELECTION

## **Duties:**

- Collect and analyze bids from clubs and cities that wish to host a convention.
- Present a report to the Board of Directors for their vote on the next site.
- Review the Bid Proposal Form and Guidelines with all clubs prior to their bid submission to ensure that all clubs understand and answer all questions at the beginning of the bid process.

## **Guidelines for clubs:**

- Start early. Bids are submitted 3 1/2 years prior to a convention.
- Be sure to have the support of all area clubs.
- Enlist your local Convention and Visitors Bureau. They can provide much information and help that you will need.
- Plan to involve the community. Get donations of money, transportation services, tote bags and fillers, etc.
- Seek the support of voting members of the TFRW Board. Let them know how committed your club is.
- Submit a complete bid package, including facilities, room rates, airlines, optional tours, opening night party suggestions, etc. The PROPOSAL FORM can be found on the TFRW website, [www.tfrw.org](http://www.tfrw.org).
- Talk to the hotels about best room rates, complimentary rooms, and suites.
- Do not try to do this alone! Make sure you have community support, and let the Board know how much there is.
- Incorporate all the good things you remember from past conventions and eliminate the not so good.
- Have fun with this! You'll create lasting memories for yourself and others.

## **Site Selection Policy Guidelines:**

- All bidding cities shall be evaluated by the Board under the same parameters.
- The proposal form shall serve as the first phase of the selection process to determine appropriate cities for site visits. After collecting proposals and making site visits, the committee will recommend to the President, those cities which should be invited to make a presentation for Board consideration.
- The selection process should begin 3 1/2 years prior to the approximate date of the convention, and the selection should be finalized 3 years prior thereto, subject to fiscal review as to the actual prices being consistent with bids.



- Local members of TFRW clubs should be consulted as to their interest and commitment in addition to convention business interests.
- Easy travel access from all areas of the state shall be given major consideration by the Site Selection Committee.
- If the convention is to be held in a convention center, the city selected shall be required to designate a headquarters hotel at the time of selection.

**All Contracts are negotiated with the convention venues (i.e., Convention hotel and Convention Center, if applicable) by the Convention Site Selection Committee, and signed by the TFRW President.**

A copy of the Convention Contract shall be on file at the TFRW Headquarters, approved and signed by the TFRW President and Convention Chairmen.

## **COURTESY**

When directed by the TFRW President, a District Director, or Deputy President, the chairman of this committee should send an appropriate card or email on behalf of TFRW to any member who needs recognition for a job well done, who is experiencing difficulty or loss as well as the many joys in life. A telephone call could be appropriate in some cases. The goal is for a response to be timely.

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## **DATA TEAM (DIGITAL TECHNOLOGY/COMMUNICATION)**

The Digital Technology and Communications Committee provide a robust and secure IT infrastructure that provides TFRW members on-demand access to information through a variety of channels. The TFRW DTC also coordinates all social media and outgoing messaging with the Public Relations chair.

**The TFRW DTC is comprised of the following roles:**

- Digital Technology and Communications Chair
- Social Media Content Coordinator
- Website Content Coordinator
- Multimedia Content Coordinator
- Training - Webinars
- Training – You Tube

### **Duties**

- Work with President to coordinate key TFRW messaging.
- Report costs and effectiveness of DTC.
- Targeted social media posting designed to increase membership and support elections.
- Update and maintain TFRW website content quarterly or as directed by the BOD.
- Maintain graphic assets for use by TFRW clubs.
- Provide webinars for member education.
- Maintain membership data for “members only” content access.
- Additional duties as required by the President and BOD.
- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## **FIRST LADY OF TEXAS LIAISON**

The TFRW President will appoint a liaison to the First Lady of Texas during the term of a Republican Governor.

### **Duties:**

- Coordinate with the First Lady and her office/assistant for open communication on TFRW activities.
- Develop and facilitate event opportunities.
- Responsible for protocol arrangements.
- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## HISTORIAN AND ARCHIVES PROJECT

The Historian appointed by the President should collect and preserve TFRW printed and graphic material during her term of office. The files should include:

- *TFRW Today* Newsletter issues
- *Texas Star* Newsletter issues
- TFRW Leadership Handbook
- Tribute to Women Printed Program
- TFRW Board of Directors Minutes
- Printed programs of TFRW and NFRW conventions
- NFRW Newsletter issues
- Newspaper clippings (with dates and newspaper names)
- Photos (identification of date, event, location/city, and participants)
- Interviews with past officers regarding significant historical TFRW events

These historical files are for the benefit and use of the organization and may be accessed in the future by historical researchers. A stackable, covered storage box is recommended for the permanent record and plastic is recommended to protect from moisture and dust.

The Historian should prepare a report detailing TFRW activities and achievements during the term of office. This should include:

- Names of the present organization officers and committee chairmen,
- Names of members serving on National levels,
- Awards presented to and by the organization and names of those honored, and
- Representation at special events.
- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

A copy of the report should be placed in the permanent record book and in the historical file container for that term of office. The Historian's signature should be affixed to the report. The President should approve the report.

TFRW encourages each local club to appoint a historian to preserve newsletters, programs, newspaper clippings, photos and other memorabilia documents the club's activities.

### ARCHIVES PROJECT

The year 2010 began a new phase for the historical records of TFRW when we entered into an agreement with the Archives of Women of the Southwest at the DeGolyer Library at Southern Methodist University. This library will take the records mentioned above and incorporate them into their resource Archives.

## HOSPITALITY

The primary duty of the Hospitality Chair for the Texas Federation of Republican Women is to be support before, during and after each Board meeting by assisting the Executive Director and the TFRW President and greeting and welcoming board members and guests.

Additional duties:

- Prepare and keep current nameplates for seating of the TFRW Board members.
- Set up nameplates for District Director/Deputy President, Executive Board and Board meetings.
- Prepare and distribute snack bags for Board meetings.
- Encourage TFRW clubs to donate a minimum of \$25.00 to Hospitality to purchase small snacks for the Board meetings; and posting a current list of those Clubs at the Board meetings. Provide the names of those clubs to the Awards Committee of their eligibility for bonus John Tower Award points.
- Assist the TFRW President with special seating arrangements at meetings and seated meals of the TFRW Board.
- Make all Board members and guests feel comfortable and welcome – informing them of the agenda, and helping new members become acclimated to the Board.
- During Legislative Day, Convention and other events at which the TFRW participates, work with the President, elected board and Executive Director to set up dais and reserved tables.
- During the TFRW biennial convention, set up, operate and man the VIP Room for the elected Board and Speakers. Work with Protocol to ensure schedule is structured, adhered to and on time; that speakers are knowledgeable of what is expected including where to be, and at what time – and to help their experience with the TFRW to be a pleasant and memorable one.
- Make certain that the TFRW President has access to Hospitality and that communication is kept open at all times.
- Be prepared and able to quickly step forward to help with any last-minute change of plans during convention. And help wherever it is needed.

## **JUDICIAL LIAISON**

The Judicial Liaison serves as a source of information on the Judicial Branch of the State of Texas to the TFRW Board. The Liaison will advise the board of any proposed changes in the law that will affect the Texas judiciary.

These may include, but are not limited to, any proposed change in the manner of selection of judges, proposals that would impact the power or structure of the judicial branch, or special committees appointed by the Governor, Legislature, Supreme Court, or Court of Criminal Appeals to study the judiciary.

She will also aid the Board in educating our membership about judicial ethics and Code of Judicial Conduct Requirements for judges as well as candidates.

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## **LEADERSHIP DAY CHAIRMAN**

The Leadership Day Chairman facilitates a Leadership Workshop in the early part of even numbered years to help new, incoming club officers and committee chairmen become effective club leaders. At this workshop, experienced TFRW officers and committee chairmen present workshops, which include political and leadership topics. The Chairman works closely with the current and incoming TFRW President and Board to develop workshops and topics of interest to club leadership. This Workshop supplements active mentoring at club level and regional workshops, organized by District Directors and Deputy Presidents throughout the year.



## **LEADERSHIP DEVELOPMENT**

The Leadership Development Chairman works hand in hand with the DD/DP/Training Coordinator to ensure that TFRW members are provided with the best education, information, and training needed to be effective leaders within TFRW, as elected officials/candidates, or as grassroots volunteers.

The Chairman encourages members to take advantage of the many leadership development opportunities within and outside of TFRW such as Leadership Day (held in even numbered years), Legislative Day (held in odd numbered years), TFRW Zoom and Special Issue trainings, and video trainings available on the TFRW website. Outside training can include Leadership Institute training, NFRW training, GOP and RPT sponsored training.

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## **LEGAL AFFAIRS COUNSEL**

The Legal Affairs Counsel is appointed by the President and provides legal services and advice to the TFRW board on general corporate legal matters. The Legal Affairs Counsel may distribute information on relevant legal topics, such as election law, for the benefit of TFRW members.

The Legal Affairs Counsel attends all Executive Committee and Board Meetings, and is an advisor to the Board.

# LITERACY

TFRW supports and participates in the Barbara Bush Literacy Library Project (BLLP), Mamie Eisenhower Library Project (MEELP) and the Dictionary Project. Additional information on each project can be found at [www.tfrw.org](http://www.tfrw.org).

## Duties:

- Encourage the clubs to participate in the TFRW literacy programs and to appoint a Literacy Chairman.
- Encourage the clubs to have at least one program about literacy during the current biennial period.
- Encourage the clubs to donate at least ten (10) new books (or used-books that are in good condition) to a local library, school, or shelter in support of the BLLP and one book from the MELP approved list.
- Provide BLLP and MELP bookplates to the clubs in order that the bookplates may be placed in the books before they are donated.
- Document the total number of all donated books and dictionaries and their recipients from information provided by the Literacy Chairman of participating clubs.
- Encourage club members to volunteer in literacy programs.
- Accumulate media coverage from the Literacy Chairman of the clubs about their literacy activities.
- Act as the liaison between the Literacy Chairman of the Local Clubs and the TFRW Board.
- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

(Forms found at <http://www.nfrw.org> and <http://www.tfrw.org>)

## **MEMBER WELCOME**

The Member Welcome Chairmen will be responsible for identifying all paid members of TFRW and welcoming them with an email. Contact shall be made within one month of registration. The Member Welcome Chairmen will work closely with the Vice President of Membership.

### **Duties:**

- Maintain a friendly, welcoming avenue between TFRW and all paid members.
- Contact the office on a monthly basis to obtain a list of all paid members.
- Contact member in a timely fashion.
- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## **MEMBERSHIP FEEDBACK**

The Membership Feedback Chair is responsible for designing, collecting and analyzing survey data from TFRW members on issues and events.

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## MERCHANDISE MANAGER

The Merchandise Manager is responsible for selling goods at the TFRW booth at the following:

- TFRW Board Meetings
- TFRW State Convention
- TFRW Legislative Day
- Republican Party of Texas State Convention
- TFRW Leadership Seminar
- Other locations for TFRW

### Duties:

- Chairman shall maintain an accurate inventory and provide a quarterly report of sales, purchases, and inventory to the TFRW President.
- Chairman will be responsible for the following at the Republican Party of Texas State Convention and TFRW State Convention:
  - Sign up volunteers for shifts, minimum of 2 volunteers per hour working two-hour shifts.
  - Make certain the vendor booth is always manned.
  - Make certain that all the goods are at the location.
  - Set up and take down.
- Chairman will be responsible for the following for TFRW Board Meetings and events:
  - Set up early on the morning of the Board meeting.
  - Take down in the evening and put in the holding room.
  - Make certain the booth is always manned.
  - Make certain that all the goods are at the location.
- Chairman will be responsible for making certain that all volunteers understand how to complete sales forms and operate cash register and credit card processing devices.
- Chairman will be responsible to turn all money, checks, and credit card forms over to the TFRW office immediately following each event.
- Chairman will be responsible for informing the TFRW President or such TFRW officer as she has designated, about inventory shortages and any new ideas for items.
- Chairman cannot personally make a profit or be their own vendor.
- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## **MILITARY LIAISON**

The Military Liaison raises awareness to the issues concerning the military and informs members about legislation and policies affecting the military community.

### **Duties:**

- Keep abreast of major developments within the Department of Defense, the various military agencies and the Veterans Administration.
- Inform the Board, through periodic presentations, of significant matters affecting the Military Community.
- Emphasis will be placed on pay and benefits and high-profile subject areas.
- Research specific questions about military matters for board members and Local Club Presidents.
- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## NFRW LIAISON

This committee will establish and maintain reciprocal communications between the National Federation of Republican Women and the Texas Federation of Republican Women.

### **Duties:**

- Maintain a friendly, welcoming avenue between NFRW and TFRW to share ideas, as well as information regarding efforts and events.
- Monitor NFRW Communications and the NFRW Website for information that needs to be shared with the TFRW Board and Presidents of Local clubs.
- Share a description of the relationships between NFRW, TFRW, and Local Clubs in presentations through reports to the TFRW Board and local clubs.
- Serve as a resource for the TFRW Board and Local Clubs for information regarding NFRW ideas, requests, suggestions, and events.
- Keep members of TFRW informed about the purpose, benefits, and financial commitments of the Regent Program of the NFRW by staying in touch with NFRW Headquarters and by providing information and applications for an of our members who may wish to become a regent.
- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.



## **PARTNERSHIPS**

The purpose of the Partnerships Committee is to develop relationships with other aligned organizations/groups to facilitate the education and growth of conservative values within our communities and our state.

### **Duties:**

\*Identify organizations/ groups with aligned values and vision where relationships offering mutual benefit can be developed. Pursuit of these relationships will be done with advisement and coordination of the Executive Board and/or TFRW President.

\*Assist in developing, planning and facilitation of those partnerships where TFRW Executive Board sees potential value.

\*Educate individual clubs to the value of partnerships within their community and how to develop and utilize those relationships.

\*Coordinate and update easily accessible TFRW website resource for clubs to see potential partners that are being utilized successfully by other clubs or state organization.

\* Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## **PAST PRESIDENT'S COUNCIL**

The Past President's Council Chairman will coordinate past TFRW Presidents to act as a support team for the current TFRW President. As past Presidents of the Texas Federation of Republican Women have a unique perspective regarding the responsibilities and challenges of this office, their advice for the current President will be welcome and appreciated if needed.

### **Duties:**

The Past Presidents' Council could be called upon to provide analysis, review procedures, or to be charged with a special project as the current President sees fit.

## PATRON'S PROGRAM

TFRW Patrons and their contributions to the continued success and the future growth of the Federation, have seen their membership status grow from important to essential in the opportunities, planning, and development of TFRW.

Generous contributors become sustainers in today's delicate balance of absolute business and structural needs with annual membership renewals and special fundraising events that assure reasonable TFRW dues for affordability at any income. Patron's welcome anyone desiring to support Federated Republican Women in their quest for the best in electing Republicans to political office. Counted among them are women of all ages, aspiring and elected public officials, and party loyalists.

There are plenty of "perks" for Patrons, including invitations to TFRW Board meetings, priority seating at Board luncheons and dinners, Conventions and Legislative Day, as well as private receptions with office holders and VIP's. Patrons receive the monthly *TFRW Today* Newsletter, as well as a specially designed membership pin and name badge denoting their significant contributions and assuring easy recognition at events.

Today, as when the Patrons Program began in 1984, Patrons still contribute \$250.00 annually, in one lump sum for membership from January to December of the calendar year. Although inflation has affected almost every other product or service we enjoy, the perks of the Patrons Program have only gotten bigger and better – and for the same amount we paid 35 years ago.

In the past, some clubs have honored their club President and club members who serve on the TFRW Board by purchasing an annual Patron membership. However, as another way to expand the TFRW Patron Program, we established the "**Patron Club Membership Levels**" and would like to encourage **every** Republican Women's club to put the Patron fee in your annual budget so that each year your President or club members can enjoy the "perks" of the Patron program. This is a way to honor, reward, or say "thank you" for all their hard work, as well as keeping them better informed.

The "**Patrons Club Membership Levels**" are as follows:

Gold Patron Club Membership: Entitles a club to send two (2) members to attend TFRW events as Patrons. Two Patron name badges will be issued to a Gold Patron Club and the membership is transferable among club members at TFRW events. The Gold membership provides for Priority seating for two Club members at all TFRW events. This membership level contributes \$500.00 annually to the Patron Program.

Silver Patron Club Membership: Entitles a club to send one (1) member to attend TFRW events as a Patron. One Patron name badge will be issued to a Silver Patron Club and the membership is transferable among club members at TFRW events. The Silver membership provides for Priority seating for one Club member at all TFRW events. This membership level contributes \$300.00 annually to the Patron Program.

District Director Gold Level Membership: Entitles a District Director to receive two (2) badges, allowing her to invite a guest to a Patron Program. Two Patron badges will be issued. The Gold Level provides for Priority seating for two members at all TFRW events. This membership level contributes \$500.00 annually to the Patron Program.

Individual Gold Level Membership: Entitles a member to receive two (2) badges, allowing her to invite a guest to a Patron Program. Two Patron badges will be issued. The Gold Level provides for Priority seating for two members at all TFRW events. This membership level contributes \$500.00 annually to the Patron Program.

Patron Clubs receive invitations to all TFRW Board Meetings and Patron receptions featuring special guest speakers. Club designees also enjoy reserved seating at special events such as the Tribute to Women, Legislative Day, State Conventions and TFRW Board meeting luncheons and dinners. They also receive a specially designed membership pin and a yearly ribbon upon renewal.

Many spouses accompany TFRW members to Board meetings, TFRW conventions, Legislative Day and other events throughout the year. In order to accommodate those spouses and other special men who support our TFRW activities, we have established a “**Patron Associate**” category for men as part of the Patron Program. The cost is \$250.00 per year.

The “**Patron Associate**” category is open to any man wishing to participate in TFRW Patron activities, including TFRW spouses, elected officials, Republican club members, and associate members of individual Republican Women’s clubs. Like Patrons, “**Patron Associates**” will receive invitations to all TFRW Board Meetings and events, as well as exclusive receptions featuring special guest speakers. They will also receive a specially designed membership pin and reserved priority seating at all TFRW functions. We encourage all TFRW Board members and club leaders to invite their spouses and other Republican men they know to sign up and begin enjoying the benefits of the “**Patron Associate**” membership.

More valuable than any “Perk” associated with the Patrons Program is the member’s knowledge that a Patron is a contributing pillar and foundation of the historic structure that is the Texas Federation of Republican Women.

(Application forms found at [www.tfrw.org](http://www.tfrw.org))

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## **PROTOCOL**

The Protocol Chairman coordinates with the TFRW President, Office Administrator, Hospitality Chair and Biennial Convention Committee to ensure proper seating, place cards, and physical arrangements for the head table for meetings, seminars, and social functions when required. She works with the Hospitality Chair to ensure convention schedule is structured, adhered to and on time; that speakers are knowledgeable of what is expected, where they should be, and at what time.

The Protocol Chairman advises Local Clubs on proper procedures for specific functions when advice is requested.

## RESEARCH AND CURRENT ISSUES

This committee serves as an information resource for the TFRW Board of Directors and TFRW Membership regarding issues that TFRW may want to consider in order to influence policy for the betterment of the citizens of Texas. Through study, research, and presentation to the Board of Directors, the committee will consider issues for which TFRW could become an advocate in the Texas legislative session.

The committee will present regular reports to the TFRW board with proposed issues that the committee is researching and believes that they can get broad support from the membership. They will also submit articles for the *TFRW Today* Newsletter as needed. They will thoroughly study the pros and cons of the issues proposed and present a resolution for the TFRW Board to approve and then in cooperation with the Legislative VP, promote for legislative action.

The committee should also be prepared to present these issues to TFRW clubs to help them be proactive and involved in the legislative process.

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## RESOLUTIONS

(See TIPS section for sample resolution Page175)

In formal meetings and conventions, under *Robert's Rules of Order, Newly Revised*, resolutions are explained as a series of statements offered by one member of a group, or statements offered as the combined efforts of a committee appointed by the chairman of the group with the specific purpose to draft resolutions expressive of said meeting. When such resolutions are drafted by a committee, they are then offered to the assembled group in the form of a report from the committee and a motion for adoption of the report is made. This report falls under the heading of a main motion.

A properly structured resolution must contain one or more "Resolved" clauses, preceded by one or more "Whereas" clauses clearly stating reasons for the Resolves. Each clause is separated from the others by a semi-colon. It is important to remember that in drafting such a formal expression of opinion or intention to determine a course of action that statements made in the "Whereas" be accurate and defensible. In the assembly's adoption of a resolution only the Resolves have legal status.

Resolutions should be submitted in writing to the appropriate committee appointed by the Chairman of the assembled group or offered in written form prior to the convention for consideration by the Resolutions Committee and inclusion in the form of the convention.

The TFRW Special Rules of Order adopted by the Board of Directors on February 3, 2006, and amended on January 28, 2010, and February 3, 2012, provide that any resolution to be brought before the Board of Directors of the Texas Federation of Republican Women must be presented in writing to the Chairman of the Resolutions Committee seven (7) days prior to the meeting at which it is to be presented.

The TFRW Standing Rules adopted by the Board of Directors on February 2, 2006, as amended on July 31, 2009, provided that all proposed Resolutions for consideration of the Resolutions Committee to present to the TFRW State Convention shall be sent to the Chairman of the Resolutions Committee no later than fourteen (14) days prior to the State Convention. Resolutions will be selected after timely consideration and be presented to the Convention. No resolution shall be presented from the floor of the Convention unless the rules are suspended by two-thirds (2/3) vote of those registered delegates present and voting.

# SCHOLARSHIPS

The Scholarship Chairman is responsible for ensuring that the current application forms for all scholarships are available on the website at [www.tfrw.org](http://www.tfrw.org). Her committee reviews the applications and makes recommendations for the awards. She should also coordinate her scholarship award information with the TFRW Awards Chairman.

## **TFRW STATE SCHOLARSHIP**

The TFRW State Scholarship Award program is designed to biennially award a scholarship to a student(s) who plans to serve our Republican philosophy. The amount of the award will be determined by the funding of the program, and all federated clubs are invited to participate.

