The strength of the National Federation of Republican Women (NFRW) lies in its individual clubs. The strength of the individual clubs lies in their autonomy, in the fact that they are self-governing. For instance, the clubs set the amount of dues and raise funds to support their own activities and educational programs. While the clubs do cooperate with the official Republican Party, they operate on a completely voluntary basis. Federated clubs are not fund-raising adjuncts for any other branch of the Party.

It is at the grass roots, club level that the women registered in the Republican Party find a source of year-round service, political education, and friendship with like-minded, motivated women, all of which empower them to effectively initiate political and legislative activities. The primary mission of the NFRW, from the day of its founding, is to promote a 'wider knowledge of the principles and policies of the Republican Party,' and our members carry out that mission even today.

The beginnings of the Federation were forged in 1923 when Mrs. Florence Collins Porter organized the Los Angeles Republican Study Club. The idea took hold and the Study Club became a model for other cities. It was not until 1938 that the various Republican Women’s clubs across America were united into a Federation. Since then, the organization has grown into one of the largest political women’s organizations in the nation. Next year, 2013, the NFRW will be celebrating its 75th Anniversary!

Because it is on the local level that the members receive their training and inspiration to become effective leaders, party workers or candidates for political office, the purpose of this book is to aid the clubs, their officers, and members by providing a ready reference and guide. This Guide will:

1. Delineate the duties of each office and the manner in which they are to be performed;
2. Provide a framework within which committee chairs function and give additional suggestions to aid in making each job more effective.

Each club should start off each new administration with a copy of this Guide at hand. If in print form, it should be retained among the permanent records of each club for the benefit of incoming presidents. It is suggested that one copy be divided and distributed to the appropriate chairs. Otherwise, the Guide for Republican Women is available online at www.cfrwsodivision.org. It can also be saved as an electronic file and printed in PDF form.

2012 is the latest revision of this Guide for Republican Women. Over the years, Standing Committee chairs have updated the Guide to keep up with changing technologies and policies. However, it is essentially the same Guide as used by our CFRW Southern Division Federated Federated women for many years.

May the information and guidance provided in this publication continue to guide our political activities, enabling us to remain the most effective and knowledgeable volunteer force in our Republican Party.
Editor’s Note: Although CFRW Southern Division recommends each club president keep a complete copy of this Guide for Republican Women as an important reference manual for her club, this 2012 version of the document is designed to allow clubs to remove, copy and/or distribute the different chapters among the different officers and committee chairs to which they apply. Consequently each chapter starts on an odd numbered page so that no pages printed back-to-front contain pages from two different chapters.
THE BEATITUDES FOR A FEDERATED WOMAN

BLESSSED IS SHE WHO STANDS FIRMLY FOR GOOD GOVERNMENT, FOR SHE SHALL BE NEEDED.

BLESSED IS SHE WHO WORKS STEADILY FOR HER NATION, FOR SHE SHALL BE HAPPY.

BLESSED IS SHE WHO BELIEVES IN THE CAUSE SHE SERVES, FOR SHE SHALL BE RESPECTED.

BLESSED IS SHE WHO GIVES CREDIT TO HER HELPERS, FOR SHE SHALL BE SUCCESSFUL.

BLESSED IS SHE WHO HAS FAITH IN HER FELLOW MAN, FOR SHE SHALL BE JUSTIFIED.

BLESSED IS SHE WHO, WHEN OTHERS CRITICIZE HER, AND SAY ALL MANNER OF EVIL ABOUT HER, HAS THE STRENGTH OF CHARACTER TO FORGIVE, THE STRENGTH OF PURPOSE TO CARRY ON, AND THE STRENGTH OF BODY TO CONTINUE.

FOR SHE SHALL BE CALLED A LEADER IN THE FEDERATION OF REPUBLICAN WOMEN

BY CHARLOTTE MOUSEL

President, Southern Division, CFRW 1976-1977
President, CFRW 1978-1979
Second Vice President, NFRW 1986-1989
First Vice President, NFRW 1990-1993
California Republican National Committeewoman 1989-1996
NFRW President 1993-1995
I AM A REPUBLICAN BECAUSE...

I believe that the proper function of government is to do for the people those things that have to be done but cannot be done, or cannot be done as well, by individuals, and that the most effective government is government closest to the people.

I believe that good government is based on the individual and that each person’s ability, dignity, freedom and responsibility must be honored and recognized.

I believe that free enterprise and the encouragement of individual initiative and incentive have given this nation an economic system second to none.

I believe that sound money management should be our goal.

I believe in equal rights, equal justice and equal opportunity for all, regardless of race, creed, age, sex or national origin.

I believe we must retain those principles of the past worth retaining, yet always be receptive to new ideas with an outlook broad enough to accommodate thoughtful change and varying points of view.

I believe that Americans value and should preserve their feeling of national strength and pride, and at the same time share with people everywhere a desire for peace and freedom and the extension of human rights throughout the world.

Finally, I believe that the Republican Party is the best vehicle for translating these ideals into positive and successful principle of government.

California Republican Party, 1903 W. Magnolia Blvd. Burbank, CA 91506 (818)841-5210.
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REPUBLICAN PARTY STRUCTURE

There are three levels in the structure of our Party: County, State, and National. Because we are good Republicans, we know that “good government begins at home.” Consequently, we shall begin our study at the TOP of the ladder – at the most important level.

THE COUNTY CENTRAL COMMITTEE

There are fifty-eight counties in California; there are fifty-eight County Central Committees. The number of members on a County Central Committee is established by the State Elections Code.

Counties with less than five Assembly Districts elect their County Central Committee by supervisorial districts. The method for determining the number to be elected to serve is specified in the State Election Code but in no case shall be composed of less than twenty-one members (the legal minimum).

Counties containing more than four and less than twenty Assembly Districts consist of six members elected from each Assembly District.

In each county containing twenty or more Assembly Districts, the County Central Committee shall consist of seven members elected from each Assembly District.

Party nominees are automatically ex-officio members of their respective Central Committees. Ex-officio members have all the rights and privileges, including the right to vote, as elected members of the Committee. Each member (elected or ex-officio) appoints an alternate. Alternates hold voting power in the absence of the full member.

HOW DOES ONE BECOME A CENTRAL COMMITTEE MEMBER?

Candidates file nomination papers just as any other candidate. A Declaration of Candidacy form, a Sponsor's Certificate, and an Appointment Verification Deputy form are obtained from the Registrar of Voters; the signed sponsorship of not less than 20 and no more than 30 registered Republican voters living in the district must be secured. The Declaration of Candidacy and the signed Sponsor's Certificate are filed with the Registrar of Voters. The rest is up to you, the candidate, and to the voters, for now you begin your campaign.

Your name is listed on the Primary Ballot. You are voted upon at that time but will not take office until the following January – if you win. You will be elected for a two-year term. On the first Monday after the first day in January, the elected members meet (this is in the year following the Primary) to elect officers: Chairman, Vice Chairman, Treasurer, Secretary, etc. It is at this meeting that you, the member, will take the oath of office.

WHAT ARE THE DUTIES OF THE CENTRAL COMMITTEE MEMBER?

Duties are many and varied. Since the Committee is the official spokesman for the Party (inasmuch as the County is concerned), a headquarters is usually maintained year-around. Funds are raised; candidates are selected and trained; political education in the form of seminars, voting information, etc., is given.
THE STATE CENTRAL COMMITTEE

County Central Committees are VOTER ORIENTED since most members are elected by the voters. The state Central Committee (the California Republican Party) is CANDIDATE ORIENTED since over 90% of the members are, or derive their membership from, Party candidates.

Regular members of the State Party are nominees for statewide Constitutional Offices, State Senate, U.S. Senator, House of Representatives, State Party Chairman, Vice Chairman, Immediate Past Chairman, the four persons who most recently served as Immediate Past Chairmen, the Republican National Committeeman and Committeeewoman, the chairman and treasurer of each County Central Committee and the Chairman of each statewide volunteer organization chartered by the State Party.

Republican volunteer organizations chartered by the State Party each receive one appointment except the California Federation of Republican Women (CFRW), California Republican Assembly (CRA), California Republican League (CRL), California Young Republicans (CYR), and California College Republicans (CCR) who each receive two appointments. In addition, these organization and County Central Committees appoint one member for each 2,500 new Republicans registered and submitted through the Operation Bounty Program.

(Additional appointments are allocated based on election and registration percentages.)

Each of the above regular and appointed members may appoint four ASSOCIATE MEMBERS, one of which must be between 18 and 30 years of age. Additionally the members may appoint two YOUTH ASSOCIATES between the ages of 16 and 21 years of age. ASSOCIATES HAVE NO VOTE, but may participate in the meetings.

Dues for members are $24 yearly; Associates over 30 years of age, $16; under 30 years of age, $12; and Youth Associates, $6. Although appointments are made for two years, dues are paid annually.

At the Organization Meeting held in February (following the general election), officers are elected and Party activities are programmed for the following year. Elected officers are: CHAIRMAN, VICE CHAIRMAN, SECRETARY, TREASURER, and a VICE CHAIRMAN from NORTH, NORTHWEST, CENTRAL VALLEY, CENTRAL COAST, BAY AREA, INLAND EMPIRE, LOS ANGELES, and SOUTH. The National Committeeman and Committeeewoman are honorary officers. The Chairman and Vice Chairman come from opposites ends of the State.

BOARD OF DIRECTORS

The Board consists of the elected officers of the State Party, the Immediate Past Chairman, the Republican National Committeeman and Committeeewoman, the Chairmen of the Finance, Budget and Team California Committees, President of the County Chairmen’s Association, the highest ranking Republican statewide and partisan officeholder (or designee), Republican Leaders of the State Senate, and Assembly and the California Republican Congressional Delegation.

The business and operations of the State Party shall be managed by the Chairman under the general direction of the Board of Directors.

PRESIDENTIAL ELECTORS

In each year of the statewide general election at which electors of the State of California are elected to cast electoral votes for the office of President and Vice President of the United States, the following persons shall act as electors:
• Republican nominees for the office of Governor, Lieutenant Governor, Treasurer, Controller, Attorney General and Secretary of State;
• Republican nominees for U.S. Senator from California at the last two United States Senatorial elections;
• The State Assembly Republican Leader;
• The State Senate Republican Leader;
• All elected officers of the State Party;
• The Republican National Committeeman and Committeewoman;
• President of the Republican County Central Committee Chairmen’s Association;
• The Chairman or President of each Republican volunteer organization which is officially chartered by the State Party; and,
• All remaining positions to which the State of California is entitled and the alternates to fill any vacancies, shall be filled by appointments of the Chairman of the State Party.

In 1985, the State Party secured a permanent Headquarters at 1903 W. Magnolia Blvd., Burbank, California 91506 – telephone 818-841-5210

VOLUNTEER ORGANIZATIONS

Volunteer organizations, in general, promote an informed electorate through their political education programs, work toward furthering the philosophy and objectives of the Republican Party and give invaluable aid in the election of the party’s nominees.

In California, the volunteer organizations are:

| Black Republican Council                      | Hispanic Council                |
| California College Republicans (CCR)          | Indochinese Republican League   |
| California Republican Assembly (CRA)          | Japanese American Republicans   |
| California Republican Lawyers (CRLA)          | Lithuanian American Republicans |
| California Federation of Republican Women (CFRW) | United Republicans of California (UROC) |
| California Republican League (CRL)           | Filipino American Republican Council |
| California Young Republicans (CYR)            | Asian American Republican Council |
| Chinese American Republican Assoc             | Republican Heritage Council.    |
| Conservative Republicans of California (CRC)  | Iranian American Republican Council |
THE NATIONAL COMMITTEE

The Republican National Committee (RNC) is an unincorporated association of individuals governed by the RULES of the Republican Party. The RULES are adopted at each National Convention and are in effect until the next Convention. The existence of each successive RNC is completely dependent upon the RULES that were adopted at the preceding National Convention.

THE ROLE OF RNC

The RNC has the authority and the responsibility to conduct the affairs of the Party during the four years between National Conventions. The Committee operates from a permanent headquarters at 310 First Street S.E., Washington, D.C. 20003. RNC strengthens and guides the Republican Party development between National Conventions; encourages and assists the States in building State Republican organization; formulates National campaign programs that are to be carried out in each State; conducts campaigns to elect the Party’s nominees and the campaigns of the President and the Vice President; conducts fund raising events to support candidates to Federal and State offices, and organizes and conducts the quadrennial Convention.

COMPOSITION OF THE RNC

The RNC is composed of the National Committeeman, National Committeewoman, and State Party Chairman from each of the fifty States, the District of Columbia, Guam, Puerto Rico, the Virgin Islands and American Samoa. These officers are the voting members of RNC.

In addition, an Executive Committee and an Executive council make up a part of the RNC. The President of the National Federation of Republican Women has a vote on the Executive Council. She has NO VOTE ON THE REPUBLICAN NATIONAL COMMITTEE.

The Chairman and a Co-Chairman of the opposite sex are elected by the RNC members; the Chairman and Co-Chairman are full-time paid employees, and HAVE NO VOTE ON THE RNC.

NATIONAL COMMITTEEMAN AND COMMITTEEWOMAN

Where neither the Rules adopted by a State Republican Party nor State laws provide a method of election of a Committeeman or Committeewoman, the delegation to the National Convention elects these officers; the officers are then ratified by the National Committee.

ROLE OF THE NATIONAL COMMITTEEMAN AND COMMITTEEWOMAN

These officers represent their states, and individually, serve as representative of their states and serve as liaison between the State Party and the National Party, advise the Committee on political developments that affect the Party in general and in their States.

They serve on committees which plan the National Convention, determine the time and place of the National Convention and advise the Convention concerning delegate contests. They wield considerable influence in shaping the Rules adopted by the conventions, recommendations relating to certain federal appointments and the accomplishment of Party objectives and additional areas of responsibility.

DELEGATES TO A NATIONAL CONVENTION

Each state sends a specified number of delegates to the convention. The number of delegates is based on a formula drawn up by the National Committee. California is a “winner take all” by Congressional District State. This means that the candidate receiving the highest vote in our Primary Election in a particular congressional district wins that district’s entire delegation.
HOW ARE DELEGATES SELECTED?

Applications (available from the State Party) are submitted to a committee. This committee is usually selected by the candidate. The committee selects from the applications a delegation consisting of three delegates from each Congressional District plus a specified number of delegates-at-large statewide. The number of delegates-at-large is based on previous vote figures. The same number of alternates and alternates-at-large are chosen. Presidents of the Federation of Republican Women may serve as delegates to the RNC Convention.
FEDERATION OF REPUBLICAN WOMEN

HISTORY

The Federation of Republican Women is the largest and most active volunteer political organization in the history of the United States.

Although women in California have had the right to vote since 1911, it was following the ratification of the 19th Amendment in 1920, granting equal suffrage, that the women of Southern California became active in their interest in good government. In 1923 Mrs. Florence Porter organized them into the Los Angeles Republican Study Club. This Study Club became so effective that it became a model for other cities.

After serving as an Associate Member of the Republican National Committee, and, in 1924, seconding the nomination of Calvin Coolidge for President, Mrs. Porter continued her efforts. In January of 1925 three women issued a call to women of various clubs in Southern California, and to prominent women in San Francisco and Berkeley, to attend a meeting at the Alexandria Hotel in Los Angeles. At this meeting an organization was formed, to be known as the California Federation of Republican Women (CFRW). Mrs. Porter was chosen as President of Southern Division and Mrs. Parker Maddux of San Francisco as President of Northern Division.