Information on the TFRW State Scholarship will be published in the TFRW Newsletter including a link TFRW scholarship website. Every federated club will be invited to nominate young women in their area. The TFRW Scholarship Committee will review all applications and announce the winner(s) at TFRW's State Convention.

## **NATIONAL PATHFINDER SCHOLARSHIP (NFRW)**

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 provide financial assistance and support to students seeking undergraduate or graduate degrees. Undergraduate sophomores, juniors and seniors, as well as students enrolled in a master's degree program, are eligible to apply for the scholarship. Recent high school graduates and undergraduate freshmen are not eligible. Scholarship winners may not reapply.

## **BETTY RENDEL SCHOLARSHIP (NFRW)**

The National Federation of Republican Women established the Betty Rendel Scholarship Fund in September 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 at the national level. The three annual scholarships of \$1,000 are awarded to undergraduates who are majoring in political science, government, or economics and have successfully completed at least two years of college coursework. The recipients are chosen from applicants from across the nation. Scholarship winners may not reapply.

*Note:* Each President will choose one application from her state to submit to NFRW.

(See FORMS at <http://www.tfrw.org>)



## **TEXAS HOUSE OF REPRESENTATIVES LIAISON**

The Legislative Liaison is to serve as an information source to the TFRW Board with the Texas Legislature and the Republican Caucus in the Texas House of Representatives.

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## **TEXAS SENATE LIAISON**

The Senate Liaison serves as an information source to the TFRW Board with Texas Senators.

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

## **TEXAS STATE BOARD OF EDUCATION LIAISON**

The State Board of Education Liaison serves as an information source to the TFRW Board with the Texas State Board of Education.

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

# TEXAS TREASURES

Purpose of this project is to identify, interview, and record our most senior and sage TFRW ladies. Objective: to record their history, their treasured memories, and their achievements. These seasoned and spicy ladies made Texas the great state it is and led the way for TFRW today. We want to honor our past and preserve their legacy.

- Submit Quarterly update report to TFRW President and TFRW 1<sup>st</sup> VP.

**The following information is needed if you have a Texas Treasure in your club. (See Questioner below)**

Name, DOB, Address, City, County, Telephone, Email, and family contact if you have it.  
The objective of this project is to meet and interview (on camera!) these ladies if possible, or arrange a video chat.

---

Identify a member of your club or community to be included in the

## TFRW Texas Treasures Project

Help us contact these wonderful ladies by sharing some information about them.

Name \_\_\_\_\_

TFRW Club \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

County \_\_\_\_\_

Telephone (home) \_\_\_\_\_

Telephone (cell) \_\_\_\_\_

Email \_\_\_\_\_

## **TIMEKEEPER**

During TFRW Board of Directors meetings, the President will direct the Timekeeper to time the reports. Usually, the time is two to three minutes, but can be up to five minutes depending on the report. This is at the discretion of the President and may change during the meeting. Flexibility and communication are a must for the Timekeeper

During the Biennial TFRW Convention, the President will appoint a Convention Timekeeper, along with other Convention Officials. The President will provide a detailed time schedule for the Timekeeper which shows times allowed for each speaker and event. It is the Timekeeper's duty to provide each speaker a predetermined warning signal before expiration of time and, if necessary, a signal time has expired.

## **WOMEN OF DISTINCTION**

The Women of Distinction Chairman will form a committee of not more than five nor less than three members plus chairman who will communicate to consider a Woman of Distinction honoree for each month of the year.

### **Duties:**

- Committee will send a compilation of this year's honorees to the President of TFRW, for approval.
- Chair will collect a picture and biographical information and submit it to the data team at TFRW for website publication.
- Chair will submit information to NFRW for publication.
- Committee will notify honoree and attempt to make a presentation at her local club's meeting.

## LOCAL CLUB OFFICERS AND COMMITTEE CHAIRMEN

The following section is presented to provide instructions on the duties of Local Club Officers and usual performances of the positions described.

Please use the **TIPS** section to help set your Local Clubs goals and agendas. Sample Forms for your club to use are also available in this section. You can make copies to give to Vice-Presidents and/or chairman. These duties are also available on the TFRW Website under **Members Section/Forms and Documents**. There are TFRW Roster available throughout this Handbook with contact information for the TFRW Board, District Directors, and Deputy Presidents. Do not hesitate to contact any member of the TFRW Board. Please do contact your District Director for initial questions or concerns.

Use the Awards Guide found on the TFRW website: <http://www.tfrw.org>  
This checklist will help your club set goals for programs and lead you to be an "Award Winning Club."

If you have questions, contact the TFRW Awards Chairman.

Disclaimers have been posted throughout this Handbook. They are very important and must be used on your documents and applications.

### Instructions for Login to TFRW Website

1. Click on this link to go to the **TFRW website**: <http://www.tfrw.org>
2. In the upper right corner of the TFRW website, click on the text "**Forgot your password?**"
3. You will then be prompted to enter your **username/email address**
4. Enter your email address that was submitted to TFRW with your club's Membership Submission.
5. After you enter your email address, click the "**Get New Password**" button.
6. You will receive an email from WordPress with "[TFRW] Password Reset" in the subject line.  
This email contains a link to reset your password that was automatically generated.
7. Click on the link provided in that email.
8. Again, you will be prompted to enter your username/email address.
9. Enter your username/email address
10. After you enter your username/email address, click the "**Get New Password**" button.
11. An auto-generated password that contains a string of upper-and lower-case letters, numbers, and symbols will already be in the "New Password" box.
12. Delete this auto-generated password, and enter a new password that you will easily remember, and be sure to write this password in a safe place so you can refer to it later. A meter will indicate the strength of your password (For example: Very Weak, Medium, Strong). *Hint: Your password should be at least twelve characters long. To make it stronger, use upper- and lower-case letters, numbers, and symbols like! " ? \$ % ^ & ).*
13. After you have entered a strong password, click the "**Reset Password**" button.
14. You will receive a second email from WordPress with "TFRW Notice of Password Change" in the subject line to confirm that your password was successfully changed.

**If you need assistance or experience some difficulties when completing these steps, please contact the TFRW office at [tfrw@tfrw.org](mailto:tfrw@tfrw.org) or 512-477-1615.**

## DISCLAIMERS TO BE USED:

It is **mandatory** that TFRW and Local Clubs use the following disclaimers in the appropriate circumstances, as not doing so is a violation of the election laws governed by the Texas Ethics Commission and Federal Election Commission.

For all materials sent out by your club, including electronic, whether or not an elected official or candidate is mentioned:

**Political Advertising Paid for by *[name of club]* PAC**  
Name & Address of Treasurer,  
A Tax-Exempt Organization under Section 527  
**of the Internal Revenue Code.**  
**Contributions to *[name of club]* PAC Are Not Deductible**  
**as Charitable Contributions for Federal Income Tax Purposes.**  
**Corporate Contributions Are Not Permitted.**  
Not Authorized by Any Candidate or Committee.

The following shorter version is acceptable:

***Political advertising paid for by***  
***[your club name plus name & address of your treasurer].***  
**Contributions are not federal tax deductible as charitable contributions.**  
**Corporate Contributions Are Not Permitted.**

When sending information (mail or email) regarding contested candidates in the Republican Primary, candidate forums, etc. the following **endorsement disclaimer** must be used:

**This is not an endorsement of (name of club), its President, or its Campaign Activities Chairman, only candidate information to help you make an informed decision and get involved with the candidate of your choice.**

When **federal** candidates/elected officeholders are present at any event or meeting, the following **federal disclaimer** must be displayed:

Solicitations made by federal candidates and officeholders are limited by federal law. The federal candidates and officeholders are soliciting only donations of up to \$2500 from individuals and up to \$5000 from multi-candidate political committees. They are not soliciting donations in any amount from corporations, labor organizations, national banks, federal contractors, or foreign nationals.

# PROCEDURES FOR MEMBERSHIP SUBMISSION TO TFRW

All forms are found on the TFRW website  
<https://www.tfrw.org/forms-and-documents/>

**NOTICE OF ELECTION OF OFFICERS FORM:** Required yearly regardless if Officers do not change. **This is due by January 1st of each year. Please type the provided form with complete contact information for each officer and committee chairman. Email form to both TFRW at [tfrw@tfrw.org](mailto:tfrw@tfrw.org) and your District Director.**

## **TFRW MEMBERSHIP REPORTING FORM:**

A local club must have a minimum of 10 members to Federate. Award points are earned for submissions received by January 31st. The Membership Cycle begins November 1<sup>st</sup> of every year and ends October 31st. First Submission for any Club must be 10 Members and Annual Service Fee.

Please use the provide form in Excel format available on the TFRW Website as well as a coversheet for your submission. **PLEASE DO NOT CREATE YOUR OWN FORMS. DO NOT USE OUTDATED FORMS.** All forms must be typed. Handwritten forms are not acceptable. **Email Excel Membership Submission** with Cover Sheet to [tfrw@tfrw.org](mailto:tfrw@tfrw.org)

Include the following information in your email:

1. Your club's full name not the acronym (Republican Women may be abbreviated)
2. The submission number. Numbers should be in subsequent order #1, #2, #3, etc.
3. If you paid online or are mailing a check
4. A copy of your receipt if you paid online
5. The check number if you are mailing a check

You may mail a check (\$25.00 per member) or pay with a credit/debit card online (\$25.30 per member). A onetime yearly service fee of \$20.00 is payable with your first yearly submission. Your first Submission must include 10 Members or more.

Paying by check, dues are \$25.00 per member.

1. Include copy of Coversheet only. **DO NOT SEND COPY OF MEMBERSHIP SUBMISSION. PLEASE EMAIL YOUR SUBMISSION to [tfrw@tfrw.org](mailto:tfrw@tfrw.org)**
2. Write the submission number on your check.
3. Send to: **TFRW Headquarters  
P.O. Box 171146  
Austin, Texas 78717-0041**

Paying by credit/debit card, dues are \$25.30 per member. You must log on to the TFRW Website, Click on Members, Click on General Forms and Documents; Click on Membership Payment ... secure link will appear <https://simplecheckout.authorize.net/payment/CatalogPayment.aspx>

**Membership Submissions are not processed until Payment is received.**

Credits issued for duplicate submissions should be used on the next submission and must be used in the current membership year. Duplicate submissions occur when an individual is submitted by the same local club more than once or individuals has already been submitted as a member of another local club. If a Credit is issued, your Club Treasurer and Membership VP/Chair will be notified by email. It is important that their information be correct on the Cover Sheet and both email address' are correct.

If a member is duplicated because she is a Primary Member of another club and wishes to Transfer, Transfer Form is available on TFRW Website. Form must be completed by member and New Club President, and must be signed. Email form to [tfrw@tfrw.org](mailto:tfrw@tfrw.org)  
A membership transfer must be executed by submitting this completed form to the TFRW Office on or before July 31. No membership transfers are permitted after July 31<sup>st</sup> of the current year.

A member may transfer to another club. Since she has already paid to a club, payment for her membership to TFRW has already been processed. **DO NOT SUBMIT PAYMENT AGAIN.**  
A club may charge any difference in Club dues, above the initial \$25.00 already paid by the member. A transfer should not be included on a Membership Submission form. The required Transfer Form must be submitted.

Upon request, a computer printout listing both the current and the prior year membership can be emailed to Club Treasurer and/or Membership VP/Chair. Please review the roster and notify TFRW of any corrections or changes. This list may be used to contact members who have not renewed. Keeping lists current and correct will ensure proper membership data. Notify the TFRW Office of any Member changes by email regarding address, phone, or email updates. Death of a member should be reported to TFRW as soon as possible.

Club Presidents may access Membership cards that may be printed and given to members. The template for the cards can be found on the NFRW website at: [www.nfrw.org](http://www.nfrw.org)

If you need further assistance, please do not hesitate to e-mail your questions and or concerns to TFRW Headquarters at: [tfrw@tfrw.org](mailto:tfrw@tfrw.org)



# LOCAL CLUB PRESIDENT

(See TIPS Page 140 through 147)

## Duties:

- Preside at all meetings of the organization and the Executive Board.
- Exercise general supervision of the workings of the organization
- Appoint Chairmen of committees – standing and special.
- Appoint a Parliamentarian unless otherwise noted in Local Club Bylaws.
- Serve as ex-officio member of all committees except the Nomination Committee.

## Other Duties usually attributed to a President of a TFRW Local Club:

- Read and share in a timely manner the TFRW Leadership Handbook with officers and chairmen of those sections, which detail their job descriptions.
- Any member may view the Leadership Handbook available on the TFRW Website.
- Appoint, if not elected, a Campaign Activities/Political Action Chairman and a Legislative Chairman. TFRW Bylaws state these are two positions that are required.
- Be familiar with Local Club Bylaws, duties of the Local Club officers and chairmen, and general structure of the TFRW Board.
- Share the *TFRW Today* Newsletter with appropriate officers and committee chairmen.
- All Members will receive this Newsletter monthly. Encourage your members to read it.
- Encourage members to log on to the TFRW Website and review Members section. Digital Training is available but members must log on. The email address provided to TFRW when membership is submitted is a members User ID. A password will be provided once the member logs on using that User Id and clicking on “Forgot Password” A Password will be sent to the member from Word Press  
Follow prompts and establish your account. Detailed Instructions can be found on Page 103.
- Communicate with the District Director for your Senatorial District. Prepare quarterly reports of Local Club activities for her report to the TFRW Board of Directors.
- Attend Quarterly TFRW Board Meetings, Regional Workshops, TFRW Seminars and other events scheduled and/or encourage an officer or member of the Local Club to attend. Encourage participation in the NFRW and TFRW Biennial Conventions.
- Participate in Conference calls as requested by the TFRW President.
- Represent the Local Club at Republican events to promote the goals and activities of the Local Club and stimulate interest in membership.
- Most of all, the President shall be available and open to the Local Club Board and the members. Encourage participation and listen to what is being said or offered as helpful advice or even constructive criticism. **Seek advice from the District Director** if a problem exists and is not readily solved.
- Always thank your officers, chairmen, and members for jobs well done.

## **LOCAL CLUB VICE-PRESIDENT(S)**

### **Duties:**

- Serve as aide to the President.
- Preside at meetings of the organization in the absence of the President.
- In the event of disability or resignation of the President, shall succeed to that office for the unexpired position of that term.

### **General Duties of TFRW Local Club Vice-Presidents(s)**

- Most Local Clubs appoint a specific responsibility to the position of Vice-President or even to more than one Vice-President, i.e., Membership, Programs, etc.
- The succession to the position of President in the case of resignation or other reason sometimes falls to an elected President-Elect. This would put the Vice-President in the position of next to succeed in the same scenario.
- If assigned a specific committee she shall appoint the members of that committee. She shall present a plan of action for that committee.
- She shall perform any other duties as may be assigned.

## **LOCAL CLUB RECORDING SECRETARY**

The Secretary is responsible for recording attendance at each meeting, establishing, and reporting whether there is a quorum of voting members present. Attendance records become part of the permanent records of the Local Club and are usually maintained by the Secretary until the end of her term.

The Secretary is to record the minutes of all meetings, general and executive board. The minutes should reflect the type of meeting, place, date and time held, attendance, and all business conducted. A record of all motions, including the name of the person making the motion and the result of the vote, should be in the minutes.

The Secretary should provide the President with a report of the minutes as soon as possible after each meeting. Minutes should be circulated prior to each meeting and approved or corrected by members at that meeting. The final report of the minutes should be signed by the Secretary with the notation “Approved as read” or “Approved as corrected” along with the date of such action. Minutes also become part of the permanent records of the Local Club and are usually maintained by the Secretary until the end of her term.

The Secretary is responsible for general correspondence of the Local Club unless these duties have been assigned to another officer or committee. The Secretary also will perform any other duties as instructed by the President of her Local Club.

## **LOCAL CLUB CORRESPONDING SECRETARY**

Clubs with larger memberships may prefer to assign some of the duties of the Recording Secretary to a Corresponding Secretary.

In such case, the Corresponding Secretary will notify the membership of each meeting and conduct the general correspondence of the Local Club – that is, correspondence that is not the proper function of other officers or committees. She reads correspondence received, as requested by the President, at each meeting. She composes and sends correspondence and thank-you notes promptly, as requested by the President.

In the absence of a Newsletter Chairman for the Local Club, the Corresponding Secretary may perform the duties of composing and distributing the Local Club Newsletter. She will also perform any other duties requested by the President of the Local Club.

## **LOCAL CLUB TREASURER**

The local club treasurer is the custodian of all general account funds. She is responsible for depositing the funds promptly, dispersing authorized funds as directed, and accurately accounting for the funds and other assets of the club.

### **Treasurer's Report, Annual Budget, & Annual Financial Review**

To keep members informed of the financial condition of the local clubs' funds, the local club treasurer should present a **treasurer report** at each local club meeting. An annual budget at the beginning of the year should be developed and approved by the board and membership. Expenditures in excess of budgeted amounts should be approved by the board and membership. An annual financial review should be performed in the first three months after the close of the year. The Annual Financial Review Checklist form can be used for your financial review. It is located on the TFRW website (tfrw.org) under General Forms & Documents.

### **Coordination with PAC Reporting**

The local club treasurer will frequently be the club's PAC Treasurer as well. If these are separate positions, the club treasurer must be diligent in forwarding all information required for PAC reporting to the PAC Treasurer on a timely basis.

### **TFRW Reporting**

Each local club treasurer has two basic responsibilities to TFRW:

1. To promptly remit membership dues and local club service charges to TFRW.
2. To maintain and provide TFRW with a current roster of local club officers' and members' names, addresses, and phone numbers.

Each local club should renew and enroll members and collect dues as early in the year as possible. Dues should be sufficient to provide the funds necessary to cover each local clubs' Legislative, Membership, and Campaign/Political Action Programs.

In general, dues permit TFRW to assist each local club in directing its efforts to support Republican candidates. Forms for submission are found at [www.tfrw.org](http://www.tfrw.org).

### **MEMBER DUES AND LOCAL CLUB SERVICE CHARGE**

TFRW requires annual fees from each local club and its individual member:

- \$20 Local Club Service Charge: \$15 goes to NFRW and \$5 is retained by TFRW
- \$25 Individual Dues for each full member: \$20 goes to NFRW and \$5 is retained by TFRW.

**Note: Do not remit any dues or fees for either Male or Female Associate Members.**

## **PAYMENT DATES TO TFRW FOR DUES AND SERVICE CHARGE**

**November 1st:** Remit each local club's per capita dues and service charge.

Be sure that dues for the new slate of officers are included with your first local club submission.

**Dues are delinquent after March 1st.**

**October 31: Ends the Membership cycle for that current year.**

Dues received after October 31 will apply to next year's dues.

## **REMITTING CHECKS TO TFRW**

Remit either a local club check or a cashier's check (no individual member's checks) to:

**Texas Federation of Republican Women**

**P.O. Box 171146**

**Austin, TX 78717-0041**

Checks should be made to TFRW(PAC) when Membership submissions are emailed.

## **CREDIT FOR DOUBLE PAYMENT OF DUES**

If TFRW notifies you that you have twice remitted dues for a member, your local club will receive credit for the overpayment. The credit should be applied on your next submission. Credits can only be used in the current year and are considered a donation to TFRW if not used in that current year.

## Local Club Treasurer: Annual Financial Review

For the Period Beginning \_\_\_\_ / \_\_\_\_ / \_\_\_\_

And Ending \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Financial Review Task

Were the financial statements for the previous year completed and submitted to the Financial Review Committee and was the result of the review presented to the membership?

Are bank signature cards and other authorizing documents current? Does bank use club's IRS identification number (EIN)?

Have bank reconciliations been completed in a timely manner through the most recent bank statement received?

Does someone not having signature authority on the accounts review the bank reconciliations at least quarterly?

Are all checks/withdrawals/transfers approved according to bylaws and/or standing rules prior to disbursement or commitment to expend funds?

Are all checks/withdrawals/transfers done on a timely basis and documented as to purpose and payee/destination of funds?

Are all deposits supported by documentation showing source of revenue, preferably photocopies of checks or receipts for cash received?

Are receipts collected by someone other than the person making the bank deposit?

Are all sources of revenue and all disbursements accurately reported on the annual financial statement?

If applicable, are inventories properly recorded and verified at least annually? Are all Texas Ethics Commission reports filed on or before the due date?

Are all Texas Ethics Commission reports reconciled to the financial statements for the corresponding period?

Are Texas Sales and Use Taxes collected and timely paid on all applicable fundraisers?

If the club's gross receipts for the year exceed \$25,000, was an IRS Form 990 or 990-EZ prepared and submitted on a timely and accurate basis?

Does the club amend Form 8871 each time the club's officer's change in order to protect the club's IRC Section 527 status?

Does club have investment income (dividends and interest income) in excess of \$100? If so, has club filed the required IRS Form 1120-POL?

\* "No" answers, provide an explanation of the issue and how it is being addressed on a separate sheet.

**I/ (We) certify that I am/ (we are) not directly involved with the club's finances for the accounting period being reviewed.**

**I/ (We) have verified the supporting information for the above questions and certify that the responses above are complete and accurate.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## CLUB AWARDS CHAIRMAN

It is the responsibility of the Awards Chairman to encourage Local Club participation in the various TFRW and NFRW awards programs. She should also encourage the Local Club to nominate Club members for awards such as the TFRW “Top Ten Outstanding Award,” “Kay Bailey Hutchison Leadership Award,” a State Scholarship, “Tribute to Women” honoree, and any other award opportunities presented by TFRW or NFRW. List of all awards can be found at: <https://www.tfrw.org/awards/>

To facilitate award participation, the Local Club Awards Chairman should work closely during the 2022-2023 term with the Local Club Officers and Committee Chairmen to ensure that the various award requirements are being met during the Club meetings and activities, and that award deadlines for such things as dues and roster information are met.

The Local Club Awards Chairman must keep aware of all the awards that are available to the Local Club, and their requirements, by reading the *TFRW Today* Newsletter, and by visiting the TFRW and NFRW Websites often.

TFRW awards are listed on the TFRW Website (<https://www.tfrw.org/awards/>) under the Forms category, and the application/nomination forms and instructions for the various awards are revised periodically. Some NFRW awards are also listed on the TFRW Website under the Forms category, and all NFRW awards are listed on the NFRW Website ([www.nfrw.org](http://www.nfrw.org)).

The Local Club Awards Chairman must ensure that TFRW and NFRW award applications/nominations are submitted by their various due dates, and in the manner prescribed. And she should keep Local Club members informed about and involved in the various award opportunities.

Local Clubs that participate in the awards programs will be successful clubs with interesting programs, grassroots campaign activities, community service projects, and membership growth. The various awards requirements and guidelines provide the Local Clubs with an outline for a successful year.



# LOCAL CLUB BYLAWS CHAIRMAN

## Purposes and Rules

(See TIPS page 149 through 156 for Sample Bylaws)

The Local Club Bylaws Chairman should be familiar with her club's bylaws and the bylaws of TFRW and NFRW. She should be briefed on the information below as to what bylaws are and why they are important, so that she is prepared to review her club's bylaws and suggest any amendments needed. It is her responsibility to submit those bylaws to TFRW VP/Bylaws for approval anytime there is an amendment to those bylaws approved by the membership.

The bylaws of a local club contain its own basic rules relating to itself 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; and (4) cannot be suspended unless a clause is included providing for such suspension under certain specified conditions. (Such clause is not recommended for our purposes.)

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. Any limitation of the power of an assembly to act as a whole must be specified in the bylaws.

The latest edition of *Robert's Rules of Order, Newly Revised* shall govern the local club in all proceedings except where inconsistent with the provisions of its bylaws and those of TFRW and NFRW, and an article so stating should be included in a local club's bylaws. It is the adopted parliamentary law of NFRW and TFRW and therefore of all local clubs.

A local club's bylaws cannot be in conflict with those of NFRW or TFRW. Local club Presidents, parliamentarians, and bylaws chairmen should have a copy of these organizations' bylaws for reference, hence their inclusion in this handbook.

The local club secretary and/or parliamentarian should have a copy of these bylaws easily at hand at all meetings of the club and be familiar with their contents. If a question arises, refer to the bylaws of the local club, TFRW, or NFRW. If not addressed in any of these instruments, refer to *Robert's Rules of Order, Newly Revised*, a copy of which should be at the meeting.

**Note:** The TFRW Bylaws, Article IV - Membership, Section 9, require local clubs to submit any amendments to their bylaws to the TFRW Vice President-Bylaws before those amendments become effective. After every Biennial Convention, each local club should (1) examine its bylaws and ensure they are in accord with the bylaws of the two superior bodies, which frequently make changes at their Conventions, and, if not, adopt the appropriate amendments and (2) include the necessary rules for the smooth and orderly functioning of the local club as currently being applied in obtaining its objectives and aims.

In order to facilitate a more efficient review of your club's bylaws amendments and to expedite approval, all bylaws should be submitted electronically, as a Word document, to the TFRW Vice President-Bylaws. Please be sure that proposed amendments are clearly marked in the document.

## **LOCAL CLUB CAMPAIGN ACTIVITIES CHAIRMAN (Political Activities)**

*Please review NFRW and TFRW Bylaws for important and specific language concerning club Campaign Activities Chairman:*

**National Federation of Republican Women Bylaws: ART III, MEMBERSHIP, Sec. 3.** Requirements: A. A State Federation or Local Club may be admitted to and continue 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 that advocates a split party ticket or supports a candidate running on an opposition ticket shall be admitted to or continued in membership.

**Texas Federation of Republican Women Bylaws:**

**ART. II. OBJECTIVES** - to foster loyalty to the Republican Party and to promote its principles and candidates in all elections including non-partisan elections.

**ART. III - POLICY, SEC. 1. Candidate Endorsement:** The President of the Texas Federation of Republican Women, the Vice-President Political Activities, all elected TFRW Officers, **Local Club Presidents and Campaign Activities Chairmen shall not publicly endorse any candidate for public office in contested Republican Primaries, Runoff Elections, Special Elections, and/or nonpartisan elections when more than one Republican is in the race.**

**ART. IV, Sec 2, Membership:** A Local Club shall include the following provisions in its bylaws: A statement of policy that no Local Club shall publicly endorse or work for a known candidate of another party in a partisan or non-partisan race where a Republican is in the race. When more than one Republican is in a non-partisan or partisan race, no Local Club, Local Club President, or Campaign Activities Chairman shall publicly endorse or work for any candidate in said race. If a Local Club violates this policy, it shall be the responsibility of the TFRW Executive Committee to remove the Local Club from the Federation.

(**Note:** the title of the Vice President Campaign Activities was changed to Vice President Political Activities at the 2021 Biennial Convention. This change was for the TFRW elected officer only. Clubs are not required to change the name of their Campaign Activities Chairman but are free to do so if they choose.)

(**Note:** “work for” is defined as campaign work for a candidate to include any activity to support or assist said candidate. You must remain neutral while holding the Campaign Activities position.)

### **Duties:**

The main focus of the club Campaign Activities Chairman is to coordinate the activities of the club to help elect Republicans. The following guidelines are suggested:

- **Set goals for yourself and for your club.** Strive to increase volunteer hours from prior report periods and inspire club members to become actively involved in campaigns and county party efforts.
- **Have your OWN Local Club Awards** to recognize individuals.
- **Get members to report volunteer hours.** Develop a reporting plan and get members to report volunteer hours. Make available in print the “**Policy for Counting Campaign Hours**” to each member in your directory for easy reference.

This information is found on the TFRW website:[https://www.tfrw.org/wp-content/uploads/2022/05/TFRW-General-Policy-for-Counting-Political-Campaign-Hours\\_05-28-2022.pdf](https://www.tfrw.org/wp-content/uploads/2022/05/TFRW-General-Policy-for-Counting-Political-Campaign-Hours_05-28-2022.pdf)

- **Suggest members** keep a special calendar for ease in counting their hours.
- **Educate members** to the importance of attending the Precinct Convention, the SD or County Convention, and of course the Texas Republican Convention. These conventions are where members help set the policy for the party.
- **Maps** of county precincts may be obtained from the county courthouse or Republican headquarters. Encourage members to be precinct chairman. Network with the precinct chairmen in the club's area and encourage members to volunteer to help in their precinct.
- **Keep an up-to-date list** of all Republican candidates and campaign headquarters including the address, phone number, and name of campaign coordinator and scheduler. The county chairman should be able to provide all necessary information.
- **Know the talents of your members** and share the information with campaigns. Organize email/call lists in advance to be able to schedule events and workers, on short notice for a visiting candidate appearance or volunteer requests for mailings, phone banks, precinct walks, etc.
- **Keep everyone informed.** Write an article for each newsletter; sign up for RNC, RPT, NFRW and other informative e-letters. Share important email with your club's volunteers. Attend any campaign activities, seminars or Campaign Management Schools offered in the club's area - encourage members to attend as well.
- **Organize a "Meet the Candidates" event** (before primary if possible). Invite the public and media/press to meet and hear the Republican candidates. Allow time with refreshments, before and after the speakers, for one-on-one time with candidates.
- **Have a place for campaign materials at meetings** for ALL Republican candidates. Treat all Republican candidates equally. **Do NOT endorse a Republican candidate if there is more than one Republican in the race.**
- **Candidate Forums and Calendar of Events.** Clubs are encouraged to sponsor "Candidate Forums." However, every Republican running for an office during the Primary MUST BE invited. They may not all attend, but they must be invited. The club is not expected to meet every candidate's schedule. When information is sent out to candidates, include the club's "Calendar of Events," and **ALWAYS** include a disclaimer: "*Name of RW Club* does not endorse candidates during the Primary Election Period. The following is for information purposes only."
- **Be aware of all PAC rules.** Refer to the section on PAC Treasurer Tips in this handbook. You may also contact the Texas Ethics Commission for a copy of Statute 221. All printed materials as well as mass emails should carry the disclaimer:  
**Political Advertising Paid for by [name of club] PAC**  
Name & Address of Treasurer,  
A Tax-Exempt Organization Under Section 527  
**of the Internal Revenue Code.**  
**Contributions to [name of club] PAC Are Not Deductible**  
**as Charitable Contributions for Federal Income Tax Purposes.**  
**Corporate Contributions Are Not Permitted.**  
**Not Authorized by Any Candidate or Committee.**
- **Set up an automatic signature** on your email as a convenient way to accomplish this requirement.

# CAMPAIGN ACTIVITIES

## Reporting of Volunteer Hours

Volunteer hours measure the influence of Republican Women in the political process. TFRW and each club deserve recognition for the tremendous contributions they make toward getting Republicans elected! This measure is demonstrated in the enormous number of hours our member's volunteer.

**The total volunteer hours should be reported to the VP Political Activities quarterly by utilizing the portal found on the TFRW Website:**

**<https://www.tfrw.org/careportingform/>**

**OR when that is not possible email the VP Political Activities at: [vpcampaignact@tfrw.org](mailto:vpcampaignact@tfrw.org)**

Club Campaign hours should be submitted promptly after the end of the quarter by either of these two methods. Hours are due by the 10<sup>th</sup> of the following month in order to allow for reporting by TFRW VP Political Activities to NFRW.

Instructions are available on the TFRW Website: <https://www.tfrw.org/forms-and-documents/>

Due dates **MUST** be adhered to for accurate reporting. The VP Political Activities gives her report on Campaign Hours to the TFRW President every quarter and semi-annually to NFRW. Therefore, it is necessary to give timely reports to the VP Political Activities.

The club Campaign/Political Activities Chair will need to organize a system to accurately keep track of the campaign hours that each member has contributed. There are sample Forms available on the TFRW Website for all Campaign/Political Activities Chairs. The method the Club Campaign/Political Activities Chair utilizes to track her club's hours is individual, as long as the TFRW VP Political Activities receives the **TOTAL** number of hours, calls, and name of members with the most hours and calls. Keep a record of each volunteer's member status, i.e., regular member and associate member; male or female. Be sure to track Club's total campaign hours; Clubs total political calls made; member with most individual hours, members with most individual calls; name and quantity for each. Clubs are encouraged to recognize the Associate Member with the most campaign hours at your end-of-the year awards ceremony.

Remember, to receive the award recognition that clubs and individuals deserve, members must report volunteer hours and political calls. Develop incentives within the club for not only volunteering, but for reporting both. These hours and calls **DEMONSTRATE TFRW's AND YOUR CLUB'S, STRENGTH and INFLUENCE IN ELECTING REPUBLICANS!**

### **Summary of NFRW and TFRW Campaign Awards Cycle:**

1. At the NFRW Convention, the Campaign Activities awards from NFRW will be presented. The rules and requirements for these awards will be posted on the NFRW website. The NFRW Awards Cycle is July 2021 thru June 2023. NFRW gives:

- A. An award for the member with the most campaign hours.
- B. An award for the member with the most political calls made.
- C. State with the most campaign hours by size.
- D. State with the most political calls by size.

2. At the TFRW Convention, clubs may compete for awards from TFRW. The Campaign Awards Cycle for the TFRW Awards is from July 2021 thru June 2022. The awards are:
  - A. Member with Most Campaign Hours: Clubs can submit the name of the member who has the most volunteer campaign hours in their club. This member will receive the “Crystal Heel Award” to be presented at TFRW Convention.
  - B. Member with the Most Political Calls: Clubs can submit the name of the member who has the most Political calls in their club.
  - C. Club with the Most Campaign Hours by Size: Clubs submit their total club volunteer campaign hours on a quarterly basis, these are tallied by VP Political Activities. The club with the most hours submitted in each size category will be awarded.
  - D. Club with the Most Political Calls by Size: Clubs submit their total club volunteer Political Calls on a quarterly basis, these are tallied by the VP Political Activities. The club with the most calls submitted in each size category will be awarded.

The current category of club sizes, Small, Medium, Large, and Jumbo and Super Jumbo, based upon membership.

## **GENERAL POLICY FOR COUNTING POLITICAL/CAMPAIGN HOURS And Political Calls**

1. All hours count for activities that are political in nature or support the Republican Philosophy. This includes in person and conference or web-based events.
2. Paid hours count – if not your primary income. Hours as Election Judge, Clerk Poll watcher, door knocking, phone bank calling and other activities.
3. Hours for elected officials who receive a stipend salary can be counted. Such as Texas State Senators and Representatives, some city council and school board members. Don’t forget to count the hours of time they spend out and about the community.
4. Hours for your club meetings, general monthly meetings, board, committee meetings including travel time.
5. Work done for campaigns, including all work for mailings, preparing signs, telephoning, door knocking, poll greeting etc. Work can be performed at any location, home, campaign headquarters, GOP offices, polling locations. Include any travel time
6. Hours spent at a special event, including all organizing, planning and cleanup. Even events you pay for or are compensated for.
7. All hours at Texas Federation board meetings, events, conventions, training, includes event preparation and travel time.
8. Any hours spent as a precinct chair or assisting your precinct chair
9. Travel and time spent at Republican Party events, including County Executive meetings, SREC meetings, Precinct conventions, County/SD Conventions, State convention, National Convention.

10. Party Committee work, local or state. Includes any committee meetings, and preparation.
11. Volunteering at TFRW headquarters or local GOP headquarters
12. Committee work performed for appointments made at the local, county or state level. Includes travel time, preparation and associated activities.
13. Political candidates may count all campaign hours.
14. Work on local “non” partisan elections counts, if work is done for known Republican candidates, this includes city and school board elections.
15. SREC work, including time spent creating reports, committee work, quarterly meetings, updating local CEC and clubs.
16. Voter registration work, include time and travel to become certified, and drop off forms. Set up and work on Voter registration drive booth/events, include clean up.
17. Time spent voting.

### **Tracking of Political calls**

**Note: the time spent making calls counts under hours.**

1. Calls of a political nature or for club activities
2. Calls made to elected officials
3. Calls made for voter registration, GOTV
4. Calls made for campaigns
5. Calls to remind members of club meetings/events/membership
6. Calls in support or opposition to legislation

### **Special notes:**

Reporting hours and tracking is on a best time estimate.

Texting does not count as calls at this time.

Travel time refers to time it takes to go to and from the event, including rest and food break without side trips for personal business.

A “known” Republican is someone who voted in the most recent GOP primary election.

Female associates only report to their home club. Male Associates report hours to their spouse’s home club or to the club closest to his home residence.

**NOTE: Per the TFRW Bylaws, Article III, Sections 1 & 2 – Club Presidents and Campaign Activities Chairs are not permitted to endorse or work in GOP primary or nonpartisan elections when there is more than one Republican in the race. Clubs may not endorse in the name of the club. Individual members may work for the Republican of their choice.**

**Caring for America hours ARE NOT PART OF THE REGULAR QUARTERLY REPORT OF CAMPAIGN HOURS. TFRW Caring for America Chairman will issue a policy to the clubs as to what “work” counts as Caring for America hours.**

## LOCAL CLUB CARING FOR AMERICA CHAIRMAN

To achieve the ideals of this valuable community service program each local club should endeavor to accomplish the following:

- Appoint a Caring for America Chairman - Forward the name and contact information for her to the TFRW Caring for America Chairman.
- Promote and publicize the Caring for America program to your local club members. Identify needs within your community.
- Inform members of your local club what the TFRW Caring for America project is for the year.
- Select one or more projects that are within your organization's capability to
  - Encourage volunteerism and private sector initiatives as important objectives.
  - Keep volunteers interested and motivated through "contests" and incentives.
- Enhance the GOP image by involving elected and appointed Republican officials and local party leaders in community service projects.
- Publicize in local newspapers, radio and television as well as TFRW and NFRW publications. Recognize volunteers publicly in these media sources.
- Follow through with projects to insure they are well executed, thus enhancing your local clubs and the GOP image.
- Keep the TFRW Caring for America Chairman informed of your local club's activities and especially the club's "SUCCESSSES."
- **Caring for America volunteer hours are tracked separate from Campaign Activity hours. Please do not report these hours for Campaign Activities.**

### Some recommendations for local club projects:

- Mentor/tutor individual or group programs for schoolchildren, welfare recipients and others.
- Hold a "Baby Shower" to collect diapers and baby essentials for a local women's shelter.
- Adopt senior citizen's homes or health care centers by providing small personal items, visiting/reading to them, writing letters to family/friends, hosting holiday or birthday parties, etc.
- Adopt one or more families with special needs.
- Collect food donations and deliver to food banks or soup kitchens.
- Collect personal toiletries and/or snack items for local USO.

These are but a few suggestions. Simply look around communities to find opportunities to assist those in need, to build coalitions and to show that **"Republican Women Care."**

# LOCAL CLUB FINANCE CHAIRMAN

(Ways and Means)

(See TIPS page 162)

Raising money can and should be fun. Every area of our state and every Local Club have different ideas and talents. Explore the ideas and talents within your club. Get the membership involved and spread the fun around. Hold events specific to your Local Club or the local community. The key is involvement and participation.

Fundraising activities are subject to local, state, and federal regulations and taxes. Be sure to check your local requirements before having a fundraising event.

Every volunteer organization is involved in fundraising to support its activities. Although there are yearly dues, they are usually insufficient to meet normal operating expenses. To have dues cover the cost of a Local Club's programs would prohibit many women from being primary members in our Local Clubs. To be successful in meeting the needs of the club's activities and programs, requirements must be established for fundraising and a budget must be drafted.

## Planning a Successful Fundraiser:

- Appoint a committee to come up with suggestions and your goal in dollars. (Include your President as a member or an ex officio member).
- Present your committee recommendations to your club's board so you will have their support.
- Have the membership vote on all fundraising projects to ensure their participation.

## Accounting of all Financial Contributions:

- Many clubs have devised methods for tracking membership contributions. Membership contributions include dues and attendance at monthly events. A good tracking tool is to make a page for each member and list by date all of her contributions. Another good tool is using invoices to record sales of logo items and individual contributions. Tracking will also need to include any "in-kind" contributions made by your members or the local community, such as gift certificates or auction items. Remember you may not accept any contributions, items, or discounts not available to the general public from corporations.
- Should your club sell any items, such as political jewelry or silent auction items, you must collect and pay State of Texas sales tax. You will need to have a sales tax certificate.
  - The Comptroller of Public Accounts issues these certificates.
  - Go to at <http://comptroller.texas.gov>, to find the Comptroller's Field Office near you or call 1-800-525-5555. You can also apply for the certificate on that web site.

## Objectives for Use of Raised Funds:

- Your club should create a budget to allow for the following expenses: newsletters, printing and postage, monies to send delegates to NFRW or TFRW conventions, monies to send members to Campaign Management Schools, purchase of a TFRW President's pin, charitable contributions, special events, funds to honor members during the TFRW "Tribute to Women" event, TFRW and NFRW service charges, and candidate contributions. Your club may wish to make political contributions after the primary election. Remember, that your club cannot contribute to federal candidates unless you are a Federal PAC.



## LOCAL CLUB LEGISLATIVE CHAIRMAN

It is the responsibility of the Legislative Chairman to encourage active participation in the legislative process. She should ensure that legislative study be an integral part of every Local Club meeting. She should provide information and encourage discussion about all major bills in both the U. S. Congress and the Texas Legislature.

It is very important to teach members how they, as individuals, can stay current and lobby effectively. One must work to keep abreast of current legislation, particularly when both the Texas Legislature and the U. S. Congress are in session.

Following are suggestions, which should assist in this effort

- Develop working relationships with the local offices of federal and state representatives (U.S. Senators, U.S. Congressman, State Senator, and State Representative). Contact each office and introduce yourself to the person responsible for legislation. Explain your responsibilities and ask that individual to be a resource. Request that you be added to any mailing list they use.
- Keep abreast of legislative issues by reading the newspaper, listening to the radio, watching television news, and by surfing the Internet.
- Subscribe to publications that list upcoming legislation and give voting records.

It is important to track an elected official's voting record so that they know you are paying attention and that you expect good representation. Voting records can be used effectively when recruiting candidates to run against those who have not represented their constituency well.

### **Duties:**

- Present a legislative report at each Local Club meeting, either written or oral.
- Publish legislative updates in the Local Club Newsletter.
- Build a legislative file on major issues.
- Maintain an opposition research file
- Encourage public hearings on legislation of particular interest
- Promote Local Club participation in TFRW Legislative Day in Austin.
- Encourage Local Club members to participate in the legislative process.

## LOCAL CLUB MEMBERSHIP CHAIRMAN

### Duties:

- FORM A MEMBERSHIP COMMITTEE TO RECRUIT, ENCOURAGE, AND MENTOR NEW MEMBERS.
- Encourage new members to participate in meetings and get involved.
- Be proactive about encouraging people to join your local club – recruit everywhere!
- Ensure new members, and current members, feel welcome and utilized.
- Contact and encourage local elected officials, candidates, precinct chairmen, and spouses to join your Local Club.
- Stay informed of TFRW membership incentives and programs through the *TFRW Today* Newsletter.
- Create a membership goal program that incorporates TFRW Membership programs and Local Club incentives.
- Develop and implement new Local Club programs and member incentives. Below are a few ways to attract new members and renew current members.
  - Plan a special Membership Drive event (e.g. New Member Social, Membership Renewal Drive, lower cost of entry to a special event if you are a member).
  - Contact members who have not renewed and let them know you miss them and value them as a member of your club. Do this via phone, email, in person and by mail.
  - Advertise your Local Club – social media, newspaper, word of mouth, website, newsletter, local fairs and festivals
  - Ask members to submit names of potential members and always follow up.
  - Contact guests and encourage them to join.
- Provide membership applications at all club events. Make sure the applications include all membership categories including full and associate.
- Create "New Member Packets" which may include a welcome letter, membership directory, current Local Club Newsletter, membership applications for potential members, and any other pertinent information about your Local Club or area.
- Provide reports at Local Club meetings and a written report for the President at Board meetings.
- Provide sign-in sheets and nametags at meetings for members, guests, candidates and elected officials. Introduce guests, candidates, elected officials and new members during the meeting.
- Email TFRW membership submission forms to TFRW Headquarters.
- Work in conjunction with Club Treasurer. Use all forms available on TFRW Website.
- Maintain up-to-date membership records and notify TFRW Headquarters ([tfrw@tfrw.org](mailto:tfrw@tfrw.org)) of any change or corrections as soon as possible. Notify TFRW immediately of a member's death.
- Ensure committee chairs receive contact information for new members interested in volunteering in their area.
- Thank all members for joining!
- Compile and print a membership directory  
(See *CREATING A MEMBERSHIP DIRECTORY* Page 166)
- Discover the Membership link on the NFRW website, [www.nfrw.org](http://www.nfrw.org) for great ideas, such as templates for membership cards and tri-fold brochures.
- Develop a recruitment bi-fold or card, with Local Club logo and group identification.