In 1937-38 Central Division was formed. At the 1938 biennial convention, it was voted to join the newly organized National Federation of Women’s Clubs under the name of the California Council of Republican Women. In 1954, National became the National Federation of Republican Women (NFRW) and our State organization again became known as the California Federation of Republican Women (CFRW).

OBJECTIVES

The objectives of the National Federation as stated in its bylaws are:

- To promote an informed public through political education and activity.
- To increase the effectiveness of women in the cause of good government.
- To facilitate cooperation among the National and State Federations of Republican Women and Republican Women’s clubs.
- To foster loyalty to the Republican Party and to promote its principles and ideals.
- To support objectives and policies of the Republican National Committee and to work for the election of Republican Party nominees.

RELATIONSHIP TO THE REPUBLICAN NATIONAL COMMITTEE

While the functions of each are distinct, the National Federation of Republican Women is an official associate of the Republican National Committee. While not under the Party’s control, the National Federation exists to cooperate with and to aid the Republican Party.

NATIONAL FEDERATION OF REPUBLICAN WOMEN

The National Federation of Republican Women elects officers at a biennial convention for a term of two years and may re-elect them for a second two-year term. The Executive Committee consists of the seven elected officers, three members-at-large and the immediate past president. The entire National Board includes the president of every State Federation, the elected officers and the appointed officers and chairmen. NFRW maintains permanent headquarters at 124 North Alfred Street, Alexandria, VA 22314-3011. Toll free phone number - (800) 373-9688. Fax - (703) 548-9836. Each dues paying
members of a Federated club is entitled to receive “The Republican Woman,” the quarterly official publication of NFRW.

Although the National Federation does not directly form party policy, it does exert influence on Republican legislators and party officials through its educational programs.

The Federated Republican Women’s clubs are the educational arm of the party, NOT the fund raising arm. Clubs raise their own funds and expend them as each club wishes. Paying or helping with the expenses of the club president, delegates or representatives to Federation meetings and conventions should be taken care of financially, as far as possible, by the club to ensure the fullest possible participation.

**CALIFORNIA FEDERATION OF REPUBLICAN WOMEN**

In order to facilitate and expedite communications, the California Federation of Republican Women (CFRW) is divided into three traditional divisions: Northern, Central and Southern. Each division has its own elected officers and standing committee chairmen and determines its own time and place of meetings.

The State Board meets not less than three times year alternately in each division. The Executive Committee consists of seven elected officers, the three division presidents, and three appointed officers. The entire Board includes the Executive Committee, the Chairman of Standing Committees, any Vice Chairman of the State Central Committee (provided they are members in good standing of CFRW), the California Republican National Committeeewoman (provided she is a member in good standing of CFRW) and the Immediate Past President. The autumn meeting, held in odd numbered years, is the convention attended by club delegates at which time the officers for the ensuing biennium are elected.

It is an unquestionable fact that the role of women in government is changing and that the power of women is increasing. Federation leaders may serve as delegates to the Republican National Convention and/or as State and County Central Committee officers.

A California Federation Bylaw follows a policy on non-endorsement in the primary campaigns and recommends that policy to its affiliated clubs. The individual club member is a free agent and may take as much or as little part in any primary candidate's campaign as she desires. The president remains neutral. She represents the club in an official capacity. She should always remember that her action is apt to be construed as reflecting the attitude of the club. If an affiliated club should desire to pre-primary endorse one of its regular members, a state 1995 Bylaw amendment provides the correct procedure.

Our ventures into Legislative Advocacy, and efforts to promote our women for elective office and appointive positions, prove our recognition of the fact that our educational efforts, as well as our organizational training, produce women qualified to form judgments and to take action on the major issues of our times.

**SOUTHERN DIVISION**

Southern Division includes the eight counties of: Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara and Ventura.

The Executive Committee is comprised of eight elected officers plus the appointed Parliamentarian, Corresponding Secretary, and Financial Review Officer. The Board of Directors includes all elected and appointed officers, the appointed chairmen and the County Presidents. Southern Division meets five times a year. The officers are elected at the biennial convention held in the Fall of odd numbered years. Officers and chairmen report at the board meetings as requested by the board. These reports offer an exchange of ideas and coordination or work.
Southern Division makes available the following services to the counties and clubs:

1. Provides leadership and instruction in the practical application of effective campaigning, parliamentary procedure and/or any areas of necessity and interest.
2. Compiles the Guide for Republican Women which defines the duties and responsibilities of officers and standing committee chairmen.
3. Provides explanation and instruction in current Federation activities, cooperates in the collection of per capita dues and the dissemination of information from other levels of the Federation.

**FEDERATION ENDORSEMENTS**

**WHAT CONSTITUTES AN ENDORSEMENT?**

1. Your name (club or president) in writing or print available to the public, such as:
   a) Your name on a candidate’s brochure or literature
   b) Your name appearing in a candidate’s press release
   c) Your name appearing in an article about the candidate
   d) Your name on the candidate’s list of campaign contributors
2. Use of your home for a candidate’s headquarters.
3. The candidate’s bumper strip on your car.
4. The candidate’s lawn signs on your property.
5. Hosting a coffee or fundraiser for the candidate.
6. Participating in a candidate’s phone bank.
7. Serving in a candidate’s headquarters.

In other words, an endorsement is any form of public announcement that connects your name with the candidate.

**FUNDRAISING**

The Federation is NOT the fund-raising arm of the party. Funds are raised and expended as the club wishes. Funds are raised to pay expenses of Federation at each level, i.e., club, county, division, state, national; education of members to carry out the purpose of the organization; newsletters; speakers; president’s expenses, delegates, alternates or representatives to conventions, seminars and workshops.

The Federation, at all levels, never permit their membership lists or rosters to be given to a non-member or to any other organization except as provided by CFRW’s bylaws.

**FEDERATION PROGRAMS**

*Mamie Eisenhower Library Project (MELP)*

As a tribute to former First Lady Mamie Eisenhower, NFRW promotes Republican philosophy through donations of NFRW-approved books. Clubs are encouraged to give books to local libraries, schools, hospitals, and other public institutions. The scope of the NFRW book list encompasses not only Republican philosophy and personalities, but our American Heritage as well. An approved list is available from County/Division MELP Chairman. A club selection not on the MELP list needs approval from CFRW MELP Chairman.
Dorothy Kabis Internship Fund

This was set up as a memorial to Dorothy Kabis, past president of the National Federation and Treasurer of the United States. Each state Federation is invited to nominate one young woman between the ages of 19 and 22. The four winners, selected by the Executive Committee of NFRW, spend one summer month working in the NFRW headquarters. There are many opportunities to visit the Capitol, attend Congressional committee hearings, learn how the Republican National Committee operates, and to meet other young people from across the nation who are interning in the Capitol.

National Federation’s Campaign Management Schools (CMS)

For those who wish to become more actively involved in the campaign process, NFRW’s intensive, two-day training course in campaign techniques is taught by experienced Republican campaign professionals at locations throughout the country. The school’s agenda covers budgeting, campaign laws, campaign management, direct mail, fund raising, headquarters management, media, polling, research, scheduling, targeting, volunteers, voter ID, and issue development. A comprehensive campaign manual is included in the registration fee.

* NFRW Pathfinder Scholarship

In honor of former First Lady Nancy Reagan’s efforts to fight substance abuse, NFRW awards annual scholarships to young Republican women in graduate or undergraduate study of substance abuse prevention. State Federation presidents submit scholarship nominees from which NFRW’s Executive Committee selects two scholarship recipients.

* Caring for America

NFRW’s community service program to promote volunteerism and private sector initiatives at the local, state, and national levels.

NFRW Achievement Awards Program

Designed to stimulate club participation in Federation programs. There are four levels of club achievement awards. By fulfilling specific requirements, clubs can earn a Bronze, Silver, Gold or Diamond Award.

Ronald Reagan Scholarship – Awarded by CFRW

Charlotte Mousel Scholarship – Awarded by Southern Division to graduating high school seniors who demonstrate their ability to think constructively on matters affecting our government. Awards are based on general appearance and accuracy of application, scholastic achievement, constructive thought demonstrated in an essay, evidence of community involvement, and extra curricular activities, especially those politically related. Awards for first and second place are the responsibility of the Southern Division Board.

* Source: NFRW Handbook, “Fifty Years of Leadership
ORGANIZATION STRUCTURE
FEDERATION OF REPUBLICAN WOMEN

National President

State President

Vice President North
Northern Division
Regional Director
Club President

Vice President Central
Central Division
Regional Director
Club President

Vice President South
Southern Division
County President
Club President
The CFRW ADVOCACY PROGRAM

CFRW began as a study club in 1925. The aim was to educate ourselves in all aspects of Republicanism, and through that knowledge, to educate others.

During the term of CFRW President Elsa Sandstrom in 1970-1971, the first statewide Spring conference, emphasizing legislation was held in Sacramento. President Oma Umhey (1972-1973) featured legislative workshops at the convention in San Francisco.

President Marie Solberg (1974-1975) followed suggestions by then Governor Ronald Reagan and other legislators, that the Federation should be a viable force in the legislative process. President Solberg appointed Nancy Ehlers as legislative advocate to serve as liaison with the Legislature. At that time per capita dues to the state Federation was 15 cents. Implementing a true advocacy program, for lack of money, proved to be impossible.

President Jackie Harker (1976-1977), having given considerable thought to the mechanics of a structured advocacy program, initiated some positive aspects to it. Nancy Ehlers became an accredited lobbyist and Issues Chairmen were appointed. They became a research group and analyzed bills in order to provide information to the Federation and establish knowledgeable positions. The approval of a 25 cents dues increase passed at the 1976 state convention made it possible.

The issues studied and analyzed have changed through the years as the need has arisen. Originally they consisted of Agriculture, Business, Education, Election Laws, Energy, Health and Welfare, Judicial Reform and Law Enforcement, and Land Use, and Taxation. As time went on, experience showed it was wiser to limit the number of issues to seven, giving the lobbyist (advocate) adequate time to follow all the bills in each issue. In 1972 the issues were Agriculture, Education, Election Laws, Health, Family Issues, Aging, and Law Enforcement.

A legislative newsletter, Canvassing the Capitol, was established to inform the membership of CFRW’s positions and to provide a means of communication between the lobbyist and issues chairmen to the members.

The first official Advocacy Workshop was programmed in 1976 and held in Sacramento to give an opportunity for Republican legislators to inform Federation members about their activities, problems and matters of interest, and to make these Republican legislators aware of the Federation in its new capacity as a cohesive, well-informed lobbying group.

Nancy Ehlers, the Advocate, conducted all of the program’s activities at her home. President Charlotte Mousel (1978-1979) saw the need to have an office closer to the Capitol. In 1978, L.A.S.O.F. (Legislative Advocate’s Sacramento Office Fund) was approved by CFRW’s Board of Directors. It was a voluntary contribution from individuals, clubs, counties and divisions. In 1979, a small office two blocks from the Capitol was rented. With borrowed furniture and minimal equipment, the office was made functional.

President Lola Brekke (1980-1981) realized that the Advocacy program had done very well with donations and mostly volunteer labor, but the need for a stable budget and more personnel was imperative if it were to continue. President Brekke appointed a committee to study the program and report on its history, its current status and future options. At the 1981 state convention, delegates voted to continue the program but postponed any change in funding.

During President Ellie Ashmore’s term (1982-1983), Nancy Ehlers, Advocate, resigned. A committee was appointed by President Ashmore to find a successor. Debra Beck became the new Advocate. Office furniture was purchased and a computer bill tracking service subscription began. A $2.00 increase in dues to be earmarked for the Advocacy program was voted by delegates at the 1983 convention.

President Donna Sharp (1984-1985) appointed a task force to coordinate and make a record of all the job descriptions, policies and procedures of the program. There was a need for such a manual as personnel and Federation leaders change.

Debra Beck resigned to take an appointment from Governor Deukmejian and Ellenor Howell became the Advocate in 1985.
President Barbara Magleby (1986-1987) instituted yearly orientation and planning meetings of the Issues Chairmen and Division Presidents. Issues Chairmen began analyzing ballot propositions in addition to legislative bills. The Federation’s recommended positions were published in Canvassing the Capitol.

The procedure for determining CFRW positions on legislative bills is as follows: Advocate receives bills, bills are sent to the individual issues chairmen who send written analysis to the Advocate. Copies are sent to the CFRW President and the Division Presidents. In the case of ballot propositions, the CFRW Vice Presidents also receive them. As of 1992 all bills and propositions are sent to all presidents and vice-presidents for their vote on positions to be adopted. Votes are sent to the Advocate. The CFRW President and the Advocate draft position letters and the President signs them. The Advocate follows through by lobbying and keeps the Issue Chairmen informed. When letters and phone calls to legislators are requested by the State President and Advocate, the Action Alert Chairmen are notified.

President June Wallin (1988-1989) introduced an additional funds program to enhance the Advocacy purpose. The Advocates are members, clubs or divisions that donate $250 a year. They are entitled to certain privileges and benefits at Board of Directors meetings and conventions. In 1995 the term Advocates was changed to Ambassadors.

President Ella Mae Butterfield (1990-1991) continued the leadership and support for the program and encouraged the Advocates donation program. The format of the annual Advocacy Workshop was changed to include panel discussions by legislators in addition to presentations by individual speakers. This procedure was continued in President Marcella Whitmore’s (1992-1993) term of office.

President Sheila Carroll (1994-1995) supported and exacted funding to bring our Advocate’s office into the 21st Century with the use of new technology. The Board hired Kathryn Nelson Turner as CFRW’s new advocate. In 1995 the term “Advocates” was changed to “Ambassadors.” CFRW introduced legislation for the first time, thus enabling CFRW to be a real force in the legislative arena.

President Lois Godfrey (1998-1999) will be remembered as innovative. “Activism is no longer just licking, sticking and stuffing. It’s new e-mail, computers, web pages and more.” She implemented her theme, “Winning Women on the Web,” by installing a CFRW website and an e-mail system improving our Action Alert system and providing cost-effective communications.

Our influence in the CRP skyrocketed. More than 300 of our members (wearing CFRW ribbons) were appointed as voting members of the state central committee. In CFRW hospitality suites at every CRP convention, we educated members about pending resolutions or bylaw changes and hosted receptions. We staffed a CFRW vendor table, distributing CFRW information.

Our influence in the NFRW expanded. The California delegation to the NFRW convention exceeded 300, including 150 voting members.

The vital Ambassadors program was expanded. The newsletter, The California Republican Woman, has a mailing list of more than 900. President Godfrey gave it a more professional appearance. A new membership brochure was developed.

During her term of office, President Godfrey prepared us for the 21st century.

President, Shirley Foote (2000-2001), opened the 21st century with a bang by making enormous contributions to the Federation and to the Republican Party. Her theme was “Republican Women Taking Charge.” Many important goals were achieved, a great source of pride.

- CFRW increased the number of Ambassador donors to an all-time high.
- Doubled the number of Federation members in our e-mail database. This permitted us to get out action alerts daily, providing instant information on many issues.
- Instituted sending the CFRW Republican Woman and Canvassing the Capitol via e-mail thereby increasing our communications potential with all members.
- Established a Virtual Club, an on-line local unit for women unable to attend traditional club meetings.
• Created the CFRW Ronald Reagan Scholarship fund and awarded two scholarships.

• Revised and improved the Advocacy Workshop format. She explained the Advocacy Workshop program at the NFRW Board meetings. In response to the many requests from other state presidents, we sent our formal outline to them and offered to help them use this outstanding program. Sharing this type of information with Federation members met one of CFRWs goals — working with the National Federation to increase visibility of our organization.

• President Shirley Foote served on the NFRW Board of Directors. She was appointed to serve on the NFRW Research and Restructure Committee. Representing CFRW, she introduced many of the successful programs and ideas that had originated in California. The finished plan was presented at the NFRW Convention in San Antonio in September 2001. It proved a precise and workable way to re-energize and build the NFRW for the next four years.

• President Foote was appointed to several committees of the California Republican Party. She was also appointed as an Elector in the California Electoral College.

• The CRP gave nine Party appointments to CFRW as a direct result of the number of voters registered under the Bounty Program. This was a “first” for CFRW. All of these appointments reflect the growing Federation influence on the California Republican Party.

None of these accomplishments would have been possible without the dedication and talent of the CFRW Board of Directors and our members. President Foote and our members working together, took charge.

During President Joy Stewart’s administration (2002-2003) we saw continuing improvement in:

• The State Advocacy and Ambassadors Program

• Convention Education

• The Mamie Eisenhower Library Project

• The No Child Left Behind Program Scholarships

• Voter Registration and much more

President Stewart set four goals for her administration.

Her first goal was to establish better communication with the membership. This goal was accomplished in four ways.

1. The CFRW Website that has become a valuable tool for the members.

2. The e-mail database that was built so that President Joy could directly communicate with the local club presidents and the members on a regular basis.

3. The advocate weekly update

4. Placing the CFRW newsletter and Canvassing the Capitol on the web site so that they are available to all of our members

President Stewart’s second goal was to establish better leadership training and team building. She accomplished this goal by changing the CFRW Board meetings to Conferences to make all members feel welcome. This has increased the attendance at conferences where leadership workshops are available.

The third goal was marketing the CFRW organization. The new CFRW Web Site and its continual growth have managed to attract hundreds to our organization. The use of the CFRW brochure at CRP events, county fairs and other events gets the message out.

President Joy's fourth goal was for a better working relationship with the CRP.

She is very proud of this accomplishment. The CFRW has moved forward to a broader recognized acceptance and respect among the CRP board members. The CFRW has been recognized and praised at every CRP convention.
President Martha House (2004-2005) first moved to improve and extend the image of CFRW. She formed an Advisory Committee of seven (7) members from the business community and legislators: Linda Ackerman, Barbara Alby, Hon. Pat Bates, Joe Dutton, Catherine Firestone, Noel Irwin Hertschel, Jean C. Lu, Hon. Sharon Runner, Alice Starr (Mrs. Kenneth Starr) and Donna Tuttle. The committee also had three honorary advisors: Mrs. Nancy Reagan, Mrs. Gail Wilson and Mrs. Gloria Deukmejian.

President House had a second goal of chartering five new (5) clubs during her term. She exceeded her dream: Santa Clara River Valley, Folsom Lake, American River, Inland Empire, Tehama County and the rebirth of Turlock. 2004 ended with 4,815 new members for a total of 20,437.

51% of the delegates and alternates to the RNC National Convention were Federated Women.

Martha worked to advance technology. We now have weekly e-mail updates to the membership and assisted members in submitting per capita reports on-line.

Other notable accomplishments:

1. Establishing a host liaison for the 2007 NFRW Convention in Palm Springs.
2. Ron Carcich, a reading teacher from Buena Park, selected as NFRW Teacher of the Year, and
3. CFRW became more active supporters of the military, and hosted wives at our CFRW convention in 2005.

Under President Marianne Haydon’s term (2006-2007), the ambassadors program was restructured to include four categories of membership, Platinum, Golden Eagle, Golden Bear and Ambassador. Funds from this expansion made it possible to refurbish the Advocacy Office with new furniture, upgrade office equipment and internet and telephone equipment and connections. A new internet bill tracking link between the legislative analysts and the State Capitol was put in place, making it possible for the advocate and analysts to “real time” track progress of legislation, and to utilize the internet for analyses and communication with the CFRW Voting Body.

President Kathy Brugger (2008-2009) made it one of her goals to review activities of the Advocate’s Office. The CFRW registered lobbyist was replaced with a part-time “at-will” legislative advocate and “at-will” data center manager. The CFRW remained open and a new lease was entered into November 1, 2009. The newsletter, Canvassing the Capitol, was discontinued and replaced with electronic updates – new name, Capitol Update. On September 1, 2009, Kathy hired a new CFRW Legislative Advocate, Allison Daley Olson and the Advocacy Office was moved to 1029 J Street, Suite 340, Sacramento, CA 95814.

President Mariann Hedstrom (2010-2011) added to the web site by adding all CFRW forms, guides and training materials as well as creating a members only database of over 16,000 members. CFRW joined Facebook, twitter and other social networks, and designed anew logo for all official CFRW materials and media. A new Data Center Manager, Marianne Raia, was hired in early 2010. The Ambassador program continues to flourish with 131 members and the Employees Manual as updated.

CFRW’s Advocacy program is unique in the whole NFRW structure and becomes more vital than ever by working with Republicans legislators and keeping the member informed and involved.
OFFICERS
COUNTY PRESIDENT

The President of a County Federation of Republican Women shall preside at all meetings of her County Federation, the Board of Directors and the Executive Committee. She shall appoint all committee chairmen. All appointments shall be subject to approval of the Executive Committee (according to the bylaws of your county). The County President should be familiar with the bylaws of her County, Southern Division, State and National.

The President should be an active representative of all levels of the Federation, i.e., Southern Division, State Board meetings; National State, and Southern Division biennial conventions; and Advocacy. The President acts as a liaison between these levels and the County to the Clubs.

The President shall encourage and support the Clubs and foster the interest of the members to serve as Club officers and at the County level. This develops leadership and ensures the continuity of the Federation.

The President assists the Executive Committee in giving the necessary help to the Clubs, i.e., meetings run smoothly, providing names of speakers to make their meetings more interesting, giving membership recruitment ideas with contests to stimulate interest, fund raising suggestions, and be available as speaker when requested.

The President should have a workshop scheduled at the beginning of the year to assist the Club Officers in their various duties such as parliamentary procedures, protocol for the Program Chairman, minutes and what they should contain for the Recording Secretary, the importance of the Treasurer’s job, per capita reports and budget guidelines, membership promotions, and what chairmanships are necessary for a club to be a complete entity.

The President shall encourage active membership and cooperate with the accredited Republican organizations, including the County Central Committee, making sure that all Clubs participate in campaign work for the election of Republican candidates to office. She shall make sure that the Federation rules and philosophies are complied with, especially making sure that the Clubs and their Presidents are aware of the non-endorsement policy, except as noted in CFRW Bylaws, Article V-Ethics, and act accordingly.

The President should be available for consultation with the club presidents, should they have internal problems, being able to help correct it before the problem gets out of hand. This is called PREVENTIVE MEDICINE. The President, with the help of her executive board shall assist the Clubs whenever it is necessary and requested.

Above all, the County President should keep her sense of humor at all costs.
PRESIDENT

The President is the presiding officer. She is a leader, not a dictator. She is impartial and represents all members. She must remain neutral. She is responsible for:

1. Conducting the meeting in accordance with parliamentary procedure. The Parliamentarian should be seated nearby at all meetings for any ruling or guidance if the need arises. Members must be permitted to present their views on subjects under consideration. Only members in good standing are permitted to vote.

2. Keeping discussions lively and pertinent.

3. Writing her agenda in advance. (See Tips for the Presiding Officer)

The Executive Committee carries out the business details of the club. The President may not commit the club to any action without its consent.

The President develops leadership.

1. The President appoints the chairmen of the club’s standing committees. A chairman should be competent in her field and willing to serve. Remember: it is unwise, and may present serious problems, for an officer of the Federation to hold office in another political organization whose policies or philosophy may differ from that of the Federation.

2. Excellent material is received by the President. It is her responsibility to see that this information is given to the chairman for whom it is intended.

The President follows Federation policies. (As stated in the bylaws.) She retains copies of the bylaws of the Federation at all levels. She knows the policies and bylaws of all Federation levels. This knowledge is a protection for the president and the club.

FEDERATION POLICIES

1. Neither a club nor its president may endorse before a primary election where two or more Republicans are running for the same office. The only exception permitted is if a club’s regular members vote to endorse a member of their club for a specific office. (See CFRW Bylaws, Article V, Section 1, (b) for the procedure for endorsing.)

2. Membership lists are for club use ONLY, except for remittance of per capita dues to other levels of the Federation, and except as noted in CFRW Bylaws.

3. No material or petition may be distributed at club meetings without the approval of the President and/or the Executive Committee.

4. Beware local entanglements. A club should not become involved in local controversial issues which could divide your membership.

5. We are a PARTISAN group.

6. Do NOT build up a member of the opposition party in so-called nonpartisan elections. He or she may be a partisan candidate in the next election.

7. Your platform is NEVER given to the speaker of the opposition party.

8. Do not present any subject contrary to our Republican Philosophy or the Philosophy of the Federation.
TIPS FOR THE PRESIDING OFFICER

Arrive at the meeting early to greet people and to answer any questions.

Begin the meeting on time. Opening exercises can be conducted without a quorum. A quorum MUST be present before any business can be conducted.

Use the gavel (never more than one rap) only to call the meeting to order, to make order and to declare adjournment.

Refer to yourself as “the Chair” or “your President” - never in the first person.

You should “introduce” anyone not known to the group, and “present” anyone well known.

You should stand to:

- Call the meeting to order.
- Conduct a vote on a motion
- Give a decision
- Recognize speakers (Note: she sits while others are speaking.)

Speak loudly so that all can hear.

Insist that all remarks be addressed to the Chair. This procedure avoids confusion.

Be responsible for seeing that the business is transacted in an orderly manner.

Follow the order of business in preparing your written agenda. (A sample agenda is provided after this section.)

Estimate the time for each report.

Provide a copy of the agenda for the Recording Secretary and the Parliamentarian. Leave wide margins and spaces on the agenda for making notes during the meeting.

Write the full name of each one participating in the meeting. (Your best friend's name may slip your mind.)

Remember...a capable leader prepares well ahead of time.

ANTICIPATE parliamentary problems which may arise at the meeting and plan with the Parliamentarian how to handle them.

It is not necessary that all chairmen report at every meeting. Determine, prior to the meeting, which chairmen need to report. Ask those reporting to sit near the front to expedite the meeting.

Do NOT use the phrase “turn over the meeting” when calling for the program or report. The Chair recognizes, presents, introduces but NEVER "turns over the meeting."

Do NOT ask for unfinished business. YOU should know whether or not there is any unfinished business either from your own notes of the preceding meeting or from the copy of the minutes provided by the Recording Secretary. The President asks for NEW business.

Keep the meeting moving. Do not let it drag. Check off business on the agenda as completed.

Try to remain impartial at all times. If you wish to speak on a subject, ask the Vice President to take the Chair. Remain out of the Chair until the matter of business, to which you have spoken, has been taken care of by vote. (It is not necessary to leave the chair when stating information of interest to the assembly or when making a report.) When the Vice President presides, she should be addressed as “Madam President.”
ADDITIONAL ADVICE FOR THE PRESIDING OFFICER

The President is not an ex-officio member of all committees unless the club bylaws so state. She is not counted in the quorum of a committee.

Pro-tem officers or chairmen serve for only one meeting unless elected temporarily. If an officer is absent, the Chair should say, "If there is no objection, Mrs. B will act as (name of office) - pro-tem." Wait to see if anyone objects.

New officers assume their duties when the bylaws of the club so state.

All club bylaws or amendment changes must be submitted to the Southern Division Bylaws Chairman for her opinion before consideration or adoption.

The Program Chairman invites the guest speaker. A definite time allotment should be specified. It is up to the President to keep the speaker within the time limit and to thank the speaker.

The President sends invitations to special guests other than the guest speaker. Names of all guests should be given to the Hospitality Chairman and/or the person assigned to collect luncheon money (or holding complimentary tickets) at the door.

Nominations are not seconded. Recommendations from the Executive Committee do not require a second.

Questions, and sometimes problems, arise occasionally. A club President should feel free to seek advice from the County, Southern Division or State President. It is best to seek clarification early rather than let a situation get out of hand or be misunderstood.
SAMPLE AGENDA

Meeting call to order ___________ A.M.

Invocation by Chaplain [full name] followed by Pledge of Allegiance to the Flag of the United States of America led by [full name]. Will you please rise.

Minutes of the [month] meeting will be read by Recording Secretary [full name]. Are there any corrections? (NEVER ask for additions or deletions!) Allow enough time for corrections, if any. Announce, “The minutes are approved as read (or corrected).”

Treasurer’s report by [full name]. Are there any questions regarding the treasurer’s report? The report will be filed. (You NEVER adopt or approve the report of the Treasurer. You DO adopt the Financial Review Officer’s report when given.)

Correspondence read by [full name].

Executive Committee and Committee Chairmen reports.... i.e., Membership by [full name], Legislation by [full name], Campaign and Precinct by [full name] etc. (DO remember to thank each reporting chairman following her report.)

Unfinished Business. (IF there is any, the President puts it on the agenda.)

New Business.

Program. (Present the Program Chairman.)

(The President, NOT the Program Chairman, thanks the speaker.)

Announcements.

Adjournment. ______ P.M.

(If the club has a luncheon between the business session and the program, the President announces, “We will now recess for lunch.” After the luncheon, and just prior to presenting the Program Chairman, the President announces, “We will now reconvene our meeting.” The same procedure applies for a dinner meeting.)
VICE PRESIDENTS

Vice Presidents shall perform the duties of the President in her absence or inability to serve. Therefore, each Vice President should be chosen with care and must be qualified to preside upon request, in the event of an emergency or if the President steps from the Chair.

Vice Presidents work cooperatively with the President to relieve her of tedious routine. Each Vice President should:

- Contribute to the effectiveness of the President
- Inform herself of the responsibilities of the Presidency.

It is often advantageous to assign important committee Chairmanships to the Vice Presidents. This assignment is frequently made within the club’s bylaws. It is strongly advised that the following chairmanships always be assigned to a sitting Vice President:

1. Program
2. Membership
3. Ways and Means

In any matter pertaining personally to the President, such as payment of her expenses, the Vice President can put the necessary motions to a vote, sparing the President the embarrassment of acting on her own behalf.

Progression in office ensures experience, but the Vice President **DOES NOT AUTOMATICALLY BECOME THE NEXT PRESIDENT**. A small group too long in office may not reflect a consensus of the membership.

The individual club’s bylaws should be the final authority as to the duties of the Vice Presidents and other elected officers.
RECORDING SECRETARY

The Recording Secretary is responsible for keeping the official records of the proceedings of the club. The job requires accuracy, and prompt and regular attendance at all meetings.

**DUTIES**

1. Record minutes of every meeting and compile in a permanently bound book.

2. Within five (5) days after each meeting, send a draft copy of the minutes to the President. (A tape recording can be a great benefit in preparing the minutes, but a transcription of it should never be used as the minutes themselves.)

3. It is important to recognize that the minutes you draft are only proposed minutes, which do not become the official record of proceedings until approved, perhaps with corrections, by the organization/club. Often the secretary will send copies of the draft minutes in advance of the meeting at which they are to be approved, typically with the call, but it is advisable to label them “draft” to help members to remember that they may yet be corrected before they are approved. – From *Robert’s Rules of Order Newly Revised, In Brief*.

4. Prepare an extra set of minutes of executive committee and general meetings to be given to the Financial Review Officer either on a monthly basis or at time of the Financial Review.

5. Read clearly the minutes of the previous meeting.

6. Give recommendations of the executive committee at the regular meeting stating day, time and place of the executive committee meeting.