# SAMPLE MEMBERSHIP APPLICATION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

NEW: \_\_\_\_\_ RENEWAL: \_\_\_\_\_

SPOUSE: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

(Required by law for Political Action Committee. If not "employed": Homemaker, retired, private tutor, volunteer)

## MAILING

ADDRESS: \_\_\_\_\_

CITY & COUNTY & STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

SENATORIAL DISTRICT # (IF KNOWN) \_\_\_\_\_

Primary Phone #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

(Please print e-mail and notify us with changes. This is our preferred means of communications and is Required.)

\_\_\_\_\_ Primary Member - \$35.00 \_\_\_\_\_ \$5.00 Directory Sponsor (optional and appreciated)

\_\_\_\_\_ Associate Member - \$15.00 \_\_\_\_\_ \$3.00 Mail directory (select if you want directly mailed to you)

(Women with primary membership in another Federated RW, Spouse, Republican Men)

\_\_\_\_\_ \$6.00 Nametag ( \_\_\_\_\_ Magnetic \_\_\_\_\_ Pin)

(Name on tag)

\_\_\_\_\_ Donation to Local RW

TOTAL ENCLOSED: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

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

\_\_\_\_\_ Barbara Bush Literacy \_\_\_\_\_ Campaign Activities \_\_\_\_\_ Community Engagement

\_\_\_\_\_ Fundraising \_\_\_\_\_ Caring for America \_\_\_\_\_ Legislative

\_\_\_\_\_ Hospitality \_\_\_\_\_ Membership \_\_\_\_\_ Publicity/Media

\_\_\_\_\_ Education/Scholarship \_\_\_\_\_ I can help where needed

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

Issues that concern you \_\_\_\_\_

Speakers you would recommend \_\_\_\_\_

*I do not want my information printed in the annual Membership Directory* \_\_\_\_\_

Please complete this application and return with your check made to "LOCAL CLUB PAC."

Mail to: Jane Doe  
1234 Austin Street  
Austin, TX 78701  
E-mail: JaneDoe@gmail.com

# LOCAL CLUB PARLIAMENTARIAN

(See TIPS page 144)

The Parliamentarian of a local club acts purely in an advisory capacity to the President. A Parliamentarian should remain silent unless asked to speak by the President. A Parliamentarian may speak up quietly to the President to draw her attention to a parliamentary point, but this should be done discreetly. It is up to the President to decide whether or not to follow the Parliamentarian's advice, and the Parliamentarian must not argue with or attempt to undermine the President's decision.

## IMPORTANT TO REMEMBER:

- Parliamentary procedure gives only the President the power to rule on questions of order or to answer parliamentary inquiries.
- The Parliamentarian answers questions or offers opinions for the members during the meeting only upon request by the President.
- Only on the most involved matters should the Parliamentarian be called upon to speak to the body.

In the local club, the Parliamentarian may also serve as the Bylaws Chair, but at the very least should be an advisor to the Bylaw Committee. The Parliamentarian can advise and assist in wording proposals in clear, concise parliamentary language.

## QUICK REMINDERS:

- The Parliamentarian shall remain impartial in all debate.
- The Parliamentarian should be seated next to the President, but in local club meetings, this is not absolutely necessary.
- Have a copy of the local club bylaws, agenda, and the current edition of *Robert's Rules of Order Newly Revised*.

# LOCAL CLUB PAC TREASURER

(See Tips Page 168)

*Note: The information contained below is not intended as legal advice, but to provide a general understanding of situations a PAC Treasurer might encounter. Please consult the TEC or an attorney for advice on specific circumstances.*

## **GENERAL INFORMATION FOR CLUB PAC TREASURER**

***As a PAC Treasurer, you have a relationship not only with your club, but also with the Texas Ethics Commission (TEC).***

### **Filing Frequency**

When you filed your AGTA (amendment of general-purpose committee treasurer report), you assumed personal responsibility to file timely and accurate reports (GPAC) with the Texas Ethics Commission. GPAC reports will be due at least twice a year:

- January 15 for activity between July 1\* and December 31 of the previous year
- July 15 for activity between January 1\* and June 30

\*Or the day after the date of your last GPAC report, whichever is later.

***If your club has activity related to an election, you will be required to file GPAC reports more frequently than twice a year.*** The TFRW office will make every attempt to keep you informed of the interim due dates, but it is your responsibility as PAC Treasurer to file all reports by the due date. Filing schedules are available on the TEC website, [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

### **Change in PAC Treasurer**

Any change in your status, such as the election or appointment of a new PAC Treasurer by your club, must be reported in writing to the TEC. You can fax the form on the last day of the outgoing PAC Treasurer's term, but a hard copy of the original must also be mailed to the TEC. At the end of your term, you are required to file a final GPAC report within ten days. The newly appointed or elected PAC Treasurer will be responsible for filing GPAC reports from the day after the fax or postmark forward.

### **Electronic Reporting**

Electronic reporting is required for most clubs. If your gross revenues or expenditures exceed \$20,000 annually OR if you use a computer for ANY financial records, you MUST file your reports electronically. If you qualify for a paper report, you should seriously consider electronic filing for the following reasons:

- Any changes in Texas election laws will be automatically updated in the TEC's software.
- The software will automatically itemize contributions and expenditures.
- The software will validate your report prior to filing.
- Successful electronic filing submissions will be acknowledged by email.

If you do file a paper report, you will be required to file an Affidavit of Exemption (from electronic filing) with each report.

The forms mentioned above are on the TEC website, [www.ethics.state.tx.us](http://www.ethics.state.tx.us) under General Purpose Committees. Forms that are frequently used can also be found on the TFRW website, [www.tfrw.org](http://www.tfrw.org).

- Update of PAC Treasurer information needs to be emailed to TFRW on a yearly basis regardless if PAC remains the same. Form is available at:

[tfrw.org/wp-content/uploads/2021/11/Club-2022-PAC-Treasurer-Updated-FILLABLE-FORM.pdf](http://tfrw.org/wp-content/uploads/2021/11/Club-2022-PAC-Treasurer-Updated-FILLABLE-FORM.pdf)

## **Disclaimers**

On any and all fundraising material, including dues statements, be sure to include the following disclaimers:

- Pol. Adv. Paid for by (your club's name)PAC
- Political Contributions are not deductible as charitable contributions for federal income tax purposes.
- Corporate contributions are not permitted.

## **Offices: PAC Treasurer, Assistant PAC Treasurer, and Club Treasurer**

NFRW and TFRW bylaws require that the Treasurer, PAC Committee Chairman, and PAC Chairman are Full Members of the club. *The Assistant PAC Chairman/Treasurer on file with the Ethics Commission does not have to be a member; your club may hire a consultant to serve as Assistant PAC Treasurer.*

Clubs may continue to have a Treasurer and a PAC Treasurer, or they can combine the positions.

As a Political Action Committee, ALL funds received, disbursed, and maintained by the club are subject to reporting to the TEC. There are no "operating" or "general accounts"; all bank accounts maintained by the club, regardless of the name assigned to the account, are considered PAC money. All funds received are considered Political Contributions and all funds disbursed are considered Political Expenditures.

Please refer to the **TIPS** section of this manual for more information.

## **CAMPAIGN TREASURER**

Refer to the Texas Ethics Commission's website, [www.ethics.state.tx.us](http://www.ethics.state.tx.us), revised September 28, 2011. The primary focus is on Campaign Treasurers, but it also applies to Treasurers of General-Purpose Political Action Committees, which is our clubs PAC Treasurer's function.

For further information, contact:

Texas Ethics Commission  
201 East 14th St., 10th Floor  
Austin, TX 78701  
Mailing Address: P. O. Box 12070  
Austin, TX 78711-2070  
Telephone: 512-463-5800 / FAX: 512-463-5777  
TDD 1-800-735-2989  
<https://www.ethics.state.tx.us>  
Office Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday

## LOCAL CLUB PROGRAM CHAIRMAN

(See *Tips Page 176*)

Programs define an organization. Programs are what you are about, what you are doing, and where you are going as a Club. Your club's programs can be the determining factor in the growth of your club's membership.

### **Programs should:**

- \*Be informative, inviting and well planned.
- \*Offer a variety of topics to attract new members and maintain existing members.
- \*Educate members and keep them updated on issues in well-balanced presentations.
- \*Be formulated to focus on the political arena (i.e., listening to candidates, discussions of the election process or holding training sessions to provide leadership skills) to foster the members' political growth.
- \*Showcase Republican principles and issues.
- \*Be planned well in advance and for the entire year if possible. Work with your Club President and your board in setting up programs. Include suggestions from your board if possible.
- \*When possible, preview the program before scheduling.
- \*Promote your programs in your club newsletter, on your club's website and on social media.

### **Duties:**

- \*The Program Chairman is generally the person responsible for making the physical arrangements for the meeting (location, room set up, specific needs of speaker, etc.)
- \*When initiating a speaker request, personal contact is best in order to discuss all the pertinent details of the meeting such as date, time, location, subject matter and length of time allocated for the presentation. Discuss any costs associated with the program such as travel expenses. Exchange mobile numbers in case of an emergency on the day of the meeting.  
(See *Tips* page 172 for sample Speaker Request Form.)
- \*Obtain the speaker's biographical information to prepare your introduction and to use publicizing the meeting and program.
- \*Confirm the speaker's attendance a few days in advance of your meeting.
- \*On the day of the program, arrive at the venue early to check on arrangements—room and equipment. Be available to greet the speaker at the door and make him/her feel welcome.
- \*When possible, have the program before the business portion of the meeting. Never have the presentation while lunch is being served.
- \*Follow your club's policy in deciding whether to purchase a gift for the speaker, make a donation in the speaker's honor to an organization of the speaker's choice or an organization selected by the club.

\*Write a thank you note within a week.

\*Have a backup plan in case the speaker's plans change. If needed, refer to the TFRW Speakers' Bureau or your TFRW leadership.

\* During election years, Republican candidates need a forum to meet voters. If there is more than one Republican candidate in a race during the primary, all candidates must be invited to attend and given equal time to speak. Remember, only Republican candidates can be invited to speak at your events. Our priority is to elect Republicans to office.

\*Sources for programs should include state, county, and city or other local elected officials, incumbents and candidates during election cycles, and your TFRW leadership.

\*Programs may incorporate the major goals some of the NFRW/TFRW committee such as Americanism, Caring for America, Voter Registration, etc.

\*Communicate with your TFRW Vice President Programs. Share your interesting or outstanding programs/speaker so that the information can be shared with other clubs across the state.

\*Some programs are mandatory in order to obtain points for awards. Use the Awards Checklist found on [www.tfrw.org](http://www.tfrw.org) to see requirements regarding programs.

\*Call your TFRW Vice President Programs for suggestions or to ask questions.



## LOCAL CLUB PUBLIC RELATIONS CHAIRMAN

As Public Relations Chairman, you are responsible for your local club's public image. In many clubs, the Public Relations Chairman is also the club Newsletter Editor.

### **NEWSLETTER EDITOR DUTIES**

Your duty is to produce your club's newsletter on a regular schedule: monthly, bi-monthly, or quarterly. Club newsletters should keep your members informed, create positive PR, and serve as a recruitment tool.

Decide if an electronic or print-and-mail newsletter will be best for your club.

- Set the date you would like your newsletter mailed or emailed and establish deadlines.
- Important information to include: your next meeting date and speaker, how to contact the club President or other officers, and how to join. Use pictures with captions, cartoons, quotes, short articles, etc. as fillers.
- Submit all material to the President before printing or emailing.
- Update mailing addresses or emails with Membership Chairman to include new members before each publication. If providing print newsletters, prepare mailing labels in advance.
- ALWAYS include your political disclaimer in your newsletter, print or electronic. "Political Advertising paid for by (name of your club). Small print/font is acceptable.
- Send copies\* of your newsletter to the following:
  - **The TFRW President**
  - **The TFRW 1<sup>st</sup> VP**
  - **The TFRW Public Relations Chairman**
  - **TFRW Headquarters**
  - **Your Deputy President**
  - **Your District Director**

*\*If your club is using an electronic format, you may email copies to the TFRW President, TFRW 1<sup>st</sup> VP, Public Relations Chair, Deputy President, District Director, and the TFRW office.*

### **PUBLICITY CHAIRMAN DUTIES**

Your duty is to publicize your organization, its meetings, and any special events.

- Contact the local media and let them know who you are. You alone should be the contact person to the media, and media representatives should know that you are the person to contact should they have any questions. Develop a working relationship and collect current names, phone numbers, and email addresses for your media file.
- Establish how each media outlet/representative wants to receive press releases: e-mail, fax, snail mail. Also preferred format for photos and videos files: JPEG, EPS, PDF, PNG... etc.
- Keep track of their deadlines. Make follow-up phone calls to make sure your releases have been received and to answer any questions.
- Create a Club Media Kit and send it out with an introduction letter to the club media contacts when your Club PR Chairman changes.

**ALWAYS** put the disclaimer on any material sent out: "Political Advertising paid for by [name of your club]." Type size can be small.

## LOCAL CLUB WEBSITE CHAIRMAN

Every TFRW club should have an online presence, to provide a simple way for members to keep up with current events and activities, and also to easily engage an increasingly online community.

Women in your community may turn to the internet when looking for ways to get politically involved, and the easier you make it for them to find you, the more likely they will engage. Club websites and/or Facebook pages should be a priority for communications. These tools, like all club communications available to your community, should include political disclaimers and be good representations of your club and the Republican Party.

A club website chairman should be appointed by the President to handle the building and maintaining of an online presence for your club. Passwords and usernames should be made available to club officers. Generic email addresses tied to the website (such as [president@yourtfrwclub.com](mailto:president@yourtfrwclub.com)) can be created to prevent sharing personal information online.

### Duties:

- To develop and or maintain a well-designed website.
- Monitor expiration dates for both your club domain and your website hosting account.
- Consider whether to “do-it-yourself” or hire a professional webmaster.
- Consult the club President and Board of Directors for guidance on content and links, especially anything having to do with issues, controversial or not.
- Link your website to TFRW and NFRW.
- Link to national, state, and local Party sites.
- Link to appropriate elected officials’ sites.
- Link to candidate websites. However, if linking to a candidate website in the 6-month period prior to a Primary Election, you must link to every GOP candidate site for that office.
- Use social media sites such as Facebook to promote your club’s events and provide links back to your website.
- Monitor the TFRW and NFRW social media accounts for content you can use on your club’s social media and website.
- Most important: Keep your club website updated and note the last update on the site. Outdated information on the website will tarnish you club’s image.

## DISCLAIMERS TO BE USED

It is **mandatory** that TFRW and Local Clubs use the following disclaimers in the appropriate circumstances, as not doing so is a violation of the election laws governed by the Texas Ethics Commission and Federal Election Commission.

For all materials sent out by your club, including electronic, whether or not an elected official or candidate is mentioned:

**Political Advertising Paid for by [name of club] PAC**  
Name & Address of Treasurer,  
A Tax Exempt Organization Under Section 527  
**of the Internal Revenue Code.**  
**Contributions to [name of club] PAC Are Not Deductible**  
**as Charitable Contributions for Federal Income Tax Purposes.**  
**Corporate Contributions Are Not Permitted.**  
Not Authorized by Any Candidate or Committee.

The following shorter version is acceptable:

*Political advertising paid for by*  
*[your club name plus name & address of your treasurer].*  
**Contributions are not federal tax deductible as charitable contributions.**  
**Corporate Contributions Are Not Permitted.**

When sending information (mail or email) regarding contested candidates in the Republican Primary, candidate forums, etc. the following **endorsement disclaimer** must be used:

**This is not an endorsement of (name of club), its President, or its Campaign Activities Chairman, only candidate information to help you make an informed decision and get involved with the candidate of your choice.**

When **federal** candidates/elected officeholders are present at any event or meeting, the following **federal disclaimer** must be displayed:

Solicitations made by federal candidates and officeholders are limited by federal law. The federal candidates and officeholders are soliciting only donations of up to \$2500 from individuals and up to \$5000 from multi-candidate political committees. They are not soliciting donations in any amount from corporations, labor organizations, national banks, federal contractors, or foreign nationals.

# SAMPLE AGENDA AND ORDER OF BUSINESS

(Also see “How to Conduct an Effective Meeting” in this Handbook for more details.)

## Call to Order

After determining that a quorum is present, the presiding officer rises, waits for quiet, and says, “The meeting will come to order.” Welcome those present and acknowledge dignitaries and special guests.

## Opening Ceremonies

The Invocation, the National Anthem, the Pledge of Allegiance to the Flag of the United States of America, and the Pledge of Allegiance to the Flag of the State of Texas are given in that order.

## Roll Call – if needed to establish a quorum

## Reading and Approval of Minutes

“The secretary will read the minutes.” The presiding officer sits down; the Secretary stands and reads the minutes.

**Or** this option may be used:

“The minutes prepared by the Secretary were printed in the most recent newsletter.”

### **Continue with:**

“Are there any corrections to the minutes?”

“If there are no corrections, the minutes stand approved as read/or/ as distributed.”

**With corrections:** “If there is no objection, the Secretary will make the correction(s). If there are no further corrections, the minutes are approved as corrected.”

Note: No motion is necessary to approve the minutes.

## Reports of Officers, Boards, and Standing Committees

- “The next order of business is hearing reports of the officers, boards, and standing committees.” The chair usually calls on only those who have reports to make.
- A motion arising out of an officer, board, or committee’s report is taken up immediately. Such motions are handled by the presiding officer, not the person making the report or the motion.
- In calling on the Treasurer: “May we have the Treasurer’s report?” A Treasurer’s report is never adopted; it is “filed with the minutes.” A financial review report, made annually, is adopted.
- The committee chair report begins, “On behalf of /or/ by the direction of the committee.” If any action is necessary to implement any recommendations, the reporting person makes a motion “at the direction of the committee to . . .” A motion resulting from a committee’s recommendation does not need to be seconded.

## Unfinished Business

Any questions previously introduced and not finished or any items postponed to the present meeting – “The first item of business is the motion relating to . . . that was pending when the previous meeting adjourned. Are you ready for the question on adopting this motion?” Be sure the secretary is prepared to read the exact motion, since someone is sure to ask.

## New Business

“Is there any new business?” then, “Is there any further new business?”

**Announcements**

“The chair has the following announcements . . . Are there other announcements?”

***Program may be inserted anywhere in the Agenda. Before or after the business meeting is preferable.***

“The Program Committee (or Chair) will now present the program” or “introduce the speaker(s).”

**Adjournment**

“Is there any further business? (Pause) The meeting is adjourned” or “A motion to adjourn is in order.”

In announcing an affirmative vote: “The ayes seem to have it. (Pause) The ayes have it, and the meeting is adjourned.” (A single rap of the gavel may be used.)

*Prepared by NFRW Leadership Development Committee, Spring 2005 Board Meeting Workshop*

# HOW TO CONDUCT AN EFFECTIVE MEETING

## Introduction

As President, the ultimate success and effectiveness of a meeting is up to you. The most important components of a successful meeting are an agenda and adherence to parliamentary procedure because they enable your meeting to run smoothly and quickly. The business part of a meeting typically lasts about 30 minutes and on rare occasion might exceed one hour. If the meeting is short and flows smoothly then your members will be happier and more attentive and gain more confidence in your leadership.

## Tips

### *Before the Meeting:*

- A meeting cannot be staged successfully without advance preparation. A capable leader prepares well ahead of time. Be sure that each officer knows her responsibilities.
- Prepare an agenda for each meeting for yourself and provide copies to the members.
- 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).
- Proper arrangements for your guest speaker should be made by the Program Chair. Work with the Program Chair when making your agenda so that you are in agreement on the time allotted the speaker.

### *The Meeting:*

- A well-run meeting starts on time. Always arrive early, to greet people and answer any questions.
- Recognize guests and new members near the beginning of the meeting. If an elected official arrives late to the meeting, do not immediately interrupt the proceedings, but acknowledge the official's arrival between agenda items.
- Keep the meeting orderly and keep it moving. Thorough knowledge of Robert's Rules helps you to do this.
- Meetings should have a light touch as well as a serious side. Make them enjoyable.
- Think what you would want for yourself if you attended the meeting as a guest.

## Helpful Hints for the Presiding Officer

- Be familiar with your bylaws.
- Know your quorum. A quorum is the number of members who must be present in order to be able to have a vote. You do not have to have a quorum to hold a meeting, but you cannot vote on anything (including approving the minutes) without one.
- Do not wait for a quorum to begin the meeting. Most of a meeting can be conducted without a quorum; however, a quorum must be present before any votes can be taken. If you do not have a quorum, you cannot take any votes, period.
- Use Parliamentary Procedure. Have a copy of the most recent version of Robert's Rules, and your club's bylaws and standing rules in your notebook and with you at all meetings.
- Use the gavel (one rap) to call the meeting to order, to maintain order, and to declare adjournment.
- The presiding officer should stand to conduct the meeting and speak so that all may hear.
- All remarks from the members are addressed to the chair. This avoids confusion.
- The President represents the entire local unit or state federation – she should remain neutral during any debate. If you feel you must express your opinion during a debate, ask the vice

president to take the chair. Remain out of the chair until the matter of business to which you spoke has been taken care of by vote.