7. Keep all committee reports on file. The Secretary will record the date they were received and what further action was taken. It is not necessary to note that they be "placed on file," as that should be done automatically. Meeting records, including agendas, minutes, and committee reports from the Board of Directors or from committee meetings be kept in chronological order. Along with the minutes and reports, these meetings often generate other back-up material and notes that are pertinent to that meeting and possibly to future meetings.

8. Prepare list of unfinished business for the President.

9. Count rising vote if requested by the President. (Have blank paper for balloting if necessary).

10. Serve as custodian of all records except those specifically assigned to others. Promptly deliver all records to successor.

11. Make the minutes available for inspection by the members at reasonable times and place.

12. Sign all certified copies of acts of the group, unless otherwise specified in the bylaws.

13. Provide committees with any documents necessary for their work. Furnish committees with whatever documents are required for the performance of their duties and to have on hand at each meeting a list of all existing committees and the members.

14. Maintain record book(s) in which the bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded. Maintain a list of all officers and chairmen. Have the current record book on hand at every meeting.

15. Conduct the group’s official correspondence, including officially notifying officers, committee members, convention delegates of their election or appointment. – From *Robert’s Rules of Order Newly Revised, In Brief*.
MATERIALS NEEDED

1. A large notebook for regular and executive committee meeting minutes.
2. Copy of president’s agenda for each meeting.

RECORDING THE MINUTES

Minutes are the permanent official record of all business transacted and activities undertaken by the club. Leave a wide margin on the left side of each page for corrections. Minutes are written in ink or typed. The minutes should contain what is done – not what is said.

Minutes should include:

1. The name of the organization, date, place and time of meeting. State if it was a regular or special meeting and if a quorum is present.
2. Names of the President and Recording Secretary when present or their substitutes.
3. Whether the minutes of the previous meeting were read and approved or if the minutes were dispensed with and must be approved at the next meeting.
4. All main motions, whether adopted or lost. (Withdrawn motions are not recorded). Be sure to include who made the motion. It is not necessary to record who seconded it. Include the exact wording of each motion and the action taken, (adopted or lost). The Secretary may request the maker of the motion to put the motion in writing if the motion is long and involved.
5. The names of persons making the motions. The name of the second need not be recorded.
6. Points of order and appeals, whether sustained or lost.
7. Resolutions adopted should be entered in full.
8. Summarized reports of the committees, unless written reports are appended.
9. Financial statements should be included.
10. All appointments of committees, elected delegates, etc.
11. When a count has been ordered, or whether the vote is by ballot or roll call, the number of votes on each side should be recorded.
12. Information concerning the program, (name, title, topics of speaker, panel or film).
13. Time of adjournment. The last paragraph should give the time of adjournment but need not list the mover or fact of adoption of any motion to Adjourn. It is should read simply, for example, “The meeting adjourned at 7:18 PM.” – From Robert’s Rules of Order Newly Revised, In Brief
14. Signature: The minutes should be signed by the secretary, and if the club wishes, the president. There is no need to include, “Respectfully submitted.” – From Robert’s Rules of Order Newly Revised, In Brief

The secretary should sign the minutes. Leave space for approval, date and initials of the individual(s) approving. If the minutes are corrected, the correction is made in the left hand margin. Circle the error in red ink. Include the date and signature in the margin. Never erase. The minutes may be corrected whenever an error is noticed regardless of the time that has elapsed after their adoption. When too late to reconsider the vote, they require a two-thirds vote for amendment unless previous notice of the proposed amendment has been given; then only a majority is required.

Suggestion: E-mail the minutes of the Executive Board Meetings to the Executive Committee members prior to the next Executive Board Meeting and provide a hard copy at the actual meeting. It expedites the meeting process by, 1) not reading the minutes at the meeting, and 2) by sending the minutes in advance, it allows the members to make corrections, if required.

SUGGESTED FORM FOR CLUB MINUTES

The first paragraph of the minutes should include:
- Kind of meeting (e.g., regular or special);
- Name of organization/club;
- Date, time, and (unless always the same) place;
- Presence of president and secretary or names of their substitutes; and
- Whether minutes of the previous meeting(s) were read and approved, or “approved as corrected.” The corrections themselves should be made in the minutes being corrected, and not further described in the minutes of the meeting at which they are corrected.

Roll Call – The roll call is not generally called for at a club meeting but may be for board and committee meetings. At executive committee meetings it is suggested that the names of those present, excused, and absent be recorded.

Approval of Minutes

Treasurer’s Report – Balance on hand at previous meeting. Total receipts and disbursements since previous meeting. Balance as of present meeting.

Officer & Committee Reports – Some clubs may wish to indicate the nature of officer and committee reports. The secretary only records action taken, not what was said. It is helpful to request a copy of reports to be attached to the minutes. Upon completion of the work of special committees, the committee reports information and recommendations to the membership.

Unfinished Business – Held over from the previous meeting was the matter of [identify matter].

New Business – Any new business brought before the group

Program – Describe the Program, [name, title and topic of speaker, panel, and/or film].

Adjournment – There being no further business, the meeting adjourned at [time].

Minutes Approved – [Date and Signature of Recording Secretary].

ADDITIONAL INFORMATION

Resolutions: A full copy of the resolution is included in the minutes. (Resolutions are presented as motions, may be amended, adopted or lost).

Financial Review Officer’s Report: Report is presented for acceptance by motion and voted upon. The signed Financial Review Officer’s report should be attached to the permanent records.

Nominating Committee Report: Election of Officers: When nominations and elections are being recorded, the names presented by the nominating committee are recorded first, then the names of those nominated from the floor. (Nominations are not seconded) If a ballot vote is taken, include the names of the tellers. The report must include the number of votes cast for each candidate and their term of office.
GENERAL INFORMATION
The bylaws of the club usually outline financial procedures and policy. Duties of a treasurer will vary in different clubs; however, they usually include the following:

1. Financial Custodian:
   a. The treasurer is sole custodian of all funds belonging to the club.
   b. The treasurer banks the money received, disburses it, and accounts for it. Whether the sums are large or small is immaterial - the records MUST be in order.
   c. The treasurer's books must be accurate and up-to-date. The form used must be simple - but whatever the system - it should be balanced each month and checked with the bank statement to be certain that the entries are correct, and that no errors appear either in the treasurer's ledger or in the bank account.
   d. The treasurer's report should be a part of every board meeting and should be a monthly report - also an accrued report if so stated in the bylaws. If an accrued report is not required on a monthly basis, it is a good idea to prepare one at least quarterly so the Budget Committee can review the budget. Copies of the report should be given to the President, Budget Chairman and any other person so stated in the club bylaws.
   e. The treasurer shall be prompt in remitting funds, depositing funds, in balancing the bank statement, in making reports. All these matters are done more easily when the transactions are fresh in mind. (BANK FUNDS PROMPTLY.)
   f. The treasurer shall not pay bills just because the expenditure is listed in the Budget. A motion must be made to remove money from the treasury. A Budget is only a guideline.
   g. Vouchers for payment of bills by members should be filled out, and bills attached thereto and given to the Treasurer.
   h. Ledger sheets. All checks and cash must be entered separately.
   i. The treasurer must advise the President and Budget Chairman when expenditures are nearing budget.
   j. Many club bylaws limit the amount of money the Executive Committee can spend without membership approval. The treasurer must know this amount.
   k. All disbursements must be recorded by the Recording Secretary in the minutes. This is proof that the treasurer had the authority to pay the bill.
   l. Keep treasurer's records for a minimum of five (5) years.

2. Banking:
   a. Banks now require a federal identification number when opening an account. The bank must have a number on file to report any interest earned. The latest tax rules require earned interest in the amount of $10.00 or more per year, to be reported by the bank to the IRS on Form 1099-INT. This, in turn, generates the requirement of filing tax returns. Hence, we strongly recommend that clubs do not have interest earning accounts. There isn't any law that states a club cannot have interest bearing accounts; but consider the consequences if you do not file with the IRS.
   b. A federal identification number may be obtained by requesting Form SS-4 from your local Internal Revenue Service office. This number will be the club’s permanent ID number.
regardless of who is treasurer. **Note: CFRW cannot issue a blanket identification number to the clubs since CFRW does not control the funds of the clubs.**

c. When a new treasurer takes office, it is necessary to contact the bank approved by the Executive Committee and complete the required signature cards, making certain necessary signatures of authorized officers (usually the President, Secretary and Treasurer) are recorded at the bank before checks are written.

d. Make arrangements at the bank to have the bank statements sent to the Treasurer’s home.

e. Two of the three names required by the bank signature card should be on every check.

f. Countersigning by the President (or Secretary in her absence) is a safeguard used to protect both the club and Treasurer in emergency situations.

g. Banking is done in the name of the CLUB.

h. The club, county or division name (but NO address) should be printed on the checks.

i. Bank accounts should be non-interest bearing accounts, in order to avoid any profit-making status with taxing authorities.

3. IRS Reporting:

   a. The Treasurer is responsible for preparing and filing all forms required by law regarding INTERNAL REVENUE REPORTING.

   b. We are NOT a non-profit organization. Reason: we are a partisan organization, Republicans only. Our classification is “Volunteer Political Organization.”

   c. The latest tax rules require earned interest in the amount of $10.00 or more per year, to be reported by the bank to the IRS on Form 1099-INT. This, in turn, generates the requirement of filing tax returns. Hence we recommend you do not set up any interest-bearing checking accounts.

   d. A stipend or allowance is any payment made without requiring receipts. **Stipends or allowances to members that exceed $600 in any year require 1099 reporting and must be included in the recipient’s tax return as income.**

   e. To report a 1099, payments to the IRS, a federal identification number is required. This is the same number you use to set up your bank account(s).

   f. For more information on IRS filing requirements, contact Christine Oster, NFRW Finance. coster@nfrw.org

4. Campaign Reporting:

   a. The Treasurer is responsible for preparing and filing all forms required by law regarding CAMPAIGN REPORTING.

   b. For additional information on campaign reporting requirements see Campaign Reporting Section in this Guidebook.

5. The Treasurer pays the NFRW Service Charge to the State NFRW Service Charge Chairman whose name and address can be found in the CFRW Roster. **IT IS NOT PAID DIRECTLY TO NFRW.** This Service Charge is required in order to keep a club in good standing and is payable at the beginning of each year.

6. Membership Accounting: The Treasurer will work closely with the Membership Chairman in order to keep membership records accurate.

   a. Each club is responsible for paying Federation dues to its County. The County in turn pays dues to Southern Division. Southern Division pays dues to CFRW, and CFRW pays dues to NFRW. (Each level of the Federation charges dues. This determines the amount of
dues each club charges.) Please follow the instructions received from the County Treasurer as to the AMOUNT of per capita dues and the DATES of payment. Try to adhere to the due date for per capita as the County has a deadline to meet for each month’s report.

b. Dues and fees are payable according to the bylaws.

c. The Treasurer usually signs the Membership Cards for the Membership Chairman to disburse.

d. The Treasurer should receive a copy of the Per Capita Report for the Treasurer’s records. The Treasurer makes out the per capita check to accompany the Per Capita Report which the Membership Chairman or Financial Secretary will forward to the County.

e. The Treasurer preserves all records pertaining to the office of Treasurer and delivers them to the Financial Review Officer, who, after the review returns them to the Treasurer for forwarding to the new Treasurer or other person specified.

f. The Treasurer should prepare an annual report with sufficient copies so that they can be distributed to the people specified.

7. Financial Review. The books and records of the Treasurer should be reviewed at least annually and always before a new Treasurer takes over.

a. The adoption of the financial review officer’s report stating that the financial records are correct, relieves the retiring officers of the responsibility for the period covered by the report (usually at the annual meeting)

b. The bylaws state when and by whom an review is made.

8. The Treasurer shall be a member of the Budget Committee as well as the Ways and Means Committee.

**TIPS**

1. Use a voucher system for payment of bills and for reimbursement of officer/chairmen expenses. All vouchers should have verifying receipts or bills attached.

2. Use envelopes to put money/checks into so you won't forget what the money is for.

3. Keep a procedure book containing current copies of each report, a copy of the budget, bylaws and any other information concerning the Treasurer's duties.

4. Treasurer's reports are "Filed".

5. Important! Keep treasurer's records for five (5) years.

6. If you are recording your accounts manually, use a standard hard cover general ledger type book with individual sheets for keeping the Treasurer's records rather than loose accountant's work sheets. You may also use an automated accounting package such as Quicken or QuickBooks to maintain your accounts.

7. If your club donates to candidates - remember about CAMPAIGN REPORTING restrictions and requirements. Anything over $999 must be reported to the FPPC and FEC.
SUGGESTED TREASURER’S REPORT FORM

________ [name of club] ________________

STATEMENT OF RECEIPTS & DISBURSEMENTS FROM ________ TO ____________

BALANCE ON HAND ______ [date] ________ $ ________

RECEIPTS: Month Year to date
Membership $______________ $______________
Ways and Means __________________ __________________
Luncheon __________________ __________________

TOTAL RECEIPTS for ______ [month] ________ $ ________

TOTAL $ ________

DISBURSEMENTS:

Newsletter Printing $______________ $______________
Newsletter Postage $______________ $______________
Luncheon $______________ $______________
Per Capita $______________ $______________

TOTAL DISBURSEMENTS for ______ [month] ________ $ ________

BALANCE ON HAND ______ [date] ________ $ ________

Copies:
President
Recording Secretary Financial Review Officer File
**SUGGESTED TREASURER'S VOUCHER FORM**

[Name of Club] Request for Payment

TO: TREASURER ____________________________
[Name and Address]

DATE ____________________________

PAY TO ____________________________
VOUCHER # __________
ADDRESS ____________________________
CHECK # __________

AMOUNT $__________

<table>
<thead>
<tr>
<th>Committees</th>
<th>Amount</th>
<th>Description of Expense</th>
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<tbody>
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<td>$ ______</td>
<td>______________________</td>
</tr>
<tr>
<td>Newsletter</td>
<td>$ ______</td>
<td>______________________</td>
</tr>
<tr>
<td>Hospitality</td>
<td>$ ______</td>
<td>______________________</td>
</tr>
<tr>
<td>Other</td>
<td>$ ______</td>
<td>______________________</td>
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<td>$ ______</td>
<td>______________________</td>
</tr>
<tr>
<td>Other</td>
<td>$ ______</td>
<td>______________________</td>
</tr>
</tbody>
</table>

AUTHORIZED: ______ [date] ____________

Executive or General

ATTACH ALL RECEIPTS
CORRESPONDING SECRETARY

The Corresponding Secretary may coordinate communications, written and electronic (within a Club, County or Southern Division) under the direction of the President and shall perform such other duties as may be assigned to her by the President.

**DUTIES**

1. **Preceding Meeting:**
   a. If requested by the President, email notices ten (10) days prior to meeting, giving type of meeting, date, time, place, reservations chairman (if any), and other pertinent information.
   b. Keep reservations list unless another chairman is assigned to do this.

2. **During Meeting:**
   a. Read correspondence as requested by the President.
   b. Other duties as requested.

3. **After Meeting:**
   a. Compose and send correspondence as directed. This includes email correspondence.
   b. Send "thank-you" notes promptly.
   c. If resolutions are adopted, send copies of the resolutions as directed.

4. **General:**
   a. Make phone calls or send emails as requested.
   b. Order stationery and supplies as necessary.
   c. If there is no newsletter chairman, compile and mail monthly newsletter. This will require an up-to-date mailing list.
   d. Keep a file of all correspondence received and sent by the club including resolutions.
   e. Keep accurate records of activities and turn over promptly to your successor.