- The President is responsible for seeing that the business is transacted in an orderly manner and members observe the rules of decorum.
- Follow the usual order of business (see sample agenda).
- Anticipate parliamentary problems that may arise at the meeting and plan with the parliamentarian ahead of time how to handle them. The parliamentarian serves in an advisory capacity concerning the rules of order.
- Do not use the phrase “turn over the meeting” when calling for the program reports, etc. Instead say, “The chair presents, recognizes, introduces, etc.....”  
Take time to thank those who have helped

# PARLIAMENTARY PROCEDURE

## Making a Motion

Motions are a fair and orderly way for a group to make a decision. A capable President will know how a motion is handled. Here are the steps, in numerical order:

1. Member rises and addresses the chair, states her name.
2. The chair acknowledges the member.
3. Member states motion (“I move that....”).
4. Motion is seconded. If the motion is not seconded, then the chair states, “The motion dies for lack of a second.” Then, simply move on to the next agenda item.
5. Chair re-states the motion only after a motion has been seconded. Restating the motion makes it an official motion and puts the motion before the entire body.
6. Chair calls for discussion.
7. After discussion is complete, the chair restates the motion, and then calls for vote: “All in favor please say 'Aye'; (pause) opposed 'No'.”
8. Chair states result of vote and states what will be done as a result of motion.

## How to Handle Amendments:

1. 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.)
2. The motion to amend is seconded: “I second the motion to amend.” The President restates the amendment and asks if there is any discussion.
3. In the midst of a discussion of an amendment, a motion can be made to amend the amendment. In that case, the amendment of the amendment must be voted on before any other any other amendments can be offered. Roberts Rules does not allow a third level of amendments (i.e. amendment of an amendment of an amendment).
4. Once the discussion on the amendment is completed, the President once again restates the amendment, and then calls for the vote.
5. Once there are no more amendments offered, the main motion is now up for a vote in its amended form, if any amendments were approved.
6. The President restates the final version of the main motion and asks if there is any more discussion on the motion.
7. Once discussion is complete, the President restates the motion, and calls for the vote.
8. The President announces final results on main motion and states what will be done as a result of the motion.

## A few common errors

- The mover may request to withdraw or modify her motion without consent of anyone only before her motion has been restated by the President to the group for consideration. Once the President has restated a motion, then it belongs to the body. The President may ask the members if there is any objection to withdrawing or modifying the motion. If no one objects, the chair announces that the motion is withdrawn or modified. If anyone objects, the request to withdraw or modify the motion is put to a vote.



- In the same manner, the “friendly amendment” is frequently misunderstood or misused. Once a motion has been restated by the President to the group, an amendment to it cannot be made without the consent of the body. The motion maker no longer owns the motion, and therefore, cannot unilaterally approve any amendment.
- Members of the assembly should not call out, “Question! Question!” when they are ready for discussion to end and for the vote to be taken. This is out of order and the President should ignore it. She can, however, direct them to the correct behavior, which is to stand and say, “I move the previous question” or “I call the question.” The member can stand and state, “I move the previous question” even without the President calling on her; however, the member should not interrupt someone else who has the floor. If it is seconded, no discussion is allowed on this motion. The President must immediately state, “All those in favor of ending discussion, say aye . . . etc.” The entire body then votes on whether or not to end discussion. A two-thirds vote is needed to pass this. Note: Calling the question is NOT a vote on the motion on the floor; it is a vote to stop debate on the motion.
- 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 name of the committee or, if a new committee is to be created, the number on the committee, how the committee is to be selected, and when the committee is to report.
- 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 Request for 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 a 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.

### Thirteen Ranking Motions

Name of Motion	Is it in order when another has the floor?	Does it require a second?	Is it debatable?	Is it amendable?	What vote is required for adoption?	May it be reconsidered?	
Fix the Time to Which to Adjourn*	No	Yes	No	Yes	M	Yes	PRIVILEGED
Adjourn**	No	Yes	No	No	M	No	
Recess*	No	Yes	No	Yes	M	No	
Raise a Question of Privilege	Yes	No	No	No	(1)	No	
Call for the Orders of the Day	Yes	No	No	No	(2)	No	
Lay on the Table	No	Yes	No	No	M	No	SUBSIDIARY
Previous Question	No	Yes	No	No	2/3	Yes	
Limit or Extend Limits of Debate	No	Yes	No	Yes	2/3	(3)	
Postpone to a Certain Time (Definitely)	No	Yes	Yes	Yes	M(4)	Yes	
Commit (Refer to a Committee)	No	Yes	Yes	Yes	M	(5)	
Amend	No	Yes	(6)	Yes	M	Yes	
Postpone Indefinitely	No	Yes	Yes	No	M	(7)	
Main Motion	No	Yes	Yes	Yes	M	Yes	

Based on *Robert's Rules of Order Newly Revised (RONR)*

\* A main motion if made when no business pending

\*\* Check RONR for specific rules

- (1) Chair grants
- (2) No vote: demand
- (3) Yes, the unexecuted part may be reconsidered
- (4) 2/3 vote required if made a special order
- (5) Yes, if the committee has not started work
- (6) Yes, if applied to a debatable motion
- (7) Only an affirmative vote may be reconsidered

# MEETING PROTOCOL

Protocol is a code of political manners that paves the way for smooth-running operations by using friendliness, courtesy, consideration, and general rules of good manners for others. Protocol adds professionalism to your meeting or function. Always have someone greet the members and guests. Always make the speaker or guest feel welcome and NEVER leave them alone. Open the meeting on time with one rap of the gavel stating, “The meeting will come to order.” When introducing the officers, chairmen and guests, ask them to stand when introduced.

If you customarily open meetings with an invocation and a recitation of the Pledge of Allegiance and Pledge to the Texas Flag, the protocol is “God before country” (meaning you invoke the deity before you salute the U.S. and Texas flags).

- Seating
  - Head table honors the POSITION, not the person who holds it!
  - Appoint someone versed in protocol to handle proper seating.
  - The speaker is always the honored guest and is given the seat of honor at the right of the Presiding Officer. A second speaker sits at the right of the First Vice-President of the organization.
  - All persons taking part in the program are seated at the head table (including the Chaplain).
  - Spouses of persons taking part in the program are seated at head table or at a reserved table nearby.
  - Political seniority is determined by the number of people the position officially represents:
    - 1) President of the United States
    - 2) Vice-President of the United States
    - 3) Governor of the State
    - 4) Chief Justice of the United States
    - 5) Senior United States Senator
    - 6) Junior United States Senator
    - 7) Congressmen
      - According to seniority in U.S. House of Representatives
      - In cases of 2 or more sworn in on same date, precedence established by alphabetical order
      - If a District function, congressman representing that district outranks other congressmen present despite seniority rule
    - 8) State elected officials as listed on ballot
    - 9) National Republican Party, NFRW, National Young Republican officials (President, board members)
    - 10) State Republican Party officials (national committeeman and committeewoman, state chairman and vice chairman), TFRW officials (President, executive committee members), TYR officials
    - 11) Appointed state, TFRW and TYR officials
    - 12) County elected officials, including elected school trustees
    - 13) County Party officials
    - 14) County appointed officials
    - 15) Other Party leaders
  - Highest-ranking officials of sponsoring organization and special guests should be recognized and seated at a special reserved table in front of dais if not at head table.

- Press should have a special table with Publicity Chairman available to answer questions and identify people. Provide complimentary refreshments.
- **Courtesy**
  - Appoint a hospitality chairman or reception committee to greet and brief special guests on seating and other requirements.
  - Have a separate assembly area for head table, speakers, and special guests for large, more formal gatherings.
  - Ensure head table guests are properly seated, which includes:
    - Chairs labeled with each name as the table placement comes (or print name on both sides of place cards)
    - Individual escorts to direct special guests to head table
    - Form a line in order of place cards and introduce head table as individuals are being seated. Provide each guest a card (listing name and title) to be handed to the announcer as they approach the platform.
- **Place Cards**
  - Printed in large, easily readable letters from a standing position
  - For distinguished political guests, should read:
    - For the Governor: Governor
    - For a Senator: Senator
    - For a Congressman: Mrs./Ms./Miss/Mr.
    - For a Mayor: Mayor
- **Introduction of Speaker**
  - Secure biographical materials and practice reading materials aloud in advance.
  - Make introduction brief and snappy with emphasis on guest's qualifications and general background. Mention the topic, but do not give the speaker's speech.
  - In advance, give the speaker a list of persons he or she may be expected to recognize.
  - Limit time and number of local speakers. The guest speaker is the main attraction.
- **Fundamental Personal Courtesies at Head Table**
  - As a Party leader, you will be sitting at the head table and under constant scrutiny. Fasten your attention on the speaker and sit still so as not to detract from him or her.
  - Pay attention to your posture, facial expressions, and mannerisms. If you are not protected by a tablecloth or bunting, keep knees together and ankles slightly locked in a slanting position. Do not lean on the table unless you are taking notes on the speech.

# INSTRUCTIONS FOR CLUB BYLAWS (Template)

The bylaws template in the Leadership Handbook is the standard for all potentially new and existing clubs federating with the Texas Federation of Republican Women (TFRW). It is used as a guide to create or update bylaws for TFRW approval.

This template contains all provisions required by TFRW Bylaws, Article IV, Section 2, Paragraphs A - N and are not in conflict with the Bylaws of TFRW or NFRW. The content is based on the content in the bylaws of the two superior bodies and the principles expressed in the current version of *Robert's Rules of Order, Newly Revised*, the adopted authority on parliamentary law of NFRW and TFRW.

The template may be used by simply filling in the blanks (those instructions in parentheses). Once the blanks are completed, the italics should be deleted. Italicized phrases are instructional, and not meant to be included in the final bylaws document. When submitting bylaws for review, please send a Word (not a pdf) copy capable of adding comments. Sending a locked pdf file for review cannot not be accepted and will slow down the process.

For new clubs, one copy of the prospective club bylaws adopted by the members should be forwarded with the local club's application to federate to TFRW Headquarters. The TFRW VP/Bylaws must approve them as a step in the application process. An application cannot advance without TFRW Approval.

TFRW requires a local club to review its bylaws every two years, and submit them for TFRW Approval if the biennial TFRW Convention and/or the NFRW Convention amends their bylaws. In those years, the local clubs will be required to revise their bylaws to comply as necessary and submit them to the Vice President-Bylaws for review and approval. Conventions are held in the odd numbered years.

TFRW Bylaws require that a club must submit any amendments it makes to its bylaws to the Vice President-Bylaws for approval before the change is finalized. When the bylaws are TFRW approved, an Approval Letter will be issued and the approved bylaws will be filed in the TFRW office records. No work in progress copies will be retained in the permanent record.

Clubs can create Standing Rules and a Code of Conduct. These additional documents are optional but respectively, they can be helpful tools for club administration and setting expectations for members.

Although this Template is ALWAYS updated after biennial conventions when amendments are passed, NFRW will periodically issue bylaw changes for clarification or correction. As a result, TFRW periodically updates the template to meet NFRW standards. Prospective clubs and clubs wishing to update their bylaws should consult the TFRW website for the most current copy of this document.

###



# Club Bylaws Template

---



## BYLAWS OF THE

[ \_\_\_\_\_ [Club Name] \_\_\_\_\_ ]

### ARTICLE I – NAME

The name of this club shall be [ \_\_\_\_\_ Club Name \_\_\_\_\_ ], hereinafter referred to as “Club”. This Club is affiliated with the Texas Federation of Republican Women (TFRW) and with the National Federation of Republican Women (NFRW).

### ARTICLE II – OBJECTIVES

The Objectives of this Club shall be to:

- A. Increase the effectiveness of women in the cause of good government;
- B. Disseminate information to all members;
- 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; within PAC Guidelines
- G. Support the objectives and policies of the Republican Party; and
- H. Perform any lawful activity not inconsistent with the foregoing.

## **ARTICLE III – POLICIES**

### **Section 1. ENDORSEMENT POLICY** (*choose only one of the below highlighted options*)

[The Club as a whole and its President and Campaign Activities Chair 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.]

OR

[The Club as a whole and any member of its Executive Committee 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.]

An officer of the organization who is a candidate or whose spouse or family member is a candidate shall be exempt from this rule, however, they may not do so in the name of the organization or by utilizing the logo or stationery of the NFRW, the state federation, or the local club.

No candidate shall use the TFRW logo in any political advertising, and any political advertising shall contain the following disclaimer: “This endorsement is given by the individual(s) only, NOT the Texas Federation of Republican Women.”

**Section 2. SPLIT TICKET.** Neither the Club nor an individual member shall advocate a split ticket, support an opposition party candidate, or act against the NFRW or State Federation policies and bylaws.

**Section 3. OTHER ORGANIZATIONS.** The Club shall not affiliate with any political organization which is not officially recognized as working in concert with the Texas Federation of Republican Women, NFRW and the Republican National Committee.

**Section 4. Registered PAC:** This organization shall be registered with the Texas Ethics Commission as a Political Action Committee.

**Section 5. Controversial Issues:** This organization and its officers shall not issue statements or pass resolutions on controversial issues in the name of the organization without first polling its members and obtaining a two-thirds (2/3) written vote of approval of the total membership.

**Section 6. Lobbying:** There shall be no lobbying with Legislators using the name of the Texas Federation of Republican Women by any federated local club or any individual member without the express permission of the Board of Directors of the Texas Federation of Republican Women. [*This permission reference is to the TFRW Board. Please do not change it to club Executive Committee.*]

**Section 7. Candidate Fairness:** After the end of the candidate filing period for any office and ending the day after the final election for that office, it is the policy of TFRW that all Republican candidates for that office shall be treated fairly and equitably. When one Republican candidate for an office is invited to speak at a Federation or local club meeting, then all Republican candidates for that office shall be offered equal presentation time at the same meeting or another meeting before the election. (*This rule includes candidate fairness during primaries, run offs and special elections. It applies to candidates at all levels. Federated clubs are state and not Federal PACs. Please see the TFRW Federal Candidate Policy for rules pertaining to working with federal candidates. There are limitations regarding what is permissible.*)

## **ARTICLE IV – MEMBERSHIP**

### **Section 1. PRIMARY MEMBERSHIP**

A. Any Republican woman who believes in the philosophy of the Republican Party and supports the objectives and policies of this organization shall be eligible for membership.

B. A member in good standing shall be a member who has paid the required dues for the current calendar year. The dues amount for primary members will be stated in the Club's standing rules and amended as required.

C. She shall be a registered voter.

## **Section 2. ASSOCIATE MEMBERSHIP**

A. Any woman who is a primary member of another Federated Women's club who supports the objectives and policies of this club shall be eligible to become an associate member upon payment of required annual dues.

The dues amount for associate members shall be stated in the Club's standing rules and amended as required.

B. Associate members cannot hold office, vote, or be counted in determining the number of delegates to NFRW or the Texas Federation of Republican Women meetings or conventions.

C. Republican men may be associate members but cannot make motions, hold office, have a voice, vote, or be counted in determining the number of primary members.

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

E. Submission of Officers: Local member clubs shall elect officers and send lists of their names, addresses, zip codes, telephone numbers and email addresses to the Texas Federation of Republican Women Headquarters by January 1 of each year, and to the District Director. (*This is a particularly important deadline. Please ask your Executive Committee to mark it on your annual club calendar.*)

## **ARTICLE V – DUES**

**Section 1. FISCAL YEAR.** The fiscal year shall be from January 1 through December 31.

**Section 2. MEMBERSHIP DUES.** Membership dues shall be payable no later than December 31 and shall be delinquent March 1. Dues collected in November and December may be applied to the following year's membership.

**Section 3. SERVICE CHARGES.** Club shall pay Texas Federation of Republican Women dues and NFRW per capita dues, and the annual service charges on behalf of its members, with the first payment of the year to be made no later than December 31 of each year.

## **ARTICLE VI – ELECTED OFFICERS AND DUTIES**

**Section 1. ELECTED OFFICERS.** The elected officers of this club shall be a President, Vice President, Secretary, and Treasurer.

**Section 2. ELIGIBILITY.** Each elected officer shall be a primary 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 Executive Committee at the first meeting following the creation of the vacancy.

**Section 4. REMOVAL FROM OFFICE OR MEMBERSHIP.** Members of the Executive Committee or members of the club may be removed by two-thirds (2/3) vote of the respective membership for any of the following reasons after investigation by the Executive Committee:

A. Non-payment of dues;

B. Advocating for an opposition party candidate;

C. Supporting an opposition party ticket; or

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 OR December] (*choose only one of the highlighted options*) meeting and shall serve a term of [one OR two] (*choose only one of the highlighted options*) years, or until their successors are elected.

**Section 6. DUTIES OF THE OFFICERS.**

A. The President shall:

1. Call and preside over all meetings of the Club and the Executive Committee;

2. Represent the organization at all times or designate someone as representative/proxy in her absence or inability to do so;



3. Make Committee 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 consultation with the Chairmen of the Standing Committees for presentation and approval by the Executive Committee;
5. Submit an annual budget for approval by the membership;
6. Be an ex-officio member of all committees except the Financial Review and Nominating Committees;
7. Co-sign checks as one of two authorized signatures, namely President and Treasurer;
8. Represent the Club in all Republican Party activities;
9. Appoint the Financial Review Committee in November, with the exception of a change of treasurer at which time a complete review will be done;
10. Accept resignation by written letter or e-mail of any member wanting to resign from a position, chairmanship, or the Club; and
11. Call meetings of the Executive Committee; or upon the request of three members of the Executive Committee.

**B. The 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 Executive Committee or the Club; and
4. Act as Program Chair.

**C. The Secretary shall:**

1. Keep the minutes of all meetings of the Club and Executive Committee;
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 by the President, the Executive Committee or the Club; and
5. Maintain all Club records and historical items.

**D. The Treasurer shall:**

1. Serve as custodian of all Club funds and deposit them in a bank(s) approved by the Executive Committee;
2. Co-sign checks as one of two authorized signatures, namely President and Treasurer;
3. Disburse funds as directed by the Executive Committee or the membership;
4. Bring written financial report(s) to regular Club and Executive Committee meetings;
5. Submit dues, annual service fees, and reports to Texas Federation of Republican Women as required;
6. Submit the financial records to the Financial Review committee for an annual review to be completed by the first meeting of the fiscal year;
7. Perform other duties as assigned by the President, the Executive Committee or the Club; and
8. Comply with all state elections and reporting requirements.

**Section 7. RECORDS.** All officers and all committee chairmen shall deliver all records, files, passwords, social media administrative rights, and properties of the Club to their successors upon retiring from office, unless otherwise directed by the President or the Executive Committee. *(An inventory of records is recommended as a checklist.)*

## **ARTICLE VII – APPOINTED OFFICERS**

**Section 1. APPOINTED OFFICERS.** The President shall appoint, with the approval of the Executive Committee, a Corresponding Secretary and Parliamentarian.

**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; and
3. Perform other duties as assigned by the President, the Executive Committee or the Club.

B. The Parliamentarian shall:

1. Serve as counsel and give advice on parliamentary procedure;
2. Be familiar with the bylaws and standing rules of the Club; and
3. Be entitled to the membership privilege of a ballot vote if a Club member.

## **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 Executive Committee. A quorum at Club meetings shall be **25 % OR 30% OR 50%** (*choose only one of the highlighted options*) of primary members. At least fourteen (14) days' notice shall be given to all members for regular meetings.

**Section 2. SPECIAL MEETINGS.** Special meetings may be called by the President upon the request of five members of the Executive Committee or by **10% OR 20% OR 30%** (*choose only one of the highlighted options*) 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 a five-day notice shall be given to all members for any special meeting.

**Section 3. ANNUAL MEETING.** The **November OR December** (*choose only one of the highlighted options*) meeting will be designated as the Annual Meeting.

**Section 4. VOTING.** A vote of the Club or Executive Committee may be conducted by mail, telephone, fax, email, or other approved electronic means 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 body's next regular meeting.

**Section 5. NOTICE.** Notice for all meetings may be mailed or sent electronically.

## **ARTICLE IX – EXECUTIVE COMMITTEE**

**Section 1. COMPOSITION.** The Executive Committee of this club shall consist of:

- A. The elected officers;
- B. The Immediate Past President;
- C. The Corresponding Secretary;
- D. The Standing Committee Chairs;
- E. The Parliamentarian, without vote; and
- F. The Special Committee Chairmen, each without vote.

**Section 2. DUTIES.** The Executive Committee shall transact necessary business between meetings of the Club, approve committee appointments made by the President, and perform other duties as assigned by the Club.

**Section 3. MEETINGS.** The Executive Committee shall meet as decided by the President or the Committee. Special meetings may be called by the President or upon the request of a majority of the Committee. At least a fourteen (14) day notice shall be given for meetings. Notice may be mailed or sent electronically. In the event a properly called meeting has to be canceled due to circumstances beyond the control of the (club name), then it shall be acceptable to hold said meeting by an approved electronic means with seven days' notice being given to all the members of the executive committee. This section does not apply to a meeting required by these bylaws that has not already been called.

**Section 4. QUORUM.** A majority of the members of the Executive Committee shall constitute a quorum.

## **ARTICLE X – COMMITTEES**

### **Section 1. STANDING COMMITTEES**

A. The standing committee chairmen of this club shall be appointed by the President, and approved by the Executive Committee, to include: Legislative, Bylaws, Campaign Activities, Fundraising, and Membership.

B. Officers may be appointed to chair standing committees, and no other standing committee chairmen may be named without an amendment of these bylaws.

C. Standing committee chairmen shall be appointed for the same term as the President and shall be voting members of the Executive Committee.

#### **D. Duties of Standing Committees**

##### **1. Legislative**

i. Shall implement legislative concerns important to the Club; and

ii. Shall inform the Club and Executive Committee of any legislation affecting the interests of NFRW and Texas Federation of Republican Women.