**SUGGESTED MATERIALS AND TOOLS**

1. Stationery, stamps, notebook for filing correspondence and other related supplies.
2. An electronic device capable of sending and receiving email.
3. Clubs with large email lists should consider subscribing to an email marketing service.

Note: Email marketing allows you to send web-based emails to a large number of addressees without encountering most email service spamming restrictions. Several companies currently offer this service for a nominal fee based on the number of addressees you wish to maintain in the company’s files. ConstantContact.com currently seems to be the preferred email marketing service among Republican organizations. Their clients include NFRW, the California Republican Party and CFRW Southern Division.
PARLIAMENTARIAN

AUTHORITY

When a group of people gather together for discussion or to carry on business, a procedure is needed that will enable each member to present her views courteously and fairly to enable the group to make just decisions in an orderly manner. This parliamentary procedure is governed by a set of rules described in our organizational bylaws and within Robert’s Rules of Order, Newly Revised.

Each club of our Federation has its own set of bylaws. Bylaws of the clubs and the lower levels of the Federation must comply with the bylaws of the upper levels of the Federation. The Federation bylaws are its highest authority. They take precedence over Robert’s Rules of Order, Newly Revised whenever there is a conflict. If a particular procedure is not covered in the Federation bylaws, the Federation uses Robert’s Rules of Order, Newly Revised, as the final authority.

DUTIES

1. The Parliamentarian is the person who by experience and knowledge gives correct and accurate advice on parliamentary procedure. Since the Parliamentarian’s first duty is to advise the President, she should sit beside the President during the business meeting. By doing so, she can advise the President by a written note or a brief whispered word without interrupting the meeting.

2. The Parliamentarian gives advice and renders opinions. Discretion and restraint should be used in giving advice. Advice should be given only when asked for.

3. The Parliamentarian must remain impartial to insure that the rights of every member are guaranteed.

4. The Parliamentarian should keep on hand:
   a. Copies of the bylaws and standing rules of all levels of the Federation.

5. The Parliamentarian shall be chairman of the Bylaws Committee and as such prepare and present to members for their consideration the club bylaws and any amendments thereto.

Remember: The Parliamentarian gives advice. The President makes the rulings.

MAIN MOTIONS

A main motion is the most common means of bringing business before an assembly. A main motion can be made only when there is no other business before the assembly. A main motion may be a recommendation from a committee or the Board. It may be a resolution which is a more formal type of motion. Motions should be made in the affirmative - not in the negative.

Main motions require a second, are debatable, may be amended, require a majority vote and may be reconsidered. All motions, except another main motion and a few incidental motions that do not apply to the pending motion, are in order when the motion is on the floor.

A member is never out of order; the motion is.

Always use the latest version of Robert’s Rules of Order, Newly Revised for detailed answers regarding Parliamentary Procedure. You should be able to purchase this book at your local book store or through any of the on-line booksellers. Check with your local librarian or do an on-line search if you question whether or not the version you have is, indeed, the latest version.
STANDING COMMITTEE CHAIRMEN
ACHIEVEMENT AWARDS

Every other year at its biennial convention, the NFRW gives Achievement Awards based on criteria which help a club do its work and become the best it can be. The Awards are divided into Bronze, Silver, Gold and Diamond. Guidelines are made very clear on the application which can be downloaded from the NFRW webpage. This is a two-year endeavor, usually running from July 1st of a year to June 30th two years later: for example, July 1, 2011 to June 30, 2013. Information concerning the specific dates and how to submit the application are also available on the web.

The club’s Achievement Awards Chairman:

1. Keeps track of the awards, the criteria and the deadlines for submission.

2. Tracks the political and community service hours submitted by club members for recognition of the number of hours they served as volunteers.

3. Works with the Budget Committee to assure that all committee members are aware of and make provision for contributions to the NFRW programs that can add more points to the club’s total.

4. Teaches other club members about the NFRW Achievement Awards. She may even give a workshop to prepare the clubs for the two-year endeavor.

5. Helps the club President prepare the club’s application for the awards.

Note: Club Achievement Awards Chairman are encouraged to contact their county, division or state NFRW Achievements Awards Chairmen if any questions arise.
ACTION ALERT

In conjunction with our Advocacy Program, CFRW has established an ACTION ALERT/HOT LINE as a means of alerting our members to an important piece of legislation that needs immediate action on either the federal or state level. When CFRW so authorizes, members will be requested to phone or write their state senator or assemblyman, U. S. senator or congressman and express either support or opposition to a particular bill as indicated. The fate of most pieces of legislation is determined at the committee level and again on the floor of the Legislature or Congress. Ninety percent of the bills in Congress that pass committee also pass the House. Strategic timing is the most important factor in a successful lobbying operation. The time to make our views known is when the bill is in the subcommittee or committee, where there are fewer members to influence.

IMPORTANT: Each and every phase of the ACTION ALERT must work for it to be effective. If one section falls down, then we have weakened the entire program. MOST IMPORTANTLY, IF WE DO NOT RELAY THE MESSAGE CORRECTLY, THE FEDERATION HAS LOST ITS CREDIBILITY. All it takes is one mistake on our part, an incorrect bill number or the content misquoted, and all is for naught. Time is of the essence, 24 to 48 hours is often the rule. Only those who are authorized can call an Action Alert! KNOW THE CHAIN OF COMMAND.

ACTION ALERT CHAIRMEN GENERALLY

1. This is the computer age. We suggest each club should have an Email Action Alert Chairman as well as the Action Alert Chairman. Both chairman should work together and have their contact information included on the Gold Sheets (sent to club presidents from CFRW).
2. Keep a folder on Action Alert with paper and pencil.
3. Have a list of legislators (and the Administrative Assistant) in your area along with their addresses and phone numbers. Copies of California Journal Roster and Government Guide are available for purchase from the State Capitol in Sacramento. Also, have available telephone numbers of the White House, Congress and Senate.
4. Remember: Listen to the message and then repeat the message to the caller. WE HAVE TO BE ACCURATE. Asking questions is the only way to get the message straight.
5. Time is of the essence, 24 to 48 hours is often the rule.
6. Only those who are authorized can call an Action Alert! KNOW THE CHAIN OF COMMAND.
7. See Tips on Letter Writing and How to Address Public Officials later in this Guidebook.

COUNTY/REGIONAL ACTION ALERT CHAIRMEN SPECIFICALLY

LET YOUR COUNTY PRESIDENT OR REGIONAL DIRECTOR KNOW THERE IS AN ACTION ALERT GOING IN HER COUNTY. She may receive calls from club presidents.

CLUB ACTION ALERT CHAIRMEN SPECIFICALLY

1. When contacting Democrats use individual names, NEVER the club name. More impact is created as voting constituents in this instance.
2. Copies of any letters or e-mails should be sent to your Club and County Federation Presidents.

HOW AND BY WHOM AN ALERT IS IMPLEMENTED

1. Cap alerts (NFRW) and Action Alerts (CFRW) received by e-mail may be forwarded to members online.
2. CFRW also has a weekly online update for legislative action.
ACTIONS ALERT CHAIN

REM OBER - GET THE MESSAGE STRAIGHT.
REPEAT THE ALERT BEFORE YOU PASS IT ON.

CFRW ADVOCATE
Reviews Legislation

Initiates
STATE
ACTION ALERT

NFRW LIAISON Reviews Legislation

Initiates
FEDERAL
CAP ALERT

ALERT
Approved By
CFRW PRESIDENT

CFRW
ACTION ALERT
CHAIRMAN

SOUTHERN
DIVISION ACTION
ALERT
CHAIRMAN

CENTRAL
DIVISION ACTION
ALERT
CHAIRMAN

NORTHERN
DIVISION ACTION
ALERT
CHAIRMAN

COUNTY
ACTION ALERT
CHAIRMAN

DIVISION
REGIONAL DIRECTORS

CLUB ACTION
ALERT
CHAIRMAN

CLUB MEMBERS
Contact Targeted Legislators to Urging Their Vote Favorable to Federation's Position

Approved By CFRW PRESIDENT

Contact Targeted Legislators to Urging Their Vote Favorable to Federation's Position
AMERICANISM

As Americanism Chairman, you have accepted the responsibility of inspiring respect for the American Flag, our Country and priceless heritage. Henry Ward Beecher says it best:

“Our Flag carries American ideas, American history, and American feelings. Beginning with the Colonies, and coming down to our time in its sacred heraldry, in its glorious insignia, it has gathered and stored chiefly these supreme ideas: Divine right of liberty in man. Every color means liberty; every form of star and beam of stripe of light means liberty, not lawlessness, not license; but organized institutional liberty; liberty through law, and laws for liberty. It is the government. It is the free people that stand in the government of the Constitution.”

1. Club Meetings
   a. Properly display the Flag at meetings. The Flag should occupy the position of honor and be placed at the speaker's right as he, or she, faces the audience.
   b. Lead the Pledge of Allegiance to the Flag of the United States of America. (Always use the complete title, not “Pledge of Allegiance” or “Pledge of Allegiance to the Flag.”) This can be followed, or preceded, by an Americanism message. Cooperate with the Program Chairman in honoring great Americans.

2. Schools
   a. Donate books to enrich school libraries through the Mamie Eisenhower Library Project (MELP). See page in this Guidebook.
   b. Sponsor an essay or good citizenship contest, as requested.

3. Community
   a. Aid club participation in Memorial Day and Veteran's Day services, as requested.
   b. Cooperate with local groups in Independence Day Celebrations, parades, or similar events, as requested.
   c. Provide messages to the club and local newspapers reminding readers to display the Flag on appropriate days.
BUDGET

A budget is a guide not a contract. The club needs a means of estimating how much money it will earn and spend during the year. It may be amended by vote of the membership if, and when, an adjustment is needed. All bills must be approved for payment according to the procedure provided by the club. Usually, authority is given to the president to approve routine bills for payment.

THE COMMITTEE

The size of the committee may vary according to the size of the club. The Budget Committee should include the chairman of budget, ways and means, program, treasurer, financial review officer, past treasurer, and president (ex-officio).

The committee should:

1. Study past receipts and expenditures and previous budgets.
2. Study plans for the year's activities to secure necessary funds.
3. Prepare a budget based on these studies and on anticipated expenditures and income.
4. Present the proposed budget to the Executive Committee for approval and then to the membership for adoption. A copy of the proposed budget should be in the hands of every member, if possible. The Chairman presents the budget and then moves its adoption. Under discussion of the motion, the budget is read item by item and opportunity is given for amendments.

PREPARING THE BUDGET

Remember to include the following expense items:

- President's expenses. Allocate monies to help your President cover the expenses of Federation luncheon meetings and other community events at which she represents the club.
- NFRW Newsletter and Service Charge (See NFRW Bylaws)
- Conventions. Plan ahead if your club helps to defray the cost of sending your President and delegates to the County, Southern Division, State and National Conventions. On Convention years, you should expense the full cost to the club. On non-Convention years, set aside half of the anticipated expense as part of the amount you plan to carry over into the Convention year. For example, if your club normally starts the year with $1000 (the "Desired Annual Rollover" in the following Sample Budget) and you wish to set aside another $500 to help defray the costs of next year's conventions, you budget to have a total of $1500 at year's end of which $500 is reserved (set aside) for the following year's conventions.
- Support of CFRW Advocacy Program. Provide for sending members to Sacramento Advocacy Workshop and for additional subscriptions to Canvassing the Capitol.
- Donations. NFRW and other upper level Federation organizations will ask your club during the year to donate gifts and/or money for their opportunity drawings and the scholarships they sponsor. Some of these donations will earn your club credit towards NFRW service awards. Check with your club's Achievement Awards Chairman to identify specifically what donations earn what.
**SAMPLE BUDGET**

<table>
<thead>
<tr>
<th>Republican Women, Federated</th>
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</table>

*BUDGET 20__*

<table>
<thead>
<tr>
<th>Balance on Hand, January 1, 20__</th>
<th>$ 600.00</th>
</tr>
</thead>
</table>

**Estimated Income:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues - 200 Members @ $10.00</td>
<td>$ 2,000.00</td>
</tr>
<tr>
<td>Dues - Associate Members 12 @ $10.00</td>
<td>$ 120.00</td>
</tr>
<tr>
<td>Ways &amp; Means</td>
<td>$ 1,400.00</td>
</tr>
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**Total Estimated Income** | $ 3,520.00 |

**TOTAL AMOUNT TO BE BUDGETED** | $ 4,120.00 |

**Estimated Expenses**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Capita - 200 Members @$6.00</td>
<td>$ 1,200.00</td>
</tr>
<tr>
<td>National Service Charge</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>*20__ Conventions - Southern Division 4 @ $50.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>*County - 4 @ $40.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>*State - 4 @150</td>
<td>$ 0.00</td>
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<tr>
<td>*NFRW - 4@ 200</td>
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<tr>
<td>Advocacy Workshop</td>
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<td>Membership Promotion</td>
<td>$ 100.00</td>
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<tr>
<td>Newsletter - Printing &amp; Postage</td>
<td>$ 600.00</td>
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<tr>
<td>Chairman Expenses</td>
<td>$ 50.00</td>
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<tr>
<td>Stationery Supplies</td>
<td>$ 50.00</td>
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<tr>
<td>President’s Expenses</td>
<td>$ 200.00</td>
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<tr>
<td>Miscellaneous</td>
<td>$ 50.00</td>
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</table>

**Total Estimated Expenses** | $ 2,640.00 |

**Desired Annual Rollover** | $ 600.00 |

**Set Aside Towards 20__ Convention Expenses** | $ 880.00 |

**ESTIMATED BALANCE ON HAND December 31, 20__** | $ 1,480.00 |

**TOTAL** | $ 4,120.00 |

**BUDGET COMMITTEE:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
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</tr>
<tr>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>Ways &amp; Means Chairman</td>
<td></td>
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<tr>
<td>Financial Review Officer</td>
<td></td>
</tr>
<tr>
<td>President, Ex-officio</td>
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</tbody>
</table>

Adopted: ________________, 20__

*This is budget for a year in which there are no planned conventions. The convention entries identify the anticipated expenses for the conventions in the named year, but expense nothing this year. Instead ½ the total anticipated convention expenses for the named year are listed as a set-aside to be included in the balance allotted for the following year. On a convention year, the full convention costs would be expensed and the set-aside line would be zeroed out.*
BYLAWS REVISIONS

Bylaws of any organization have the same authority that the laws on our statute books have in society. Often a bylaw was enacted many years ago and is now obsolete and no longer enforced. When this happens, action should be taken to amend the bylaws and remove the rule. As time goes on and changes occur in the club and Federation, new needs arise that also require amendments to the bylaws. Every two or three years a committee should review bylaws to see, what, if any, needs to be amended or revised.

Club bylaws must not conflict with upper levels of the Federation. Many sections are enacted to fit the specific needs of the individual clubs. When an amendment is adopted it goes into effect immediately. All amendments require prior notice to the members of the proposed changes. A two-thirds vote of the members present and voting is necessary for passage. A quorum is required at the meeting.

HOW TO AMEND BYLAWS

1. The President appoints a committee of three or five including the Parliamentarian.

2. Suggested changes are made by this committee to the Executive Committee for their consideration and suggestions. Approval of proposed amendments by the executive committee is not necessary.

3. After the newly revised bylaws have been submitted to the Southern Division Bylaws Chairman for her opinion and approval, and found not to conflict with the bylaws at any Federation level, they may be presented at a regular meeting of the club for adoption and substituted for all previous bylaws.