##### **2. Bylaws**

i. Conduct a biennial review of the Club bylaws;

ii. Request and receive proposed amendments to the bylaws, submit them to the Executive Committee for action, or initiate changes requested by the Club;

iii. General membership shall have final vote of amendments; and

iv. Furnish Texas Federation of Republican Women Bylaws Committee with a complete set of Club bylaws for review and approval. Any subsequent revision of bylaws shall be sent to the Texas Federation of Republican Women Bylaws Committee for approval.

##### **3. Campaign Activities**

i. Shall coordinate all activities of the Club's campaign program and be responsible for the collection and reporting of campaign hours.

##### **4. Fundraising**

i. Shall prepare and implement a plan for raising funds in order to meet the Club's budget; and

ii. Shall notify the treasurer of all fundraising committee meetings and may attend.

##### **5. Membership**

i. Shall coordinate all membership renewal and new member efforts

ii. Shall compile and maintain complete membership lists

iii. Shall ensure that all membership information is shared with the Treasurer and others as deemed necessary and is submitted to the state and national federations according to deadlines

### **Section 2. SPECIAL COMMITTEES**

A. The President may appoint chairmen of special committees, subject to the approval of the Executive Committee, at any time as it may become necessary. Special Committee Chairmen do not have a vote on the Executive Committee.

1. Special Committees should include: Public Relations/Communications, Caring for America, and Literacy. Other Special Committees may be appointed as needed.

B. Financial Review Committee. A committee of three primary 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 shall report to the Executive Committee and to the membership at the first meeting of the following fiscal year.

**Section 3. COMMITTEE MEMBERS.** All committee members must be primary members in good standing in the Club.

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

## **ARTICLE XI – NOMINATIONS AND ELECTIONS**

### **Section 1. NOMINATIONS.**

A. A Nominating Committee of [ 3 OR 5 OR 7 ] (*choose only one of the highlighted options*) primary members, and one alternate, shall be elected by the Club no later than September 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 one candidate for each office at the general meeting in [October OR November] (*choose only one of the highlighted options*) of each year, at least 30 days prior to the election meeting. All nominees shall be primary members in good standing in the club and shall give written consent to serve, if elected. Nominations from the floor shall be in order following the report of the Nominating Committee and just before the election; and

C. Nominating Committee members shall not succeed themselves.

### **Section 2. ELECTION OF OFFICERS.**

A. Elections shall be by ballot at the regular meeting in [November OR December] (*choose only one of the highlighted options*). 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; and

C. Officers [may OR may not] (*choose only one of the highlighted options*) run for a second consecutive term.

## **ARTICLE XII – STATE FEDERATION CONVENTION DELEGATES**

**Section 1. ANNUAL MEETING.** At the Texas Federation of Republican Women biennial convention, the club shall elect representation to the convention in the method set forth in the Texas Federation of Republican Women bylaws.

**Section 2.** Election of delegates and alternates shall take place at a general meeting before convention to conform to Texas Federation of Republican Women certification requirement.

## **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall govern the club in all instances where they are applicable and in which they are not inconsistent with these bylaws, NFRW and the Texas Federation of Republican Women bylaws and any special rules of order.

## **ARTICLE XIV – 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(s) shall have been sent to each member thirty (30) days prior to the date of the general meeting.

## **ARTICLE XV – 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 least thirty (30) days prior and has been sent to all members of the club. In the event of dissolution, the Executive Committee shall, after payment of all liabilities of the club, distribute any remaining assets to the Texas Federation of Republican Women. 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 Texas Federation of Republican Women.

These bylaws approved and adopted by [ Club Name ] on this date [ Date ]

## FLAG PROTOCOL

There are certain rules regarding the respectful use and display of the American flag that were enacted into law by Congress in 1942 (Public Law 829). They are guides to demonstrate maximum respect for our national symbol. The following guidelines from the National Flag Foundation should be helpful and sufficient for conducting normal club meetings and community participation:

- At any occasion in which an invocation and a salute to the flag are given, the invocation comes before the salute – in other words, God, then country.
- At the sound of the National Anthem, rise and stand at attention, facing the flag if there is one displayed (unless physically unable to do so). You may place your right hand over your heart. A man removes his hat and places it over his heart. Men and women in uniform give the military salute on the first note of the anthem and hold it until the last note.
- Never fly the flag upside down except as a distress signal. Don't trail the flag on the ground or in the water.
- Display the flag out of doors only from sunrise to sunset. If flown at night, it should be lighted.
- No other flag is flown from the same staff above the United States flag.
- A flag flown from a staff fastened from a windowsill or fixed to the front of a building should be flown with the union, or blue field, at the peak of the staff unless the flag is at half-mast.
- When a flag is displayed without a staff, it should lie flat against an upright support, indoors or out, never draped or festooned. When displayed horizontally or vertically against a wall or in a window, the union is uppermost to the flag's own right (observer's left).
- A flag displayed over the middle of a street should hang vertically with the union to the north on an east and west street or to the east on a north and south street.
- A flag displayed on a boat or car should be firmly fixed to a staff.
- When the flag is flown at half-mast, it is first hoisted to the peak, and then lowered to half- mast. Before retiring it, hoist it again to full staff.
- On Memorial Day, the flag is flown at half-mast only from sunrise until noon. At noon, it is hoisted to full staff.
- In displaying the flag on a speaker's platform, place it above and behind the speaker, flat, union to the observer's left. If flown from a staff, it should be placed to the observer's left with the rope holding it run up the left side of the pole as viewed by the audience.
- When a flag becomes torn, tattered, faded, or otherwise unfit for display, it should be respectfully destroyed in one piece, privately, by burning it. The fabric may not be reused for any other purpose.
- When carried in a procession with another or other flags, the U.S. flag should be either on the marching right (the flag's own right) or, if there is a line of other flags, in front of the center of that line.
- The Pledge of Allegiance to the Flag should be rendered when standing at attention with the right hand over the heart while facing the flag. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

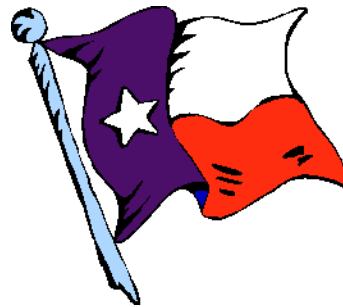


*“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible with liberty and justice for all.”*

- This wording of the pledge varies slightly from the original that was drawn up in 1892 in the Office of The Youth’s Companion magazine in Boston. It was first used in the public schools in celebration of Columbus Day, October 12, 1892. The pledge received official recognition by Congress in an Act approved June 22, 1942. The phrase “under God” was added to the pledge by a Congressional Act of June 14, 1954, during the Eisenhower Administration.

Members of Local Clubs are encouraged to also honor the Texas flag after rendering the pledge to the American flag. The same procedures with the right hand placed over the heart are appropriate for the Texas flag.

*“Honor the Texas flag. I pledge allegiance to thee, Texas, one state under God, one and indivisible.”*



## **INSTALLATION CEREMONY OF OFFICERS OF TFRW OR LOCAL CLUBS**

Ceremonies for the induction of new officers are recommended for Local Clubs and the state federation. Such ceremonies give opportunity to express appreciation to outgoing officers and to instill a deeper sense of responsibility in new officers. The members may be given a separate charge so that they will also assume their share of the responsibility of the work of the Local Club.

Installation programs may be adapted from this basic outline to meet local requirements. They may be augmented by candlelight ceremonies, if desired. Be sure to arrange for pictures of the new officers for your local and state news media.

The outgoing President gives a short talk, introducing the incoming President and officers.

The installing officer may give a brief talk citing the objectives of the Local Club and charging the new officers with their responsibilities to the club and to Republican citizens in their community.

### **Some Local Clubs have found the following presentation effective:**

“You, the newly elected officers of the (*name of Local Club*) are about to enter upon your respective duties. In accepting these posts, you are assuming a leadership role among Republicans, and therefore, you are setting an example, one that requires the best energy and devotion of which you are capable.

In accepting this post, do you promise to exert every possible effort to conduct Local Club activities that will attract women in your community who believe in the Republican Party and its principles, and in electing Republicans to all levels of government?

To that end, I ask you to 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 Texas Federation of Republican Women / and the bylaws of \_\_\_\_\_ (*Local Club name*) / and to discharge all duties incumbent to my office / to the best of my ability.

Do you solemnly swear that you will support and defend the Constitution of the United States of America against all enemies, foreign and domestic, as well as the governing laws of the National Federation of Republican Women; that you will bear true faith and allegiance to the same; that you take this obligation freely and without mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties of the office of which you are about to enter; So help you God.”

The officers respond to this oath: “I (or we) do”

Members of the Local Club also may be asked to give loyal support to the new officers, to attend club meetings regularly, to pay dues promptly, to serve when called upon, and in all ways to support the programs of the Local Club.

Turning directly to the audience, the Installing Officer declares:

“We of the National Federation of Republican Women believe that the responsibility of any organization is borne by the members as well as the officers. Would all of you, therefore, stand, raise your right hands, and take the following oath:

Do you as members of (Local Club name) promise to give your loyal support to the new officers, to attend the meetings whenever possible, to pay dues promptly, to serve when called upon and in all ways to support this organization and the Republican Party?"

Response: "I do"

You are now starting upon a new year of activity in the Federation. Our activities are "operation unlimited." We know that as individuals, as Local Club and State Federation members, and as a part of the National Federation, you will do your best to support the Republican Party and its candidates.

The Installing Officer then declares the women duly installed as the new officers of the Local Club or Texas Federation, naming each one with her title, and shaking her hand in congratulation.

The incoming President responds, commending the outgoing officers on their administration, naming highlights of their regime. She may also wish to present the outgoing President with a token of appreciation for service on behalf of the Local Club or Texas Federation. The outgoing President presents the gavel to the new President.

The Local Club determines when to present the President's pin that is available from TFRW in Austin. It may be given at the beginning or end of a President's term.



## AMERICANISM TIPS

### Programs to make it work:

- Provide the news media information recognizing those women who have/are making a difference.
- Celebrate patriotic holidays and participate in local events.
- Promote programs on past and current American history.
- Encourage everyone to exercise his or her rights and patriotic duty to vote. Stress the advantages of voting as a means to achieve a better life.
- Stress correct use of the flag.
- Have a member give a very brief bit of information on the flag prior to each pledge.
- Display the flag.

### Suggested contacts and sources of information:

- Local government and civics teachers
- Local library
- Veterans' organizations such as The American Legion, Veterans of Foreign Wars (VFW), Disabled American Veterans (DAV) and others. Perhaps they could be a source of speakers.
- Wreaths Across America (check with local cemetery in example the Killeen cemetery is not a part of the National Wreaths Across America organization, but a local endeavor.)
- Honor Guard for your local Police or Fire can help with Flag Protocol as a program or highlight them by having them as a part of your club's event.
- FLAG by Nick Adams is a great resource.
- Hillsdale College is an excellent resource.
- Look for a local citizen (individual or groups) that do re-enactments that bring local history alive.
- Dr. Jeffrey Addicott (St. Mary's University School of Law, San Antonio) Warrior Defense Project - nationally recognized research center dedicated to the study of legal and policy issues, with an emphasis on providing free legal services to service members wrongly accused of misconduct. They have represented, free of charge, over 200 military heroes since 2007.)
- Veteran's Hospitals (offering outpatient and inpatient care).
- Fischer Houses that help families be close to loved ones needing care.
- Ronald McDonald Houses also support families in need.
- College Professors specializing in Texas or American History at your local college or universities.
- Retirement or Nursing Homes (locally) that you can offer recognition of veterans that otherwise would go unrecognized or honored.

There are so many more .... encourage clubs to examine their community to see what need they can fill and make a difference.

# FUNDRAISING

Please check with the TFRW PAC Chair if in doubt as to how to comply with all the TEC rules/regulations (i.e. sales forms, sales tax). It is important that all events be entered into your club's PAC report correctly after each event. Each TFRW Federated club is a Political Action Committee (PAC) and must comply with the TEC (Texas Ethics Commission).

When doing a fundraiser, make sure it is unique to your area and will be of interest to the community. This is important for a successful fundraising event. As club funds may be used to underwrite the event, you must ensure its success by having your club's board approval and if necessary, the membership approval for expenditures.

## Suggested Fundraising Ideas:

- **Elephant Boutiques:** Members donate handmade items or purchase gifts, such as jewelry, to be sold. The "gift shop" can be set up at meetings, state conventions, and workshops.
- **Kitchen Corner:** This is a glorified bake sale, featuring fancy baked goods, candies and other food specialties. Sales can be held almost anytime, but they produce the best results before holidays, in a good location and attractively displayed. Pricing is important - don't price too low.
- **County Fair:** Republicans usually have a booth where literature is on display for free distribution. Your club could sell handmade items such as tote bags, crocheted elephants, and ceramic pieces. Your club might offer to sell items made by senior citizens or handicapped persons, thus performing a desirable community service by providing income for these individuals while raising funds for your club. Be sure to keep a good supply of voter registration cards and membership signups for newcomers.
- **White Elephant Sale:** The white elephant sale or auction is enjoyable and easy to manage. Members and other contributors are asked to donate merchandise worth at \$1 or \$2 attractively packaged in bright gift-wrap. When auctioned off, most items go for about \$4 or \$5. What makes a white elephant sale fun is the "surprise" that comes with each purchase.
- **Thrift Sales (Rummage or Garage Sales):** Handicrafts, baked goods, used home furnishings and even donated designer clothes are among the items that may be offered. The key to a successful sale is simple - membership participation, planning, publicity, and a good location. Garage sales frequently bring in several hundred dollars in an afternoon.
- **Patchwork Sales:** You may combine plain squares with colored printed squares to make a patchwork banner, scarf, pillow top, napkins, carry-all bag, "picture", apron, etc. The plain squares of material may have an elected official's signature or autograph on them (which should be signed with a waterproof ink pen). Decide what the items you wish to make will be, and how many in order to determine how many signatures you will need.
- **Buttons and Bumper Stickers:** These items can be purchased and sold for Republican candidates. Standard Republican pins, bumper stickers, and jewelry also fit this description. A Local Club can probably make arrangements with manufacturers or wholesalers for GOP memorabilia.
- **Silent Auction:** In this enjoyable game, members contribute attractive gifts. Items are not wrapped and are placed in a convenient area for viewing. A slip of paper and pencil are placed in front of each item. Prospective buyers write their name and bid on the paper. At the conclusion, the highest bidder purchases each article. Be sure to report the fair market value of the donated silent auction items as contributions-in-kind. NOTE: silent auctions are subject to state sales tax.

- **Live Auctions:** Held in conjunction with a special event such as a dinner or picnic. Invite a special guest to be your auctioneer. Remember contributed items must be accounted for as contribution in kind.
- **Sustaining Members or Patrons:** Many organizations have patrons; i.e., members who contribute an amount above the charge for regular dues. The amount is usually a minimum of \$10.00 above regular dues, but you may have patrons who contribute from \$25.00 to \$100.00 over regular dues. The soliciting is done by direct contact or direct mailings. If by mail, the letter should indicate clearly the purpose and what, if anything, the contributor will receive in return.
- **Boosters:** On official letterhead, a one-page letter is hand addressed to Republican sympathizers, with a personal postscript and a colored card enclosed, describing your activities during the previous year, and asking for a small donation. The closing paragraph typically reads: “We are asking you for \$5.00 ...or more if you would like. We are asking you to become a Booster of our organization. When you send us a donation of \$5.00 or more, we will send you a card, which reads, ‘I am a Booster of Republican Women’.”
- **Plant Fair:** Houseplants being very popular, the opportunity to raise money with houseplants should not be overlooked. Plant sales may be combined with other activities.
- **Walkathon:** Participants get sponsors, who contribute an amount for each mile the participant walks. Special recognition can also be given to those who secure the highest contributions and complete the walk. There are checkpoints along the route, where the participants' cards are initialed and first aid stations are available. People of all ages enjoy participating, especially the young. Those on the walk can wear campaign pins, banners, etc. Candidates can also add to the publicity by participating or attending a get-together party at the end of the walk. A “bike-a-thon” works on the same basis.
- **Special Event Dinners:** Dinners with a special theme such as Lincoln Day, Presidents Day or just a fundraiser. Have a “named speaker.” Plan to have different categories for ticket sales, from Underwriter, Host, Sponsor, to normal ticket price. Your top categories could entail some of the following; having a special reception, pictures taken individually with the “named speaker,” reserved seating, their names, and categories listed on the invitation, etc.
- **Special Theme Events:** Barbeques, picnics, potluck meals, chili cook-offs, or boxed meals provided by members and auctioned off. These events can be planned around holidays as well from the 4th of July to Memorial Day.
- **Coffees or High Teas.** You can serve different brands of coffee or teas.
- **Home, Garden or Historical Site Tours:** Your organization sponsors the tour or rents a bus and sells tickets for either members or non-member participation.
- **Special Projects:** Preparation of a special collection of recipes placed into cookbook format. Collect favorite recipes from members or elected officials.
- **Advertisement in your newsletter.** Sell advertisement space in your newsletter. Club members who are self-employed or own local businesses would be good prospects. Local officials or candidates could be considered as well but you will need to consider how often they are asked to support the club. Corporations cannot purchase an ad.
- **Associate Members:** Recruit Associate members. Your club does not need to pay NFRW or TFRW dues for any associate member. Their participation adds to your attendance and their volunteer hours may be counted and credited toward your clubs' total time. Their dues are pure profit.

**NOTE:** Be sure that prospective purchasers of your goods and services clearly understand that they are making POLITICAL CONTRIBUTIONS. This is obvious if the fundraising is done at regular club meetings or special events. It is also easier to track contributors in the controlled environment of club activities. In venues open to the public, it must be clear that funds raised support your club and its political activities.

\*\*\*\*Disclaimers should be on each piece of literature or fundraising information that is sent out from the club for the event, including emails and club newsletters\*\*\*\*

Use the following disclaimer by inserting the local club's name:

**Political Advertising Paid for by [name of club] PAC**  
Name & Address of Treasurer,  
A Tax-Exempt Organization Under Section 527  
**of the Internal Revenue Code.**  
**Contributions to [name of club] PAC Are Not Deductible**  
**as Charitable Contributions for Federal Income Tax Purposes.**  
**Corporate Contributions Are Not Permitted.**  
Not Authorized by Any Candidate or Committee.

\*\*\*\***Raffles may not be held, as they are illegal in Texas except in rare circumstances that never apply to our clubs.**\*\*\*\*

# CAPITOL HILL COMMUNICATIONS

## Telephoning Representatives:

To find your representative's phone number, use C-span online congressional directory ([www.congress.nw.dc.us/c-span/contact.html](http://www.congress.nw.dc.us/c-span/contact.html)) or call the U.S. Capitol Switchboard at (202) 224- 3121.

Remember, a staff member, not the member of Congress, takes telephone calls. Ask to speak with the aide who handles the issue you wish to comment on.

After identifying yourself, tell the aide you would like to leave a brief message, such as: "Please tell Senator/Representative (Name) that I support/oppose (Senate bill S. R. #/ House bill H. R. #)." Also, state reasons you support or oppose the bill. Ask for your Senator or Representative's position on the bill. You may also request a written response to your telephone call.

## Writing Congress:

The letter is the most popular choice of communication with a congressional office. If you decide to write a letter, this list of helpful suggestions will improve its effectiveness:

1. Salutation should begin with: Dear Senator: or, Dear Representative: Note: When writing to the Chair of a Committee or the Speaker of the House, it is proper to address them as: Dear Mr. Chairman or Madam Chairwoman: or Dear Madam Speaker:
2. State your purpose in the first paragraph. If your letter pertains to a specific piece of legislation, identify it accordingly (see telephoning tips).
3. Be courteous, to the point, include key information, and use examples to support your position.
4. Address only one issue per letter; and, if possible, keep the letter to one page.

## Addressing Correspondence:

To a Senator:

The Honorable (full name)  
\_(Rm.#)\_ (name of) Senate Office Building  
U. S. Senate  
Washington, DC 20510

To a Representative:

The Honorable (full name)  
(Rm.#)(name of) House Office Building  
U. S. House of Representatives  
Washington, DC 20515

## E-mailing Congress:

Generally, the same guidelines apply as with writing letters to Congress. Some offices take mail through their website, which is [lastnameofmember.senate.gov](http://lastnameofmember.senate.gov) or [house.gov/last name of member](http://house.gov/last name of member). For example: Senator Cornyn's website is [cornyn.senate.gov](http://cornyn.senate.gov) and Michael McCaul's would be [house.gov/mccaul](http://house.gov/mccaul).

**Other options** would be mailing your written letter to the District Office or faxing it to the DC or District Office.

# CREATING A MEMBERSHIP DIRECTORY

You can design a creative, thorough, and accurate club directory that will guide your members through the next year with a little planning and organization.

Here are some tips:

## MEMBER INFORMATION

- Ask members for complete contact information (home, work, cell phone, preferred e-mail address, mailing address). Indicate that information was gathered as of (date) somewhere in the publication.
- Consider including a headshot of members along with their contact info.
- In the member listing, designate new members and/or associate members with symbols.
- Designate each member's precinct number (in order to find volunteers quickly in a particular area.)

## DIRECTORY CHECKLIST

- Calendar of events
- Leadership Roster (officers, committees) – consider including a short description of the position, a headshot and contact info for each officer
- Past Presidents' list
- Contact information for voter registration, state Federation, local and state Republican headquarters, elected officials
- Club bylaws
- Club standing rules
- Club history and overview (mission statement, volunteer areas of emphasis, different levels of membership)
- Anything unique to your club, such as a logo, slogan, pledge, prayer, etc.
- Club picture gallery – candid photos, group photos, meetings, volunteer, parties, events, leadership, etc.