STANDING RULES

Standing rules are also rules that apply to the functioning of the club. Unlike the bylaws, standing rules may be adopted, amended, suspended or rescinded by a two-thirds vote at any meeting, or by a majority vote with prior notice once a quorum has been established. They remain in force from the time of adoption until they are changed or repealed. Each rule is individually numbered.

Standing rules may be attached to the bylaws or printed on a separate sheet of paper but are usually printed following the bylaws.
SUGGESTED BYLAWS FOR CLUBS

ARTICLE I - NAME
The name of this organization shall be ______________________________, Federated.

ARTICLE II - OBJECTIVES
(to conform with CFRW-Southern Division)

The objectives shall be:

- to promote an informed public through political education and activity
- to increase the effectiveness of women in the cause of good government
- to promote a wider knowledge of the principles and policies of the Republican Party
- to encourage active citizenship
- to cooperate with Republican State and County Central Committees for the election of Republican nominees
- to facilitate cooperation among Republican Women’s clubs
- to foster loyalty to the Republican Party and to promote its principles and candidates in all elections.

ARTICLE III - MEMBERSHIP

Section 1. REGULAR members shall be registered Republican women whose dues are paid. They shall have the right to vote, make motions and nominations after being a regular member of this club for sixty (60) days.

Section 2. A member may be counted as a regular, voting member in one club only for the purpose of delegate representation at NFRW, CFRW or Southern Division Federation conventions and in per capita reports. She may hold several associate memberships.

Section 3. ASSOCIATE membership may be granted to any person interested in the success of the Republican Party, provided such person is not registered in another political party. Such membership shall not grant the privilege of making motions, nominations, voting or holding office, nor shall such members be counted in establishing a quorum, not be counted in per capita reports.

ARTICLE IV - ETHICS

Section 1. The club president shall not endorse a candidate prior to the primary election when there is more than one Republican candidate for the same office. The name of this club shall not be used by a member in supporting a candidate during the primary campaign. This shall not preclude any member from serving as a delegate to the Republican National Convention, nor membership in or holding office on the State or County Central Committee.

Section 2. This club shall not invite nor permit a person registered in any party other than the Republican Party, to speak at any meeting.
Section 3. An officer or chairman who fails to attend two consecutive Executive Board meetings, or who fails to send a written report if so requested, unless excused by the president, may be replaced by vote of the Executive Board.

Section 4. All literature, petitions, materials, or announcements of any description shall first be submitted to the president for executive board approval before being circulated or distributed at any meeting.

ARTICLE V - DUES

*Section 1. The amount of the annual dues for Regular members shall be $_____ payable January 1. These dues include per capita dues for County, Southern Division, CFRW, and NFRW.

*Section 2. Membership dues shall be delinquent [month]. Any member who fails to pay applicable dues for the current year by [date] shall forfeit her membership.

Section 3. The amount of annual dues for Associate members shall be $______________.

Section 4. The fiscal year shall be from January 1st through December 31st.


ARTICLE VI - OFFICERS

Section 1. The ELECTED OFFICERS shall be: President, First Vice President, Second Vice President, Recording Secretary and Treasurer.

Section 2. The APPOINTIVE OFFICERS shall be Corresponding Secretary and Parliamentarian. They shall be appointed by the President with the approval of the elected officers.

Section 3. The term of office for officers and chairmen shall be one-year, and none shall serve in the same position for more than two consecutive terms.

Section 4. DUTIES OF THE OFFICERS

(a) The President shall:
   1. Preside at all meetings of the club and of the executive board
   2. Have general supervision of the work of the organization
   3. Appoint the financial review officer and parliamentarian
   4. Appoint the chairmen of all standing committees except the nominating committee, subject to ratification by the elected officers
   5. Serve as ex-officio member of all committees except the nominating committee
   6. Should be one of the three officers authorized to sign checks

(b) The Vice Presidents shall:
   1. Be aides to the president
   2. In their order perform the duties of the president in her absence
   3. The First Vice President shall be one of three authorized to co-sign checks

(c) The Secretary shall:
   1. Record and read the minutes of all meetings of the club and of the executive board
   2. Be the custodian of all records of the club
(c) The Treasurer shall:

1. Act as custodian of all funds of the club
2. Promptly deposit all moneys in a bank approved by the Executive Committee
3. Keep an accurate account of all money received and issue receipts, keeping a copy for her records
4. Pay all bills as well as other disbursements upon authorization by the Board or Membership
5. Have a written report at the regular meetings of the club
6. Be one of the three officers authorized to sign checks

(d) The Corresponding Secretary shall:

1. Conduct the general correspondence of the club
2. If requested by the president or board, send notices of meetings, giving date, time and location
3. Read correspondence at meetings as directed by the President

(e) The Parliamentarian shall:

1. Attend all meetings of the club and the executive board
2. Give advice on parliamentary procedure
3. Serve as chairman of the bylaws committee

ARTICLE VII - MEETINGS

Section 1. The annual meeting shall be held during the month of [month] at which time standing committee chairmen shall report and officers be elected.

Section 2. A minimum of five regular meetings shall be held during the calendar year; the date and time to be set by the Executive Board.

Section 3. Special meetings shall be held at the call of the president or upon request of ten members, the purpose of the meeting to be stated in the call, and no other business may be transacted. At least forty-eight hours notice should be given.

Section 4. Regular business meeting quorum shall be ____ members, three of whom shall be officers.

ARTICLE VIII - EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected and appointed officers and the standing committee chairmen.

Section 2. DUTIES: The Executive Board shall have authority to transact necessary business between meetings, to make recommendations as to policies of the club, to advise the President, and to fill vacancies that occur between elections.

Section 3. Regular meetings of the Executive Board shall be held a minimum of five times during the calendar year and at such time and place as may be determined by the president.

Section 4. Special meetings of the Executive Board may be called by the president upon request of five members of the Board, the purpose to be stated in the call to the meeting and no other business may be transacted. At least forty-eight hours notice should be given.

Section 5. Executive Board meeting quorum shall be a majority of the board.
ARTICLE IX - NOMINATIONS AND ELECTIONS

Section 1. A nominating committee of three members shall be elected at the regular meeting in __[month]__. No members of the nominating committee shall serve more than two consecutive terms. The nominating committee shall elect the chairman from one of its own.

Section 2. The nominating committee shall report one nominee for each office at the annual meeting, after which nominations from the floor shall be allowed, provided consent at the candidate has been obtained.

Section 3. Election shall be at the annual meeting. If there is more than one nominee for an office, election shall be by ballot and a majority vote shall elect. Where there is only one nominee for an office, election may be by voice.

ARTICLE X - COMMITTEES

Section 1. The major standing committees shall be:

Program       Membership       Publicity
Newsletter    Legislative      Ways and Means

Section 2. Other committees may be appointed by the President with the approval of the Elected Officers.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The current issue of Roberts Rules of Order, Newly Revised shall govern all proceedings except where inconsistent with the provisions of the bylaws of the Federation.

ARTICLE XII - AMENDMENTS

These bylaws can be amended at any regular meeting of the unit by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.
CAMPAIGN AND PRECINCT

It is customary for County Central Committees to have a precinct organization. If a precinct organization does not exist, Federation women should assume the responsibility to organize one in their own area or town.

Campaigns are usually run by campaign committees or consulting firms, not by the clubs of the Federation. (In elections where there is more than one Republican candidate, be sure the club president and members understand and adhere to the Federation policies regarding endorsement.) However, club members are among the most politically aware and astute volunteers. From their ranks come the most important members of campaign committees.

The aim of all Republican campaign and precinct activities is to WIN elections. To do this, we must:

1. Locate and register Republicans.
2. See that they are informed on issues, candidates and voting rights.
3. Make certain all Republicans get to the polls and vote on election day.

Precinct work should be a year-round effort. If a club wishes to start and maintain a precinct operation or Assembly District Headquarters, complete guidelines are available from the Federation, most County Central Committees and the California Republican Party.

Campaigns creating the greatest interest are the campaigns held in the even numbered years in conjunction with the presidential and gubernatorial elections. However, local elections are of extreme importance. It is as vital to elect our Republican nominees for the Assembly, Senate and Congress as it is to elect a Republican President or Governor. In the cause of good government, we must also work for the election of Republicans to the City Council, County Supervisor, Boards of Education and Mayors where elected.

The assignment of the club Precinct and Campaign Chairman is to:

1. Inform club members about the needs of the local precinct operation.
2. Recruit members for phone banks, registration drives and election day Victory Squad or Get-Out-the-Vote drives.
3. Invite Republican candidates to speak to the club prior to the primary election. Include invitations to ALL Republican candidates running for the same office. (Never invite candidate of another political party to your meetings. (NEVER give a forum to any non-Republican on ANY issue.)
4. Create enthusiasm and interest for club members to work for candidates.
5. Write newsletter articles and give oral reports on the needs of the precinct/candidates’ organization.

One of the objectives of the Federation is to work for the election of Republican candidates to public office, local, state and national. The Precinct and Campaign Chairman is one of the most active and important chairmanships in a club. As such, it is frequently assigned as the primary function of one of the club’s Vice Presidents.
POLITICAL DONATIONS

The Federation of Republican Women is not the fund raising arm of the Republican Party; however, if your club chooses to make a political donation, all such donations must be reported in accordance with FEC and FPPC guidelines. See the section on Campaign Reporting of Political Donations in this Guide.
CARING FOR AMERICA

The role of the Republican club in local community activities becomes increasingly important each year. The Federation recognizes this importance with special Caring for America awards given to clubs with outstanding achievements in this area.

The chairman for the Caring for America committee should be selected on the basis of her interest and personal involvement in local community projects and willingness to find activities that the club can enthusiastically support. It is good public relations if the project chosen is a non-political one. Quite often clubs are able to secure good publicity for this kind of involvement, even from newspapers that normally hesitate to print "partisan, political" information. Also, be sure that all activities are in the club newsletter.

Some areas in which the club might become involved are listed below. There are, however, no limitation to involvement. That is entirely up to the membership.

1. Find out what city, county and state boards, commissions or committees have openings, and apply.
2. Organize “neighborhood watch” groups to help prevent crime.
3. Young people’s activities - consider a project with a high school civics class, local police programs for youth information, etc.
4. Seniors - offer transportation on Election Day from a senior citizen home, day center, or their residence.
5. Community beautification projects (clean-up campaigns, tree planting, etc.)
6. Local fairs, parades, fiestas.
7. Historical celebrations of city, state, nation.
8. Homes for battered women and abused children -- monetary gifts as well as household and personal items can be collected and donated.
10. Literacy programs - contact the workshops or libraries in your area to initiate a program, or help with one already in place, teaching non-readers to read.
11. Military support programs – Our military has always needed our support, but since 9/11 the need has grown exponentially as have the number of military support organizations requesting your support. Choose carefully to match your club’s abilities with the support group(s) you wish to help.

Note: If you wish to set up a unique support military support program with one of your local military units be sure to first contact that unit’s Public Affairs Officer and Chaplain.

It is a good idea to avoid those community affairs that would have a tendency to divide the membership if the club were to officially take a stand on a controversial local issue.

VETTING YOUR PARTNER

In selecting any service project involving another organization, please vet the organization you are hoping to support. Sadly, some organizations are simply fraudulent. Others, though well-meaning, are poorly organized and/or their people are poorly trained. Example: One international service organization sent a group to help the tsunami victims of the 2004 Indonesian earthquake. When presenting their experience to a Federation club, the woman giving the presentation stated tearfully that she was so overwhelmed that she simply began pressing thousands of dollars in cash into the hands of the dazed people surrounding her. One can sympathize with her, but few donors would appreciate hearing that the
monies they'd given were so carelessly spent. The internet now hosts several organizations set up to evaluate the different charities on a variety of criteria. Some of these charity evaluators are:


A quite different consideration should be noted concerning the larger charitable organizations including the Red Cross, the Salvation Army and the U.S.O. Several maintain totally separate organizations for their local, national, and international entities. Before donating monies to any of these organizations, check with the organization to make sure that the money your club is giving goes to the entity your club wishes to support.
CHAPLAIN

Traditionally, meetings of Republican women are opened with an invocation and a Pledge of Allegiance to the Flag of the United States of America. Although we must not confuse faith and patriotism, we can find in the Pledge of Allegiance two clues which help up in planning our public prayers.

First, we wish to acknowledge publicly ours is a nation under God. We believe that the religious values in our heritage are of great significance.

Second, it also is our intention, as we say in the pledge, to be one nation -- a unified nation in spite of our diversity in background, race and creed. Our club is emphasized as our public prayers honor each person's dignity and freedom of religious beliefs.

The duties of the chaplain are to plan the invocation and the benediction for our club meetings.

SAMPLE PRAYERS

The following prayers are excerpted from a booklet, *God Shed His Grace on Thee* written by Margaret Anderson, Chaplain, Los Angeles County Federation of Republican Women.

*Our Father:* We are deeply aware of your Divine wisdom guiding our forefathers to form our government. Help us to keep our Constitution as it was meant to be, help us to maintain the balance of liberty and justice for all, help us to understand as well as to be understood. Father: We ask that you bless this meeting. Amen.

*Gracious Father:* Before us is our goal, our determined effort to help insure the future of America, to preserve her heritage generation into generation, to keep our America as our founding fathers intended - a land of people, for the people, and by the people. Father: May the power of your Divine wisdom govern us. Bless our America, bless her majesty and her strength. Amen.

*Gracious Father:* One nation, one people, one purpose - to make America great. May we never lose our sense of unity, for in that unity lays our strength and our protection. Surely, united we stand, divided we fall. Father: Grant us understanding, not criticism; kindness instead of harshness; love, not hate for our fellow man; faith in our neighbor's goodness, and the ability to look forward, not back to those things we cannot rectify. Finally, grant us grace for us today. Amen.

NFRW has a Prayer Book. Each prayer was submitted by the state President or her representative. The prayer book is dedicated to Marion E. Miller, former assistant to the Republican National Committee and found of the National Federation of Republican Women. To obtain a copy of this prayer book, go to [www.nfrw.org](http://www.nfrw.org) Member Center Publications/Awards Forms Publications and Forms: Prayer Book, 2011.
FINANCIAL REVIEW

The specific purpose of a financial review is to ascertain the actual financial status of the organization, to detect and to prevent errors.

A financial review is a protection for the organization and for both outgoing and incoming treasurers. The adoption of the financial review officer’s report that the financial records are correct relieves the retiring officers of the responsibility for the period covered by the report. The books and records of the treasurer should be reviewed at least annually and always before a new treasurer takes over. The bylaws of the club should state when and by whom a review is made.

Action should never be taken on the treasurer’s reports. They are filed for review. In addition to the treasurer’s records, the financial review officer should be provided with the minutes of the Executive Committee meetings and general meetings. Bills cannot be paid just because it is in the budget. There should be a motion in the minutes authorizing the expenditure, and another motion made to remove money from the treasury.

All receipts, vouchers (bills paid), bank statements, canceled checks, checkbook and record books of the treasurer should be examined item by item. Check the minutes to verify the authorization of bills paid. Check membership totals with membership records. The reviewed books should be dated and signed in long hand. Each monthly statement should be signed by the financial review officer at the time of the review.

CORRECTIONS

Should corrections be necessary to the records, it is suggested that the review officer prepare a list of corrections and submit them to the treasurer. The treasurer will then make the necessary corrections and resubmit the records and correct financial statement to the review officer for the final review, at which time the review officer will prepare the report.