## ADVERTISEMENTS AND SPONSORSHIPS

- Solicit local advertisement and sponsorships to offset costs. Be sure to include options at different price points.
  - Various sized ads – ¼ page, ½ page, full page and 2 full page centerfold
  - Black & white and color ad prices
  - Premium priced ads for best locations
  - Local Club supporters list – members can donate to be listed on a “Club Supporters” page
  - Yearbook Sponsors list – members can donate to be listed on a “Yearbook Sponsor” page
- Create and distribute a Directory Advertisement/Sponsorship flyer which includes pertinent information
  - Different ad sizes and prices
  - Contact person (name and contact info)
  - Ad submission deadline
  - Format ads should be submitted ( PDF, TIFF)
  - Check information (no corporate checks, checks made payable to info, occupation written on check)

- Directory distribution date

### **THE FINE PRINT**

- Remember that your membership list is proprietary to the club. It is your property. You may wish to include some fine print on the inside front cover that indicates that the directory and its contents are for the exclusive use of the members.
  - “Insert Club Name *Directory information is considered confidential, as individual members have not given written permission to share personal information with outside parties. The information contained in this directory should not be used for solicitations or mass mailings.*”
- If outside interests (local candidates, elected officials, local or state party, etc.) request your directory, inquire how they will use it and give permission as it benefits your members. Determine if protection of members' privacy is a concern.
- Abide by copyright laws and credit images to the original owner
  - “*Cover photograph from Shutterstock.com, Elena Yakusheva*”
- Include “Political Ad Paid for” verbiage
  - “*Political Advertising Paid for by Local Club Name PAC*”

### **BONUS TIP**

- Use the membership directory publication as a motivational tool to encourage people to renew their memberships. They don't want to be left out of the directory!

## LOCAL PAC TREASURER'S TIPS

*Note: The information contained below is not intended as legal advice, but to provide a general understanding of situations a PAC Treasurer might encounter. Please consult the TEC or an attorney for advice on specific circumstances.*

- **Do not accept corporate contributions.**
- **Do not contribute to Federal candidates.** Our PACs are authorized by the State of Texas and are limited, with very few exceptions, to making contributions to state and local candidates and PACs.
- Be sure to have disclaimers on ALL fundraising materials, including dues statements. (See the Club PAC Treasurer section for the disclaimers.)
- **Read the PAC countdown emails** for information on **filing due dates**. If you don't have email, ask your club President or another club member to print the emails for you.
- **You are the treasurer of a General-Purpose PAC.** Don't assume that your reporting requirements are the same as other entities such as county parties or candidates – **THEY AREN'T**. You must file at least twice a year and possibly more often.
- The name of the report you file periodically is a **GPAC report**, also referred to as a **Campaign Finance Report** in the TEC Software. This report includes contributions, expenditures, and contributions maintained. Be sure to file the correct report.
- Combine the PAC Chairman and Treasurer positions if at all possible. If they are separate positions, the two officers should have very close communication. The PAC Treasurer should also have a very close relationship with all fundraising chairmen.
- Appoint or ask your club President to appoint an Assistant PAC Treasurer to be sure reports will be filed in a timely manner if you are unable to perform your duties.
- Use the TEC software for your reporting, even if you are one of the few clubs that qualifies for an exemption.
- **Include all your receipts and disbursements in your TEC reports.** Use Schedule A to itemize receipts and Schedule F to itemize disbursements. With very few exceptions, ALL of our receipts are considered Political Contributions and ALL of our disbursements are Political Expenditures
- Input your data into the TEC database at least monthly to avoid a last-minute rush to submit your reports on time.
- **Back up your data regularly** and send a copy of your backup file to your Assistant PAC Treasurer.
- Be sure to get receipts for any reimbursements to members. Report reimbursements on Schedule F with the vendor on the receipt shown in the Payee Name and Address section; in the Purpose of Payment section, enter —Reimburse (member) for purchase from (vendor).
- **Feel free to contact the TFRW PAC Chairman** with general, technical or legal questions, but don't wait until the week reports are due. The TFRW PAC Chairman cannot give you legal advice.
- For specific legal concerns, you might need to contact an attorney who specializes in election law
- **Report receipts and disbursements in the period ACTUALLY received or disbursed.** For example, do not hold over next year's dues received in advance.



## LOCAL CLUB PUBLIC RELATIONS CHAIRMAN TIPS

As Public Relations Chairman, you are responsible for your local club's public face. A Public Relations Chairman is usually two jobs: 1) Newsletter Editor and 2) Publicity Chairman. Some larger clubs divide these duties between 2 or more individuals. The following guidelines will address both duties:

### **NEWSLETTERS**

Communication is critical to every organization. An informed membership is an interested, more responsible membership. A club newsletter is the best means of reaching all members with information about your club and its activities, accomplishments, and future plans. A newsletter is your tool to provide important information for participation, which will encourage current members to participate, new members to become acquainted with your programs and projects, and everyone to get involved.

**Your newsletter is your best recruiting tool for new members.** It should always be written as though a prospective member is reading it. Never assume "everybody already knows," even members. Keep your newsletter as short as possible. Long, verbose newsletters are "put aside for later." You want critical information (next meeting, speaker, project deadlines) to be read immediately. Put your most important information on the first page always in the same location. Also, include your officers with contact information. Remember, your newsletter is a recruiting tool. People must know how to contact someone from your club in order to get involved.

### **ITEMS YOUR NEWSLETTER SHOULD INCLUDE**

1. Disclaimer stating "Political Advertising Paid for by (name of club). This may appear in small print at the bottom of the page(s).
2. Day, Date, Time, and Place of your next meeting.
3. Program details for the next meeting
4. Calendar of events.
5. Message from the President.
6. Reports from officers and committee chairmen
7. List of Officers and Committee Chairmen with contact information.
8. Articles from elected officials.
9. Items that your Bylaws require to be published
10. Remember the cardinal rule of reporting: *who, what, where, when, and why*. If you leave out any of the first four, the fifth is immaterial!

## **PHYSICAL ASPECTS OF A NEWSLETTER**

There is no 'right' or 'wrong' format for a newsletter. Some clubs are best served by print newsletters, some by electronic. There are advantages and disadvantages to both. For example, the hard copy is tangible; just touching it reinforces the information it contains. Your newsletter is also a recruiting tool. A member can take a hard copy to an office where it can be passed around and lie out where a prospective member can pick it up to see what is going on. On the other hand, electronic newsletters are easier on your budget, and can be forwarded or posted online. You will need to determine which is best for *your* club's culture and budget.

### **For print-and-mail newsletters:**

- **Use an easy-to-read typeface** for the body of the newsletter. *Never use all capital letters for body text.*
- **Avoid use of a type size smaller** than 10-point.
- **Color of ink.** Black is easiest to read. So always use black for the body text.
- **Pictures are nice**, especially in an urban area where few people ever get their pictures in the paper, but they are not necessary to a good newsletter.

### **For electronic newsletters:**

There are numerous ways to send electronic newsletters, but an email-marketing program will give you the most professional-looking, readable product. Email marketing programs range in price from 'free' (with conditions) to \$20 per month. Some of the most popular programs include *Constant Contact*, and *Mailchimp*

A website showing side-by-side comparisons of these programs, along with pricing information, is: <https://www.capterra.com/email-marketing-software/>

Electronic newsletters contain all of the same information included in print newsletters, but should also include:

- Your club website address and email contact information.
- Links to TFRW, NFRW, the Republican Party of Texas, your county GOP, local GOP elected officials, etc.

Like print newsletters, E-newsletters should have consistent layout and 'publication' dates, and be easy on eyes reading on the computer screen.

### ***In addition to your members, you should also mail copies to the following:***

1. TFRW President
2. TFRW Public Relations Chairman
3. Your TFRW Deputy President
4. Your TFRW District Director
5. TFRW Headquarters
6. Your County Headquarters
7. In urban areas, if applicable the President of your Republican Women's Council

*Either send electronically or by U.S. mail.*

**YOUR NEWSLETTER IS YOUR BEST RECRUITING TOOL!**

*Distribute it as widely as you can afford.*

## **PUBLICITY**

You are responsible for contacting the news media and preparing press releases, which present Republicans to the public in a positive, fair, and appealing light. You alone should be the contact person to the news media, and media representatives should know that you are the person to contact should they have any questions. Other members of your organization contacting the media can create confusion.

Develop a working relationship with area media representatives; although few traditional media editors are Republican, do not treat them like the enemy. Keep a file of current names, phone numbers, and addresses (e-mail, too). Nearly all media outlets now require submissions electronically- either via direct email or through their website. Keep track of their deadlines. Be professional.

To publicize your organization, its meetings, and any special events, prepare press releases and distribute them to area newspapers, radio, and television stations, and do not forget 'new' media sources such as bloggers and online news websites. Make follow-up phone calls to make sure your releases have been received and to answer any questions.

Even “big city” newspapers have community calendars. Make sure your regular meetings always appear with the name and subject of the speaker and a contact phone number (not necessarily a name). Typically, larger newspapers/media outlets will have different email addresses for calendar events versus 'news' releases. Make sure you are sending your information to the right recipient.

The most effective publicity for your organization will undoubtedly be newsworthy speakers. Publicize your guest speaker events well. Community involvement is also media-worthy. When your club collects clothing or shoes for needy children or volunteers to help at a hospital – publicize it. Submit pictures. The media will rarely send a photographer.

Offer to assist editors with obtaining material necessary to write a “feature” story on interesting local or visiting Republicans.

## **PRESS RELEASES**

### **Contents:**

- Always include Five W's: Who, What, When, Where, Why – Be informative, but brief. Limit your story to one page, if possible; no more than two pages. The chances of getting it published decrease with length. Talk with the editor if you have a great longer story.
- Make your story as accurate and impartial as possible.
- Include your name, title, phone, and e-mail address as the contact person at the top of each page.

### **Format:**

- Submit electronically (via email or media website). Use a neatly arranged, standard format for professional appearance. (see sample)
- Inclusions:
  - Photos – Send high-resolution (300 dpi) photos in a standard photo file. The photos should also be 4-5 inches wide. Most media prefer .JPG or .TIF files.
  - Names of local people for reader recognition.
  - Know media deadlines.
  - Frequent publicity is more effective than occasional large articles, and with electronic communications, submission is relatively easy and cost-free. A large event can result in several different releases. Start sending short releases early and build up to the big event, ending with a follow-up story.
- Establish rapport with political writers and media newscasters. Get to know them. Face to face contact is always best when possible.

If you have not time to create a full-blown news release, you may send a photo with a caption. The caption should contain the Who, Where, How, Why, and WHEN, in very concise and precise language- the industry standard is about 2-3 short, declarative, present tense sentences.

# **SAMPLE PRESS RELEASE**

[Name of Organization/club]

[Address & Website]

(Date of Release)

FOR IMMEDIATE RELEASE CONTACT: (PR Chair)

Phone:

Email:

## **Republican Women to Honor Senator Kay Bailey Hutchison**

*(Body of release: First paragraph contains Who, What, When, Where, Why, OR a 'hook')*

Close to 1,000 Texas Republican women will gather Friday, June 8, 2012, to honor U.S. Senator Kay Bailey Hutchison. The Texas Federation of Republican Women (TFRW) will pay tribute to Senator Hutchison with a special presentation, while also recognizing 200 outstanding Republican women from across Texas at a luncheon at the Ft. Worth Omni Hotel ballroom.

U.S. Senator John Cornyn, CNN Contributor E.D. Hill, Republican National Committee Co-Chair Sharon Day and Texas Comptroller Susan Combs will be the featured speakers at the tribute luncheon.

The Tribute to Women is a special biennial event that honors grassroots activists from around the state. The Republican women honorees were nominated by their respective clubs in recognition of their commitment to Republicans with their time and efforts in their clubs and communities. A special reception for all honorees is scheduled for 11 a.m. before the noon luncheon.

“The 2012 Tribute to Women is unique as TFRW takes the opportunity to recognize one of Texas’ most outstanding Republican women, Senator Kay Bailey Hutchison, for her many years of service,” said TFRW President Carolyn Hodges. “Those that serve at the grassroots level are the foundation and strength of our organization and Republican politics in Texas. Senator Hutchison is an example of all we strive for by serving at the very highest levels.”

*(Last paragraph: boilerplate')*

Founded in 1955, the Texas Federation of Republican Women's long-standing goals of education, training, participation in government, electing Republicans and encouraging Republican women to run for office has helped create a powerful organization that is 11,000 members strong with 163 clubs across the state. For more information on TFRW, or to locate a local club, please visit [www.tfrw.org](http://www.tfrw.org)

###

POLITICAL AD PAID FOR BY THE TEXAS FEDERATION OF REPUBLICAN WOMEN-PAC.

## LETTERS TO THE EDITOR

Did you know that the Letters-to-the-Editor feature is one of the most widely read sections of the daily newspaper? What a fantastic vehicle to support our candidates and our issues! A thoughtful letter about your candidate or issue can reach thousands of potential voters.

### *Five main things to remember when writing to a newspaper:*

1. Be positive. Don't whine or be emotional.
2. Make sure your facts are accurate. Do research.
3. Don't be too partisan by attacking Democrats generally. Attack their ideas with facts, not emotion.
4. Keep it short. Editors love short, pithy letters!
5. Do not use the name of your club, which might lead someone to think the club is endorsing your statements, prohibited by the TFRW Bylaws.

### *Additional pointers:*

Keep your letter to one single issue, even when writing to support or oppose a candidate's position. If you have more than one issue, write more than one letter. (I know big newspapers won't publish but one letter every 3 months from the same person. That's why you enlist other club members.)

- Avoid statements not supported by facts, particularly emotional ones. Such statements destroy your credibility and any chance of being published.
- Avoid slang, curse words, and colloquialisms.
- Avoid a direct attack on a person. Attack his ideas and issues with facts and figures. Avoid emotional attacks on Democrats in general.
- Avoid generalizations about Republicans also.
- Avoid long complicated sentences. Keep them short and to the point. Likewise, keep paragraphs short.
- Use a Thesaurus and/or dictionary to tighten and sharpen your message, but NOT to find long, obscure words. Keep it simple. Write on an 8th grade level—or lower!

### *Distribution:*

- Familiarize your club members with newspaper guidelines; some editors have a very strict word count limit (as few as 150 words!).
- Send your letters to more than one newspaper, but not the exact letter. Vary it somewhat.
- In big cities, remember the weekly "throw-aways." They are often more likely to print longer letters
- In smaller towns, send your letters to several surrounding small-town newspapers that are in the same legislative, congressional district.
- Also, send your letters to the daily paper in the larger town near you. They love letters from surrounding communities.

## E-MAIL

- E-mail is a quick, easy, and inexpensive way to contact your members, but should be used wisely. Most clubs use e-mail communications and many send their newsletters by e-mail.
- Tips for Email Communications:
- Manage your email volume. Too many emails will cause recipients to tune you out, so limit emails to no more than one each week, unless there is a special need, i.e., an urgent action alert.
- Make use of your subject line. Use clear terms, such as “AB County RW February Newsletter,” “ABRW March Meeting Notice,” or “ACTION ALERT.”
- Use a standard format for every email. Email marketing programs make this easy and professional looking. (See the Newsletter tips for more information on programs.) Choose color schemes that are easy on the eye and easy to read.
- Always use your club's full name in any communication.
- ALWAYS include your political disclaimer on every communication! “Political Advertising paid for by (your club’s name) Republican Women.”
- Adhere to TFRW guidelines for political endorsements in contested Republican Primaries.
- Keep in mind that your emails can and will be forwarded to others. This is not necessarily a bad thing, but be sure to project a professional image and use discretion regarding content.
- Set up a club email account to send and receive official emails. Make sure that more than one club officer has the ability to check this account, and that it is checked frequently. You can also have those emails automatically forwarded to a personal email account. One strategy is to have an 'alias' email account that forwards to several club officers.
- Keep your address database up to date by adding your new members on a monthly basis. Send new members and/or visitors a 'welcome to the club' or other follow-up message to make sure you have the correct address on file.
- It is a good idea to keep a copy of club communications. Email marketing programs can archive those for you.
- If you are particularly anxious to make sure your club members receive an urgent message, old-fashioned phone calls still work!

## SPEAKER REQUEST FORM

**(To be filled out by organization)**

Name of Organization \_\_\_\_\_

Speaker being requested \_\_\_\_\_

Topic of speech requested \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Location of Event (Venue) \_\_\_\_\_

Address: \_\_\_\_\_

Type of Event (meeting, fundraiser, etc.) \_\_\_\_\_

Organization contact person name \_\_\_\_\_

Email and phone number \_\_\_\_\_

Expected number in attendance \_\_\_\_\_ What time should speaker arrive? \_\_\_\_\_

How long will the speaker be expected to speak? \_\_\_\_\_

Will the speaker be expected to answer questions from the audience? \_\_\_\_\_

Other information that may be helpful. \_\_\_\_\_

\_\_\_\_\_

**(To be filled out by speaker)**

Name of speaker \_\_\_\_\_

Yes, I can attend.       No, I cannot attend.

Title of Speech \_\_\_\_\_

Will you use audio visual material? \_\_\_\_\_

Do you need the organization to provide any audio-visual equipment? \_\_\_\_\_

What items will you need? \_\_\_\_\_

Will anyone be accompanying you to the event? If so, who will it be?

\_\_\_\_\_

**If you are able to speak to our group, please attach a brief biography and a photo that can be used for publicity when returning this form.**

Other information that may be helpful.

\_\_\_\_\_



# **SAMPLE RESOLUTION**

## **TEXAS FEDERATION OF REPUBLICAN WOMEN 33<sup>rd</sup> BIENNIAL CONVENTION RESOLUTION**

**October 16, 2021**

### **Resolution Honoring Texas State Senator Jane Nelson**

**WHEREAS**, The Texas Federation of Republican Women (TFRW) are honored to pay tribute to Texas State Senator Jane Nelson for her thirty years of leadership and exceptional service to Texas; and

**WHEREAS**, Senator Nelson first began serving the citizens of Texas in 1988, when she was elected to serve as a member of the Texas State Board of Education; in 1992, she became the tenth woman and the third Republican woman to be elected to the Texas Senate; six years later, Senator Nelson became the first Republican woman to chair a Senate standing committee when she was appointed chair of the Committee on Health and Human Services, and in 2014, she became the first woman to chair the Senate Committee on Finance; she is ending her trailblazing career of legislative leadership after having authored four straight conservative state budgets; and

**WHEREAS**, Senator Nelson's legislative accomplishments are numerous, including legislation to improve access to health care; rein in skyrocketing costs; invest in cancer research and prevention; fight opioid abuse; assist victims of domestic violence; protect Texans with disabilities; and care for children who have been abused, neglected, or abandoned; and

**WHEREAS**, Senator Nelson is known for her tireless commitment to her constituents and her ability to get things done. A businesswoman, former teacher, and proud mother and grandmother, she brought her real-world experience to tackling some of the most pressing problems facing the state; and

**WHEREAS**, A widely respected and much beloved public leader, Senator Nelson enjoyed careers as an educator and a businesswoman before her election to the Legislature to represent Senate District 12; she has served the constituents of the district's counties with integrity and dedication for ten consecutive terms, and she is bringing to a close her distinguished tenure as the longest-serving Republican senator; and

**WHEREAS**, Senator Nelson has been an active member of the TFRW for thirty years, participating at our conventions, joining our Patron program, honoring our members from the floor of the Senate with resolutions during TFRW Legislative Days, supporting every facet and activity of our organization with her full participation; and

**WHEREAS**, Senator Nelson served the TFRW on our Board as Senate Liaison, updating us at our meetings on the activities of the Texas Senate; and

**WHEREAS**, the TFRW recognized Senator Nelson as the 2015 Kay Bailey Hutchison Leadership Award Recipient, which acknowledged Senator Nelson and the breadth of her experience in multiple facets of government and volunteerism as a proven trailblazer and rising star in Republican politics; and

**WHEREAS**, She has skillfully managed the duties of a senator and has taken care of the needs of her constituents while continuing to be a source of strength to her large and loving family; she is a devoted wife to J. Michael Nelson, and she is a loving mother to their five children and a caring energetic grandmother to their twelve grandchildren; and

**RESOLVED**, That the Texas Federation of Republican Women, meeting at its 33<sup>rd</sup> Biennial Convention in Round Rock, Texas, October 13 - 16, 2021, hereby honors and pays tribute to Senator Jane Nelson for her many contributions to the State of Texas and for her outstanding service as a Texas senator and her extraordinary accomplishments and devotion to the Texas Federation of Republican Women.

Adopted and Presented this 16<sup>th</sup> of October 2021

---

Glynis Chester, President  
Texas Federation of Republican Women

---

Attest: Marie Maggio, Secretary  
Texas Federation of Republican Women

---

Debra Coffey and Amanda Martin,  
Resolutions Co-Chairs  
Texas Federation of Republican Women

# VOTER REGISTRATION

## **Individual Club Responsibilities/Implementation Suggestions:**

- Through the county voter registrar, deputize club members as volunteer deputy registrars.
- Develop a fact sheet or voter guide for your club's area and/or county to include names of elected officials and their duties, places where voter registration cards may be obtained (DPS offices, public libraries, military recruiting offices, etc.), voter registration guidelines, and telephone numbers for the Secretary of State, 1-800-252 VOTE (8683) and your local Voter Registrar. Include a reminder of those who move within the county or have a name change to reregister with the new information.
- Pass out voter registration applications at naturalization ceremonies and/or obtain the names of new citizens from Republican congressional representatives and invite them to Republican events. Get the Republican Philosophy printed in 3-4 languages.
- Participate in walking neighborhoods for Republican candidates. Take voter registration applications and register known Republicans or those familiar with the Republican Philosophy and in agreement with it. NOTE: It is important that we try to register voters who will support Republican candidates. We do not want to register opposition voters; however, as a volunteer deputy registrar, you cannot refuse to assist non-Republicans.
- Ask civic groups, businesses, churches in a heavy Republican area to write a nonpartisan notice on voter registration and place it in the organization's newsletter, bulletins or community newspapers encouraging citizens to vote.
- Find Republican "friendly" venues for your drives.
- Remind parents of 18-year-olds that children can register to vote at public high schools (can register 60 days before 18<sup>th</sup> birthday). High school deputy registrars distribute voter registration applications twice each school year and are allowed to register students and employees only.
- Carry voter registration applications (obtained from your Voter Registrar's Office) with you at all times to help register a new neighbor, friend, or co-worker who will vote Republican.
- Make sure all your voter registration drives, programs, and efforts are done in a timely manner according to the election timeline.