When the report of the review is read, a motion is made to "adopt the financial review officer's report" which carries with it the approval of the treasurer’s records. A majority vote gives approval and releases the books from the outgoing to the incoming treasurer. The review officer's report should be written in triplicate - one copy kept in the financial review officer’s procedure book, one given to the treasurer and the other is presented at a regular meeting for acceptance, and then filed with the recording secretary.
# SUGGESTED FINANCIAL REVIEW FORM

<table>
<thead>
<tr>
<th>REPUBLICAN WOMEN, FEDERATED</th>
<th>DATE: ______________</th>
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Madam President and Members:

The financial records of Treasurer ______________________ have been examined for the period of _____________ to _____________ and found correct. (If not correct, state errors.)

<table>
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<tr>
<th>Balance on Hand [Beginning Date]</th>
<th>______________</th>
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<tbody>
<tr>
<td>Total Cash Receipts for the period examined</td>
<td>______________</td>
</tr>
<tr>
<td>Total Cash Disbursements for the period examined</td>
<td>______________</td>
</tr>
<tr>
<td>Balance on Hand [Ending Date]</td>
<td>______________</td>
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</table>

Date Adopted by Membership ______________

Financial Review Officer __________________
HISTORIAN AND THE BOOKS

The history of any club should be a fascinating story of the organization. Each club should be proud of the progress made each year by keeping an accurate account of activities. New officers are often guided by the recording of past events. If no record has been kept, they are at a loss as to how, when, where and why events took place. Also, a good record will show which activities were successful and can be repeated in the future. This history book should remain with the club, together with the charter, and be displayed at special meetings.

A large, loose-leaf scrapbook for the president is advisable, with plastic-covered pages for insertion of programs and mementos. Events of higher levels of the Federation, in which members of local clubs have had a part, should be inserted.

The Historian should also work closely with the Publicity Chairman as news clippings of special events add to the record.

SUGGESTIONS FOR HISTORIAN

1. If the club is new:
   a. Give date of Charter, place and time of meetings, names and addresses of charter members.
   b. Write a review of the organizational procedure.
2. Keep an accurate account of accomplishments, awards received and any records achieved.
3. Officers:
   a. List new officers with addresses and phone numbers. (Note: This information should already be stored in the club’s membership database, but should be retrieved and repeated here as part of the club’s history records.)
   b. Pictures of officers (if possible) and duties of each.
   c. Date of installation.
4. Events:
   a. Luncheons, dinners and meetings together with programs and news items, especially names of speakers.
   b. Assemble only factual material that will show accomplishments of the current president and the club.
5. Membership:
   a. Record the number of members secured monthly for this inspires new membership chairmen to exceed totals of the previous year.
   b. List the total membership at the close of the year.

The Historian's work is most gratifying. It not only gives a pictorial and factual record of progress, but it may spur the club to do even better in the future.
STORING AND DISPLAYING THE CLUB’S HISTORY ELECTRONICALLY

All clubs are encouraged to store their histories electronically and make them available via the club’s website. This practice allows all members easy access to their clubs’ historical records. To make this possible, the club’s historian must first gather all records that are to be stored electronically. The historian must then work together with the club’s webmaster or technology chair to:

1. Have the records copied into an electronic format. If the records are extensive, the club may hire a document scanning service.
2. Determine exactly what records are to be displayed via the club website and in what format.
3. Design and create the web pages needed to display the club history.
4. Establish procedures for uploading new documents, pictures, etc., into the club’s electronic history to keep the club’s records up-to-date.
5. Maintain at least 2 backup copies of those records, one of which should be held by the club’s president.
6. Subscribe to Carbonite or one of the other, web-based automatic backup services. You do not want to lose those records!

Caution: Following the upload of your club’s records to the computer, you will be tempted to destroy the originals. After all, no one really wants to store and transfer boxes of old, and presumably outdated, materials, and that’s why you copied them electronically in the first place. Isn’t it? This is unquestionably true, but remember, too, to store some documents in hard-copy indefinitely: e.g., your club’s charter, IRS documents, a letter of thanks from an aspiring politician who might someday hold high office. (For example, some CFRW clubs might be fortunate enough to have among their records a letter signed by Ronald Reagan when he was first seeking office. Such items are real treasures and should be protected.) As a safeguard, have at least two people sort through any collection of documents you plan to destroy, and, where there is doubt, keep the document in question. This sorting for destruction should be done on a regular basis, perhaps become part of your club’s turnover procedures following the installation of new officers.
HOSPITALITY

In planning a club meeting, the Hospitality Chairman should assist the Program Vice President with the physical arrangements. The Hospitality Chairman also sets the tone of the Unit’s/Club’s relationship with its membership and with the public. Friendliness, thoughtfulness, graciousness and kindliness are the watch word for Hospitality.

The Hospitality Chairman shall attend all Executive Committee, Advisory Council and General Membership meetings. If unable to attend, she shall notify the President at least 48 hours in advance of the meeting.

It is recommended that the Hospitality Chairman have a committee. Sufficient hostesses should be on hand at each meeting to welcome new members and to maintain a warm and lasting feeling of loyalty among members.

DUTIES

1. For ANY meeting:
   a. Arrange for a speaker’s table. A card table and chair is sufficient. Remember, it is difficult for a speaker to stand, refer to notes and have no place to put the notes. A home setting is more informal and relaxed. Ask your speaker’s preference to sit and speak or to stand and speak.
   b. Receive names of all guests (including speakers and vendors) prior to each meeting. Be advised of any special seating arrangements for guests or special set-up requirements for your speakers/vendors.
   c. Arrange for a flag unless another chairman is designated the duty.
   d. Arrange for extra tables upon request of chairmen needing them.
   e. Arrange for sufficient chairs.
   f. If you have a member of the Press in attendance, give him or her, preferential seating.
   g. Always arrive early at the meeting to check that everything is in order.

2. For regular meetings in a restaurant, assist the Program Chairman to provide:
   a. The meeting place:
      i. It should be a convenient location for members.
      ii. It should have adequate parking facilities. If there is a fee or charge for parking or if valet parking is provided, the members should be advised of the amount in advance.
   b. The physical arrangements:
      i. Advise the restaurant if extra tables/chairs are needed, i.e. membership, reservations, ways and means, etc.
      ii. Arrange for head table set up. There should be a lectern with speaker’s light, microphone, water and glass, and the flag placed to the right of presiding officer as she faces the audience. Notify the restaurant how many persons are to be seated at the head table.
      iii. Determine the name of the person to whom any discomfort (such as temperature and noise) should be reported.
   c. The menu:
i. Select the menu.

ii. Get club board approval of the cost.

iii. Call in number of meal reservations on day designated by the restaurant.

d. The meeting:

   i. Receive meal reservations.

   ii. Provide meal tickets and collect meal money unless another chairman is assigned the job.

   iii. Provide list of reservations for person collecting the money if you do not have the assignment.

e. The agreement or contract:

   i. Secure copy of contract or agreement from restaurant.

   ii. Check to make certain all arrangements, menu selection, extra charges plus meeting date and time are listed to avoid any misunderstanding.

3. For regular meetings in a home, library or church quarters

   a. Arrange for card tables, or similar type table, for reservations.

   b. Arrange for coffee and/ or refreshments unless another chairman has the assignment.
LEGISLATION

PURPOSE

The purpose of having a Legislation Chairman is to keep the membership informed on legislation which will affect their County, their Party, or themselves. To promote this goal, both the California and National Federations of Republican Women publish legislative newsletters: *Canvassing the Capitol* and *The Republican Woman*, respectively. The Legislation Chairman should also become familiar with the extensive Advocacy Programs of these two organizations.

An oral legislation report, short but full of information, should be included in each club meeting. The report should be current but NOT a repetition of information the members may have read on the front page of the morning’s newspaper.

The Club newsletter is the opportunity to reach members who do not regularly attend meetings. Each issue of the newsletter should include a brief legislation report filled with facts. Don’t be afraid to shock your readers with true figures. Remember, by educating the members, we are giving them information they can use to educate others.

Facts and figures should be provided in the report, not just opinions. Quotations from the opposition or from government publication can sometimes provide the most devastating illustrations and/or insights into government trends.

Legislation reports take research and must be DOCUMENTED. Make certain that all material used is documented and that credit given to the original source. If you CANNOT give documentation, DO NOT USE the information.

TOOLS FOR THE LEGISLATION CHAIRMAN

1. Copies of State bills can be obtained by writing to: Legislative Bill Room, State Capitol, Sacramento, CA 95814. Be sure to state the bill number and House of its origin (AD, SB). These bills can also be retrieved by bill number, keyword or author via the California Legislative Portal, [http://www.legislature.ca.gov/](http://www.legislature.ca.gov/).

2. Copies of Federal bills can be obtained through your Congressman or U.S. Senator. These bills can also be retrieved by bill number or keyword via the Library of Congress Thomas website, [http://thomas.loc.gov/home/thomas.php](http://thomas.loc.gov/home/thomas.php).

3. The *California Journal Roster and Government Guide* is available from Southern Division. Each club president is provided one (1) copy at no charge. This publication lists all legislators, their committee assignments, and address of each member. The California Journal publishes a similar roster for Congress.

4. Federation Sources of Information – also check their websites:

   - *Southern Division Newsletter*  
     Sent monthly to club presidents - no charge. Subscriptions available.

   - *The California Republican Woman* (CFRW Newsletter)  
     Sent bi-monthly to club presidents - no charge. Subscriptions available.
5. Other Sources of Information

- **Sacramento Newsletter**: Weekly publication. Order from: Sacramento Newsletter, PO Box 214651, Sacramento, CA 95821. 52 weeks subscriptions available – charge applies.


- **Congressional Newsletter**: Republican National Congressional Committee, 312 Congressional Hotel, Washington, DC 20003.

- **California Journal**: California Journal, 1714 Capitol Avenue, Sacramento, CA 95814. Subscriptions available – charge applies.

- **Congressional Record**: (in local libraries)

6. Don’t hesitate to ask for help from the district office of your local or area officials: Assemblymen, State Senator or Congressman, City Councilman, County Supervisor, etc. If he/she is not a Republican, contact one in an adjacent district. Also check out their websites and/or subscribe to their email lists.

Note: Details concerning National Committees and types of legislation, i.e., bills, resolutions, amendments, appropriation and money bills are available from your Congressman. For further information concerning the California Legislature, please see the “California Legislature” section in this guide.

**PUTTING THE INFORMATION TO WORK BY COMMUNICATION**

The work of the Legislation Chairman provides club members with the information necessary to address issues of concern both adequately and accurately. To be informed on legislative matters, however, stimulating in itself, is of no political value unless that information is conveyed into action by communication. There are four main methods of communicating the knowledge.

1. Communication with your family, neighbors, acquaintance, civic and/or cultural groups. As you become recognized by others as having knowledge of legislative matters, your opinions will very often be sought. (How many friends and acquaintances call you to find out how to vote?)

2. Communicate with one’s legislators. Legislators DO react to opinions expressed by their constituents. It is not enough to elect a representative and then never communicate with him or her. A legislator NEEDS feedback from the community to help him/her cast his/her vote, particularly on legislation that can be debated from several points of view. What is your opinion? Please see this Guide’s section on “Lobbying.”
3. Communication with the media. Letters to the Editor, participation on talk shows, and letters or phone calls to editorial opinions expressed on radio and television are excellent ways to get factual opinions aired. Questions and statements based on accurate information combined with succinctness is the key to this type of communication.

4. Communicating with social media. Facebook, Twitter, email, websites and on-line blogs are another excellent of publishing your opinion on factual issues. The Federation encourages all of its members to participate.
MEMBERSHIP PROMOTION

Membership Promotion is the heart of your organization. The Membership Promotion Chairman is an enthusiastic and dedicated person because she has the responsibility of selling and promoting our Federation of Republican Women. Because of the importance of this position, it is normally assigned via the club’s bylaws to be the primary duty of one of the club’s vice presidents.

To be successful, the Membership Vice President works year-round to find new ways to attract the non-members. Members enlisted between election years are educated and seasoned when their services are most needed in the campaign years.

DUTIES

1. Conduct an all out membership drive at the very first of the year.
2. Work with the Treasurer and/or Membership Secretary on the membership files.
3. Search the back files for delinquent members. Be sure that every member from the previous year is contacted to renew for the current year.
4. Encourage each member to recruit new members. Remind them that membership is the business and responsibility of each member.
5. Get precinct lists of registered Republican women in the area served by the club. Contact them by phone or do a door-to-door canvas with a friendly invitation to join.
6. Check on new residents through the Chamber of Commerce, local merchants, postmen, new housing developments and Welcome Wagon representatives in the area. Check bounty sheets for newly registered Republican women.
7. Attend new citizens swearing in ceremonies in your county which are usually held three times a year. Check with the county or division New Citizens Chairman or the Department of Immigration and Naturalization for this information.
8. Stress membership at every meeting and in every newsletter. Always have a membership table at the meetings to be sure guests leave as members.

TECHNIQUES

1. Always carry membership applications wherever you go. Encourage club members to carry them also.
2. Have a large membership committee. The Chairman cannot do it all. New members are eager to help. Use them. Include the program, hospitality, public relations, and social media chairmen; 30% of the Committee should be new members.
3. Plan a membership function - a special tea, a luncheon or at a regular meeting. In advance, ask members to submit names of friends to whom invitations can be sent. Don’t forget candidates and candidates’ wives.
4. Follow-up the membership drive with a friendly note, a copy of the a copy of the newsletter and another invitation to join. After a reasonable amount of time, contact by telephone. The ideas and comments of those who do not join could be of great value to the Club.
5. Work with the Program chairman:
   a. As an advisor concerning the suitability of particular programs towards attracting and keeping new members.
b. To schedule your main membership drive(s) around program(s) that will be especially attractive to potential members.
MEMBERSHIP REPORTING

The Club decides the Officer or Chairman responsible for membership per capita reporting. In larger clubs, the Membership Secretary (sometimes a Vice President) is assigned the task. In other clubs the Membership Chairman or the Treasurer assumes the responsibility.

1. Membership per capita reports are to be sent to the County Membership Secretary monthly on the dates specified by the County.
   a. The number of copies submitted is determined by the County. (Three (3) membership copies and five (5) cover sheets must be earmarked for Southern Division.) Be sure to retain one copy for the club files.

2. The amount of per capita dues submitted with each report is determined by the County but must include per capita dues for Southern Division, CFRW, and NFRW. Do not pay per capita for members transferring into your club.

3. The first per capita report of the year must list a minimum of ten (10) members. Dues of board members of club, division, or state should be collected and reported in January.

4. Type the report, if possible. Include a check for the correct amount.

5. Do NOT list Associate members.

6. List members exactly as they were listed in prior report.

7. Membership cards and per capita forms are available from the County Membership Secretary.

8. Gold Cards and Silver Cards are available from the CFRW Membership Secretary to give to members who have belonged to the Federation for 25 and 15 years, respectively.

PREPARING THE PER CAPITA REPORT

1. Complete the upper portion of the per capita form completely.
   a. Number each report consecutively.
   b. The club ID # is the number issued to every club by the NFRW and can be found following the club name in the CFRW roster.

2. Names should be in alphabetical order in groups of five (5). List last name first; given name; address; city and zip code; phone and fax numbers; Assembly, Senatorial and Congressional District numbers.

3. Put an asterisk (*) before the names of new members. Members are considered new if they have not paid dues the previous year. A member who transfers from out of state is also a new member. Put a “T” before the names of members transferring into the club and indicate the former club name. Use a minus sign (-) to indicate members transferring out of the club.