# NATIONAL FEDERATION OF REPUBLICAN WOMEN



## Executive Committee

Elected at NFRW Biennial Convention  
All have a VOTE

### President

(Is ex officio member of the Executive Committee of the Republican National Committee)

<b>First Vice President</b>	<b>Second Vice President</b>	<b>Third Vice President</b>	<b>Fourth Vice President</b>	<b>Secretary</b>	<b>Treasurer</b>	<b>3 Members -at-Large</b> Elected by Board	<b>Past President</b>
-----------------------------	------------------------------	-----------------------------	------------------------------	------------------	------------------	--	-----------------------

(VP's serve as assistants to President and as Regional Directors assigned by the President)

### State Presidents

Elected at State Biennial Convention  
VOTE

States					Districts and Territories
Alaska	Hawaii	Massachusetts	New Mexico	South Dakota	District of Columbia Guam Puerto Rico Virgin Islands
Alabama	Idaho	Michigan	New York	Tennessee	
Arizona	Illinois	Minnesota	North Carolina	Texas	
Arkansas	Indiana	Mississippi	North Dakota	Utah	
California	Iowa	Missouri	Ohio	Vermont	
Colorado	Kansas	Montana	Oklahoma	Virginia	
Connecticut	Kentucky	Nebraska	Oregon	Washington	
Delaware	Louisiana	Nevada	Pennsylvania	West Virginia	
Florida	Maine	New Hampshire	Rhode Island	Wisconsin	
Georgia	Maryland	New Jersey	South Carolina	Wyoming	

### Standing Committees

VOTE

Bylaws Chair	Campaign Chair	Fundraising Chair	Legislation Chair	Membership Chair	Program Chair	Public Relations Chair
--------------	----------------	-------------------	-------------------	------------------	---------------	------------------------

### Special Committees

Achievement Awards Caring for America Protocol & State Presidents  
Agriculture Leadership Distinguished Guests Technology  
Americanism Development Proxy Website Assistance  
Armed Services/Literacy Regents Program Women in Business  
Homeland Security Lobbyist Resolutions Women's Health  
Biennial Convention Outreach Sergeants-At-Arms Issues

NFRW Special Committees shall be appointed by the NFRW President as deemed necessary to accomplish the work of the NFRW.

National Federation of Republican Women  
124 N. Alfred Street  
Alexandria, VA 22314  
703-548-9688  
703-548-9836 fax  
[www.nfrw.org](http://www.nfrw.org)  
[mail@nfrw.org](mailto:mail@nfrw.org)



## **2022-23 NFRW Executive Committee Members**

Eileen Sobjack, President  
Ann Schockett, Immediate Past President  
Vanessa LaFranco, 1<sup>st</sup> Vice President  
Michelle Buckwalter-Schurman, 2<sup>nd</sup> Vice President  
Carol Hadley, 3<sup>rd</sup> Vice President  
Julie Harris, 4<sup>th</sup> Vice President  
Marilyn Harris, Secretary  
Keri Abernathy, Treasurer  
Monica Kozlowski, Member-at-Large  
Karen Newton, Member-at-Large  
Heidi Martin, Member-at-Large

### **NFRW Emblem/Seal**

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 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.



**NFRW Bylaws**  
**AS AMENDED AT THE FOURTY-FIRST BIENNIAL CONVENTION**  
**Orlando, Florida**  
**September 23-26, 2021**

**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 clubs
- 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 or a state federation in good standing is one 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, including virtual / e-clubs which meet utilizing technology, 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 at least two 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 a program of action and 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 twenty voting members of the NFRW Board of Directors. At least fourteen 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. Notice may be sent electronically.

F. In the even-numbered years the board of directors shall meet in the spring and summer or fall at a time and place designated by the NFRW Executive Committee. The summer or 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 by in-person or electronic means.

H. It shall be acceptable to hold board meetings I person or by approved electronic means.

*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 maybe called by the NFRW President or upon written request of two-thirds of the members of the NFRW Executive Committee. At least seven days' notice shall be required for all special meetings.

C. Any meeting of the NFRW Executive Committee may be held in person or by approved electronics means during which time votes and all business may be conducted and considered ratified.

*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 more than two 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.

C. Membership expires each year on December 31. Renewing members remain in good standing through the last day of February of the following year. NFRW must receive member dues by March 1 or member is dropped from membership and loses all member privileges.

*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 or sent electronically to the NFRW Board of Directors and to each local club President 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. voting members of the NFRW Executive Committee,
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 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 or electronically submitted 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 numbers and e-mail addresses of the state delegates-at-large shall be postmarked or electronically submitted 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 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.

*Amended September 2019*

# NATIONAL FEDERATION OF REPUBLICAN WOMEN HISTORY

The story of Republican women's clubs begins many years before women even had the right to vote. 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 ...," Republican women's clubs were off and running. In fact, the oldest such club on record was founded in Salt Lake City in the late 1800s.

It was in 1938 that Marion Martin, assistant chairman of the Republican National Committee, called a meeting at the Palmer House in Chicago to organize these clubs into a national organization.

States in which Republican women's clubs were organized on a "statewide" basis sent delegates and alternates to that meeting with a request to affiliate with such an organization. To be considered "statewide" at that time, a state or local club had to have members in 60 percent of the counties of that state.

The delegates adopted rules governing the establishment of a National Federation of Republican Women's Clubs, with the following purposes: "to foster and encourage loyalty to the Republican Party and the ideals for which it stands - to promote education along political lines - to encourage closer cooperation between independent groups and the regular party organization, which are working for the same objectives, namely sound government - to promote an 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 national approach to the problems facing the Republican Party. "Eleven states became the charter states of NFRW - California, Colorado, Connecticut, the District of Columbia, Indiana, Maryland, Michigan, Missouri, Montana, New Jersey, and Pennsylvania. At the age of 31, Joyce Arneill of Denver, Colorado, was elected the first President of the Federation, and the organization began to grow.

At the time of NFRW's founding, three states – Maryland, Virginia, and Alabama – had not even ratified the 19th amendment to the U.S. Constitution granting suffrage to women. The campaign of 1936 had reelected Franklin D. Roosevelt over Alf Landon with only two states – Maine and Vermont – going Republican. There were only six Republican governors, 89 Republicans in the U.S. House of Representatives, and 16 in the Senate. And yet the National Federation of Republican Women – born in a climate of defeat – grew in size and strength, providing a vehicle for women concerned with the direction of our government.

In its earliest days, the Federation was a lobbying group. In 1940, NFRW enlisted the support of its members to urge their representatives in Washington to hold free and open hearings and a full investigation on the amendments to the Wagner Labor Relations Act. They wrote their representatives during National Debt Week to impress them with the fact that constituents were concerned about the national debt. And on June 10, 1940, NFRW President Joyce Arneill sent a letter to all club Presidents urging their help in keeping Congress in session until the immediate crisis of the "foreign situation" was past.

By September 1, 1943, 23 statewide federations held membership in the national organization, along with 98 individual clubs from 16 states.

Today, the NFRW consists of thousands of active members in local clubs across the nation and in several U.S. territories. The goals of those women who met in Chicago in 1938 continue to be the goals of the NFRW – to encourage women’s participation in the governing of our nation, to elect Republicans to office at all levels, and to promote public awareness of the issues that shape America.

Biennial national conventions have been held in cities across the nation, with U.S. Presidents and Vice Presidents, homemakers and first ladies, cabinet members and celebrities attending. Presidential candidates never miss these meetings. They know that many of those attending will be delegates to the Republican National Convention or will be instrumental in the delegate selection process. They know that these women are the Party’s grassroots activists.

Programs such as NFRW’s campaign management schools, women candidate seminars, and polling schools have trained thousands of Republican women and men to help elect GOP candidates, and communities throughout the nation have benefited from the volunteer services of NFRW’s Caring for America and literacy programs.

Millions of American women, ages 19 to 90, have helped shape our nation through wartime and peace, through depression and prosperity, through good times and bad – all through the National Federation of Republican Women.

# NATIONAL FEDERATION OF REPUBLICAN WOMEN

## PAST PRESIDENTS

The Presidents of the NFRW rose through the ranks of state federations and served as volunteers. NFRW Biennial Conventions (except for wartime 1942) have drawn thousands of delegates to Detroit, Louisville, Philadelphia, St. Paul, Cleveland, St. Louis, Los Angeles, Chicago, Boston, Atlantic City, Phoenix, Washington, D.C., Dallas, Atlanta, Indianapolis, Denver, Orlando, Baltimore, Cincinnati, Las Vegas, Albuquerque, New Orleans, Seattle, San Antonio, Salt Lake City, Nashville, Palm Springs, Orlando, Kansas City, Louisville and Indianapolis

1939-40 Mrs. James Arneill, Jr., Colorado  
1941-42 Mrs. Charles Weis, Jr., New York  
1943-46 Mrs. W. Glenn Suther, Illinois  
1947-48 Mrs. Addison B. Green, Massachusetts  
1949-52 Mrs. Joseph R. Farrington, Hawaii  
1953-56 Mrs. Carroll D. Kearns, Pennsylvania  
1957-60 Mrs. Peter Gibson, Michigan  
1961-62 Mrs. J.B. Parks, Colorado  
1963-67 Mrs. Dorothy Elston Kabis, Delaware  
1968-71 Mrs. J. Lloyd O'Donnell, California  
1972-74 Mrs. Norman C. Armitage, South Carolina  
1975-77 Mrs. Laddie P. Hutar, Illinois  
1978-81 Mrs. Betty (Henry) Heitman, Louisiana  
1981-85 Mrs. Betty Harold) Rendel, Indiana  
1986-89 Mrs. Judy (William) Hughes, Colorado  
1990-93 Mrs. Huda (W.P.) Jones, Kentucky  
1994-95 Mrs. Charlotte Mosel, California  
1996-97 Mrs. Marilyn (Stewart) Thayer, Louisiana  
1998-99 Mary Jo Arndt, Illinois  
2000-01 Marian Miller, Indiana  
2002-03 Heidi Smith, Nevada  
2004-05 Dianne Thompson, Texas  
2006-07 Beverly Davis, Utah  
2008-09 Shirley Sadler, Ohio  
2010-11 Sue Lynch, Wisconsin  
2012-13 Rae Lynne Chornenky, Arizona  
2014-15 Kathy Brugger, California  
2016-17 Carrie Almond, Missouri  
2018-19 Judy Rushton, Texas  
2020-21 Ann Schockett, New York

***NFRW***  
***REGENTS & CAPITOL REGENTS***

In 1979, The National Federation of Republican Women established the Regents Program to give Republican Women an opportunity to play a greater role in our nation's political system. Participation in the program is reserved for individuals who make a commitment of \$1,000 annually to the Federation. In 1985, the Capitol Regents were formed to give these women the opportunity to make a further commitment by contributing \$5,000 annually.

The Regents program provides the essential financial backbone of our Federation. Regent's dues are used to elect Republican candidates to all levels of government by the publication of educational manuals, videos, and general support of Republican efforts in every state.

**BENEFITS OF MEMBERSHIP:**

**SPECIAL VISITS** to the White House (upon invitation) and **BRIEFINGS** by Administration Officials.

**SPECIAL RECEPTIONS** are held for Regents at all NFRW Board of Directors meetings, NFRW Biennial Conventions and GOP Conventions. Previous participants have included Former President Ronald Reagan, Former Vice-President Dan Quayle, Former Presidential Candidate Bob Dole, Former U.S. Senator Kay Bailey Hutchinson, Former HUD Secretary Jack Kemp, former U.S. Senator Nancy Kassebaum, Ambassador Jeanne Kirkpatrick and First Ladies Nancy Reagan, Barbara Bush and Laura Bush.

**PRIORITY SEATING** is reserved for Regents at all NFRW national board meetings and national conventions featuring top GOP dignitaries.

**REPUBLICAN NATIONAL CONVENTION** - invitations are offered to Regents to attend with the NFRW.

**A COMMEMORATIVE GIFT** - a specially designed membership pin.

**NETWORKING OPPORTUNITIES** with other leading Republicans is an invaluable aspect of Regent's membership. Regents are able to meet and share business and political viewpoints with Republicans from around the country.

In addition to the benefits accorded Regents, Capitol Regents traditionally meet privately with GOP leaders who attend NFRW functions. Founding Regents and Capitol Regents also receive complimentary registration to all NFRW Board of Directors Meetings.

Sign up at <http://www.nfrw.org> or through <http://tfrw.org>

**For more information**, contact the Regents coordinator at [regents@nfrw.org](mailto:regents@nfrw.org) or 800-373-9688.

## **REPUBLICAN WEB LINKS**

### **REPUBLICAN WOMEN LINKS**

**National Federation of Republican Women** – <http://www.nfrw.org>

**Texas Federation of Republican Women** – <http://tfrw.org>

### **GOP LINKS**

**Republican Party of Texas** – <http://www.texasgop.org>

**Republican National Committee** – <https://gop.com>

**U.S. House Republican Conference** – <http://www.gop.gov>

**U. S. Senate Republican Conference** – <http://www.republican.senate.gov>

**National Republican Congressional Committee** – <https://www.nrcc.org>

**National Republican Senatorial Committee** – <http://www.nrsc.org>

**Republican Governor's Association** – <http://www.rga.org>

**Texas Young Republican Federation** – <http://texasyr.gop>

**College Republicans** – <http://www.txfer.org>

**High School Republicans of Texas** – <http://www.hsrtx.org>

**Texas Public Policy Foundation** – <http://www.texaspolicy.com>

**The House Republican Policy Committee** – <http://policy.house.gov>

### **STATE GOVERNMENT RESOURCES**

**Texas Governor** – <http://gov.texas.gov>

**Texas Lt. Governor** – <https://www.ltgov.state.tx.us>

**Texas Attorney General** – <https://www.texasattorneygeneral.gov>

**Texas Comptroller** – <http://comptroller.texas.gov>

**Commissioner of the General Land Office** – <http://www.glo.texas.gov>

**Commissioner of Agriculture** – <http://www.texasagriculture.gov>

**Railroad Commissioner** – <http://www.rrc.state.tx.us>

**Texas Supreme Court** – <http://www.txcourts.gov/supreme>

**Texas Court of Criminal Appeals** – <http://www.txcourts.gov>

**Texas State Senate** – <http://www.senate.state.tx.us>

**Texas House of Representatives** – <http://www.house.state.tx.us>

**Texas Secretary of State** – <http://www.sos.state.tx.us>

**Texas Ethics Commission** – <https://ethics.state.tx.us>

**Texas Legislature Online** – <http://www.capitol.state.tx.us>

**Texas Legislative Council** – <http://www.tlc.state.tx.us>



## **FEDERAL GOVERNMENT RESOURCES**

**White House** – <http://www.whitehouse.gov>

**U.S. Senate** – <http://www.senate.gov>

**U.S. House** – <http://www.house.gov>

**Congressional Bills & Records** – <https://congress.gov>

**Federal Election Commission** – <http://www.fec.gov>

**U.S. Federal Judiciary** – <http://www.uscourts.gov>

## **REPUBLICAN NATIONAL COMMITTEE**

### **National Chairman**

(Elected by RNC - serves 2 years)

### **National Co-Chairman**

(Elected by RNC - serves 2 years)

### **Executive Committee**

(Officers & Representatives from all auxiliary groups)

(Auxiliary groups serve ex-officio)

### **National Committeemen**

(One from each state)

(Serves four years)

### **National Committeewomen**

(One from each state)

(Serves four years)

### **State Chairmen**

(One from each state)

(Ex-officio)

Visit the Republican National Committee on the web at <http://www.gop.org> for more information and more detailed history.

Republican National Committee

310 First Street SE

Washington DC 20003

<https://www.gop.com>



## WHO WE ARE – THE GOP

### Grand New Party

It began in a little schoolhouse in Ripon, Wisconsin, in 1854. A small group of dedicated abolitionists gathered to fight the expansion of slavery, and they gave birth to a Party dedicated to freedom and equal opportunity. The name “Republican” was chosen, alluding to Thomas Jefferson’s Democratic-Republican Party and conveying a commitment to the inalienable rights of life, liberty, and the pursuit of happiness. The Party was formally organized in July 1854 by thousands of anti-slavery activists at a convention in Jackson, Michigan. And it was no accident that two years later, in 1856, the first Republican National Convention took place in Philadelphia, where the Constitution was written.

### Party of Freedom

Though popularized in a Thomas Nast cartoon, the GOP’s elephant symbol originated during the 1860 campaign, as a symbol of Republican strength. Under the leadership of President Abraham Lincoln, the GOP became the Party of the Union as well. President Lincoln issued the Emancipation Proclamation, but it was the entire Republican Party who freed the slaves. The 1864 Republican National Convention called for the abolition of slavery, and Congressional Republicans passed the 13th Amendment unanimously, with only a few Democrat votes. The early women’s rights movement was solidly Republican, as it was a continuation of abolitionism. Susan B. Anthony, as did most suffragists, favored the GOP. The 19th Amendment was written by a Republican senator and garnered greater support from Republicans than from Democrats.

### Party of Prosperity

Low taxes, sound money, and regulatory restraint: these were among the commonsense economic policies established by the GOP that brought about decades of prosperity after the Civil War. Republicans encouraged innovation and rule of law. Buttressed by Republican control in Congress, the McKinley, Theodore Roosevelt and Taft administrations cleared away obstacles to economic growth. President Dwight Eisenhower and congressional Republicans appreciated the fact that the private sector, not government, is the engine of wealth creation. With his bold tax-cutting agenda, President Ronald Reagan revived the economy after years of Democrat malaise.

Party of Vision

### Party of Vision

Theodore Roosevelt embodies our Party’s traditional concern for the environment, but the Republican commitment to the environment actually goes back much further than that. For example, the world’s first national park, Yellowstone, was established during the Ulysses Grant administration. President Eisenhower advocated groundbreaking civil rights legislation and vigorously enforced the *Brown v Board of Education* decision. In the first decade of the 21st century, President George W. Bush made an unprecedented commitment to helping those in need beyond our shores through the President’s Emergency Plan for AIDS Relief (PEPFAR), an aid program for countries devastated by HIV/AIDS. Since its inception, PEPFAR has saved over a million lives and currently provides over 5 million people with life-saving treatments.

### Party of Strength

President Reagan and President George H.W. Bush led western democracies to victory over Soviet tyranny in the Cold War. The George W. Bush administration maintained the military second-to-none and projected that power in the fight against international terrorism.

### Party of the Future

Drawing inspiration from our Party’s history, today’s Republicans believe individuals, not government, make the best decisions; all people are entitled to equal rights; and decisions are best made close to home. At the state level, the nation’s Republican governors are making government more effective and efficient, spurring economic growth and striving to put more power in the hands of the people. Nationally, Republicans recognize that the slow, bloated Washington bureaucracy is out-of-date in the 21st century. Our Party works to give Americans more choices—in healthcare, in education, in energy, and in the economy—and to free individuals and families from the intrusive overreach of federal bureaucrats. The Party’s core principles of freedom and equal opportunity are as relevant today as at our founding, and they are the roadmap for American renewal in a new and interconnected world.

# **REPUBLICAN PARTY OF TEXAS**

## **State Republican Executive Committee -SREC**

**National Committeewoman**  
(Elected State Convention-4 years)

**National Committeeman**  
(Elected State Convention-4 years)

**State Chairman**  
(Elected at State Convention-2 years)

**State Vice Chairman**  
(Elected at State Convention-2 years)

**Senatorial District Committeeman**  
(Elected by Districts at State Convention-2 years)

**Senatorial District Committeewomen**  
(Elected by Districts at State Convention-2 years)

**County Executive Committee**  
**County Chairman**  
(Elected by Primary Ballot-2 years)

**County Vice Chairman**  
(Appointed according to County Bylaws)

**Precinct Chairmen**  
(Elected by Primary Ballot-2 years)

# STATE REPUBLICAN EXECUTIVE COMMITTEE (SREC)

## **Voting Members**

State Chairman

State Vice Chairman

Senatorial District Committeemen (31)

Senatorial District Committeewomen (31)

## **Ex Officio - Without Vote**

National Committeeman

National Committeewoman

Parliamentarian

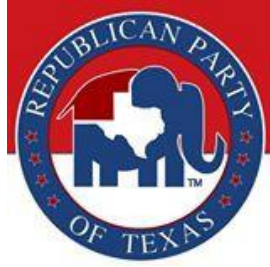
Finance Chairman

Treasurer

General Counsel

Auxiliaries

(Representatives of recognized auxiliaries)



## THE REPUBLICAN PARTY OF TEXAS

The history of the Republican Party of Texas begins with the founding in 1854.

Texas held its first Republican Convention in Houston on July 4, 1867.

In 1870, Republican Edmund J. Davis, a Unionist, became Governor. He was defeated in 1874 and refused to leave the state capitol and had to be thrown out by force. It would be 104 years before another Republican was elected Governor of Texas.

The first Republican statewide primary was held in 1926. There were only 15,239 Republican voters while the Democrats had 821,234 voters in their primary.

In 1947, the Republican Club of Texas was founded and followed in 1952 by the organization of the current governing body of the Republican Party of Texas, the State Republican Executive Committee (SREC).

The first nonbinding presidential preferential primary was held in 1964. In 1966, Republican Senator John Goodwin Tower was re-elected to a first full term. The first Republican in over 100 years, William P. Clements, Jr., was elected Governor in 1978.

For further information and more detailed history of the Republican Party of Texas, visit the website at: [www.texasgop.org](http://www.texasgop.org)

Republican Party of Texas (RPT)  
PO Box 2206  
Austin, TX 78768  
Phone: (512) 477-9821  
Fax: (512) 480-0709  
Email: [info@texasgop.org](mailto:info@texasgop.org)