4. Complete the bottom portion of the per capita report.

Note: For more detailed information, please see “CFRW Per Capita Form Instructions” later in this Guide.
NEWSLETTER

The newsletter is the club in action via the printed word. It is the most effective means of carrying out the primary function of Federated Women to educate every member in Republican politics and to see that each feels a part of the organization.

PURPOSES

1. The newsletter often serves as the only contact the non-attending member has with the political activities and principles of the Party and the club.
2. It brings messages from the President and chairmen at regular intervals to inform and announce events.
3. It keeps members informed of Republican candidates and campaigns.
4. It reports on issues and legislative action and offers information and recommendations on ballot propositions.
5. It persuades members to participate in the legislative process.
6. It nurtures a Republican constituency through political education.
7. It represents Republican women using the power of the press in a noble cause.
8. It can be used as an invitation to join when sent to non-members.
9. It can be used as a fundraiser if you offer subscriptions to non-members and/or sell advertising (sponsorships) to your local candidates and/or businesses.

DISTRIBUTION

Copies of your club newsletter should be sent to:

- All of your club’s members, including associate members
- CFRW State President
- CFRW Southern Division President
- Your County President
- CFRW Southern Division Newsletter Page Chairman
- You should also consider sending copies of your club newsletter to:
  - Known potential members
  - Your elected representatives – state and national.

FORMAT

1. The newsletter is your image in print. It is worth every effort to present an attractive, readable format. A well-designed newsletter is a public relations vehicle that enhances the stature and credibility of Republican women.
2. It should be neat, well planned, with good spacing and eye appeal. Avoid overcrowding a page. Maintain consistent margins on sides, top, and bottom.
3. It should be informative.
4. It should have an individual and catchy masthead or title.
5. Variety enhances interest with the use of color, pictures, drawings and/or cartoons.

   **Note:** Do not use copyrighted material unless you have obtained the written permission of the author of that material. Copyright infringement is a serious matter and could bankrupt you, your club and your club president should you be found accountable for publishing same without the proper permissions.

6. Printed copies may be reproduced by Xerox, offset press or any other method compatible with the club's budgetary constraints. Email copies should be converted into universal document format (i.e., .pdf).

7. Stimulate your creativity. Don't hesitate to change the format and try new ideas.

8. Enhance the content of your newsletter by choosing the right typeface (font) to use for body copy, captions and article heads. Select fonts that harmonize with the purpose of the publication and the nature of the copy.

9. Use one basic typeface for body type, a second for headlines, and possible a third for captions. Pick typefaces that are compatible with each other.

10. Many professionals use Times New Roman or Century Schoolbook in 10 or 11 points for body and complementary sans serif typeface for headlines.
    a. This sentence is printed in Times New Roman, 10 pt. font
    b. This sentence is printed in Times New Roman, 11 pt font.
    c. This sentence is printed in Century Schoolbook, 10 pt. font.
    d. This sentence is printed in Century Schoolbook, 11 pt. font

11. Because the human eye tends to lose its place when following long lines of text, typeset in more than one column.

12. Try placing special stories (articles) in shaded or tinted boxes. This helps to break up your columns and add a graphic element to the page.

13. A table of contents box is another device that will add pizzazz and professionalism to a newsletter. It can draw in readers and cause them to read something that interests them specifically. Many newsletters call their table of contents “Inside This Issue,” “What’s Inside,” or something along those lines.

14. As editor of your club's newsletter you should have a thesaurus, dictionary and writer's guide.

**CONTENTS**

1. List the President, Editor and Membership Chairman with phone numbers and email addresses. Include the date and number of each issue.

2. Include a calendar. Give notice of the club's regular meeting dates, times, locations, speakers and topics. Include details of meetings of other levels of the Federation, County, Division, State and National.

3. Carry as a regular item the numbers of the Assembly, Senate and Congressional Districts and information pertaining to registration and voting.

4. Education articles by the legislation, education or research chairmen should highlight various issues. Material used from any source. Identify the chairmen by name.

5. Include important material or information from higher levels of the Federation. ALWAYS DOCUMENT AND GIVE CREDIT.
6. Never let a newsletter lack information on how to join and the amount of the dues.
7. List the names of new members and give them a warm welcome.

RESPONSIBILITY
1. The president of the club is responsible for the contents of the newsletter, and is the final proofreader. No newsletter should go out to the members until the President has read it carefully.
2. It is a good idea to let someone not familiar with the Federation also read your draft for understanding and clarity. If time allows, fax or e-mail the reports to the authors. They will easily identify errors.
3. All material contained in the newsletter should comply with Federation bylaws at all levels, Republican philosophy and principles.
4. All material contained in the newsletter should comply with international, Federal, State and local laws concerning copyright.
5. Your club’s newsletter chair is responsible for maintaining a complete and accurate address list for all of the club’s members, associate members and other persons on your club’s newsletter distribution list. In those clubs that use email, this list should include email addresses and designate which members are to receive which format (email and/or printed) of your newsletter.
6. There may be a special Newsletter Chairman or the Corresponding Secretary may have that duty. Typing, printing, stapling or addressing may be shared duties of committees or members to involve more people. This must be a coordinated effort to facilitate prompt mailing of the newsletter.
7. Make provision in the budget to cover all costs of the newsletter, including printing and postage. Printing and first-class postage can be expensive, especially for a monthly publication. Encourage your members to select emailed copies of the newsletter in lieu of printed copies.
8. Mailing deadlines should be carefully observed and set so that members receive adequate notice to attend meetings, conferences and conventions.
9. Five sheets constitute one-ounce. It is not cost effective to send a newsletter less than five pages.

EMAIL
Emailing is the least expensive option for distributing your club’s newsletter and is considered the preferred method for the distribution of club newsletters. If you choose this option:

1. Despite our living in the 21st century, a relatively large number of our members still do not have email access and/or home computers. Determine who these persons are and make sure they receive a hard-copy version of your newsletter.
2. Another group of our members, having email access, still prefer to receive a hard-copy version of the club’s newsletter and believe they’ve paid for it with their membership dues. Appeal to their better nature and ask them to contribute something towards the cost of printing and mailing the newsletters they’re already getting on line.
3. Publish your newsletter in a .pdf format to reduce the size of your newsletter file and to assure that your addressees can open your newsletter and read it.

There is one disadvantage to emailing your club’s newsletter that deserves mention here. Many clubs use the newsletter as a recruiting tool, handing out copies when some potential member expresses interest in the club. The best way to encourage this practice is to encourage your members to carry a copy of the newsletter with them at all times. Those receiving it by email would therefore have to print it on their home printer – few of which have duplex printing (printing on both sides of the paper). Too, you
cannot assure the quality of the print in such cases, and your club’s reputation can be sullied by what appears to be shoddy work. There are two ways around this dilemma.

- Ask the potential member for his/her email address so that a copy of the club’s newsletter can be forwarded to them.
- Print a few extra copies and bring them to your monthly meeting so that members who use this recruiting method can have a fresh copy of the latest newsletter on hand when they need it.

**EMAIL MARKETING**

If you have a large distribution list and/or you find that your emailed newsletters are being blocked as spam, you may want to consider the use of email-marketing. This is an internet service that maintains your mailing list and forwards your emails to everyone on that list in a way that avoids the spam blockers. The companies that offer this service usually charge a small monthly fee. The company currently employed by several Republican organizations including NFRW and the California Republican Party is ConstantContact.com.

**BULK MAILING – WHAT IS IT AND WHAT ARE THE REQUIREMENTS?**

Bulk Mailing is the opportunity to mail the club newsletter at a reduced rate of postage. To be eligible for the bulk mailing status:

1. You must mail 200 or more identical pieces each month.
2. The permit must be obtained in the city where the newsletter is mailed. A fee applies.
3. Bulk-mail must be presorted by zip code. You should let your database program sort your labels before you print them. Consult your post office for more information on restrictions and nonprofit organization postage rates.

You should be advised that bulk-mail is slower than first-class and time should be allowed for the slower delivery.

Instructions are available from the Post Office on all phases of bulk mailing preparation.

**WAYS TO DEFRAY THE COST OF PUBLISHING**

If you send any printed copies of your newsletter to anyone you are costing your club money. In some clubs the newsletter is the most expensive single item in their budgets. Here are some ways to reduce costs and defray expenses:

1. Buy at least a year’s worth of “Forever Stamps” whenever you need them and cannot qualify for bulk mailing.
2. Sell “sponsorships” – ads the size of your sponsor’s business card, reduced costs for members.
3. Color print is expensive. Some clubs are reducing costs by printing their hard-copy newsletters in black-and-white and only distributing the color copies of their newsletters via email.
4. Ask your club members who have email access and still want hard copies of your newsletters to pay a subscription fee. (This can cause some problems within your club if you send out any free, printed newsletters.)
5. Ask your club members who do NOT have email access and want hard copies of your newsletters to pay a subscription fee. (This option will cause problems and hard feelings and should only be considered as a last resort.)
6. Offer paid subscriptions to former members who have moved away but would still like to keep touch with club events. (Note: You can also ask these members to maintain an Associate Membership which may bring in more money than a subscription would.)
NOMINATING COMMITTEE

All members should regard the Nominating Committee as the most important committee as it selects future leadership. Those elected or appointed to this committee should command the respect of other members, know the organization and be knowledgeable of the talents and contributions of officers and other members who might be considered for office. Committee members must respect the confidential information received in this committee and not gossip. It is wise to have a limit on the number of times a person can serve, at least how many consecutive terms.

Those who accept membership on this committee should assume responsibility for attending all necessary meetings. Don't accept the position if you are leaving for Europe next week. YOU were elected to do the job. If there are alternates to this committee, they should receive notice of all meetings and serve in the absence of the regular members. They do not become regular members, unless by the special rule.

NOMINATING PROCESS

1. The Club parliamentarian calls the first meeting of the nominating committee and conducts the election of the chairman. The parliamentarian then withdraws. The member of the nominating committee with the most votes is often declared the chairman of the nomination committee.

2. Once the Chairman has been elected, set up a calendar for your committee. In setting up the calendar remember to include deadlines for the day the oral report must be given and publishing the report in the club's newsletter. Set at least, one more meeting. You may finish the Committee work this first meeting, but you would have to meet again if a nominee withdraws. Make your plans before calendars of individual members fill up and they are not available. You may have all offices filled the first day, but there can be withdrawals, so be prepared.

3. Review the offices to be filled and the duties and any eligibility qualifications in the club bylaws. Discuss this thoroughly before any names are proposed.

4. Check the bylaws for the responsibilities of the committee. Without a special rule, a majority must agree on the nominees. With the committee choose a single or multiple slate? What do the bylaws require?

5. It is usually best to secure the nominee for the highest office and then the others. This allows good leaders who are not chosen for the highest office to be considered for other offices.

6. Decide how the nominees will be notified: telephone, letter, email or in person. How much time will be allowed for the nominee to decide? When will you expect an answer? The chairman usually handles the notification and response. However, the Committee should make the decision. Don't expect nominees to answer immediately.

7. In the event that committee members become nominees: Will they be asked to leave the room when their candidacy is being discussed? While the office is being considered (all nominees) will they be allowed to come back in and vote on the office? Will they forfeit a vote on the office for which they are considered? Robert's Rules has no restrictions. Each group decides for itself.

8. Vote by ballot. This allows secrecy and members can vote freely without domination. A majority elects.

9. No one has a right to know who has been selected, other than the Committee. If the president had the right to select the other officers, this would be spelled out in the bylaws and there would be no need for nominations and elections. Those who need to know who else is running, must understand that they would be required to work with those elected, either the nominees of the committee or those nominated from the floor.
10. Prepare report identifying those nominated and for what office. This report shall be given at a specified club meeting and should also be printed in your club’s newsletter prior to the scheduled election date. All members of the committee should sign the Nominating Committee report.

**SAMPLE NOMINATING COMMITTEE REPORT**

Madam President, the nominating committee submits the following nominations.

- For president: ______________________________
- For vice president: ______________________________
- For secretary: ______________________________
- For treasurer: ______________________________

(Continue above list for all of your club’s elected offices)

Submitted this date: __________________________

Nominating Committee:

[Name of Nominating Committee Chair] ______________________________ Signature

[Name of Parliamentarian] ______________________________ Signature

(Continue above list with signature lines for all members of the nominating committee.)
OPPOSITION RESEARCH

OBJECTIVES
Our objectives are two-pronged and require different approaches depending upon whether the offices being sought are partisan or non-partisan.

Partisan
In areas where there are incumbent Democrat assemblymen, state senators and congressmen, we need to gather factual information about their voting records, philosophies, financial filing statements, biographical data, supporters and contributors, committee assignments, and a myriad of other pertinent material, all of which is a matter of public record. If an elected official sends out a district newsletter, get on that mailing or email list. This information can then be used as a basis for letters to the editor, for letters to incumbents, for questions in public meetings, and for use by the Republican candidate should he need such background information. Save their campaign materials and ads.

Non-Partisan
It is a well recognized fact that individuals who run for non-partisan office such as school board, planning and zoning commissions, city councils, county supervisors, and all matter of local entities, today may well use these offices as stepping stones for partisan office tomorrow. We need to accumulate a back-log of documented information about these potential office holders to assess them intelligently and to provide our own Republican candidates with published factual data about their opponents. Note what party the individual is registered with, and what local group gives the most support. Save their campaign materials and newspaper ads. This non-partisan file is a holding file for future reference and should be passed on by each club’s opposition research chairman to her successor.

FEDERATION RESOURCES
State
The State Federation has an overall chairman whose job it is to motivate the program and to supply information from the California Republican Party as to target districts selected at election time. She distributes pertinent information on opponents which has been researched and printed by the Republican caucuses in both houses of the legislature. Just use hard facts.

Division
Each division has an opposition research chairman whose job it is to motivate the counties to appoint opposition research chairmen, to explain the program whenever she is asked to do so, and to provide sample materials and suggested methods of operation.

OPPOSITION RESEARCH AT THE CLUB LEVEL
Opposition research is well suited to the Club level. Clubs are the entities well adapted to the gathering of information, particularly about local non-partisan offices. What is needed here are the nuggets of information that small local newspapers so often provide. Candidates for state and congressional offices have their own sources of information, newspaper clipping services, research aides and polling abilities, all devices not usually within monetary capability of school board members, city council candidates, zoning commission seekers, etc., especially in the smaller communities. Local newspapers cannot compete with the big city dailies such as the Los Angeles Times, San Francisco Chronicle, Sacramento Bee, and so they cover what they do best, the local news. Editorials and interviews with potential candidates are their stock in trade.
The items of interest found in the smaller papers can be clipped about Republican opponents and handled in two ways.

1. Given to the Republican candidate to use to his/her best advantage.
2. Sent to the CFRW advocacy office to be filed against the day when a local office seeker may surface as a candidate for higher office. Never forget that Jerry Brown started his political career as a school board member.

A logical choice for members for the opposition research team are members who subscribe to various local newspapers, and who would be responsible for covering the paper they subscribe to. Just be sure any articles clipped are documented as to the source and date. Use facts not rumor. Some of these aspiring politicians may become powerful officeholders someday!
PROGRAM

An enthusiastic and creative Program Vice President can be the key to the success of a club. Programs, to be effective, should be:

1. Selected to reach the broadest segment of the membership
2. Diversified but well balanced
3. Make club members and potential members want to:
   a. Come to club meetings
   b. Be a part of the organization
   c. Actively participate in your club.

Anyone speaking to a Federated club must currently be registered as a Republican. Any person who declines to state party affiliation is considered a member of another party.

PROGRAM PLANNING

Program planning requires a great deal of thought and preparation. When possible, programs should be planned several months in advance. Submit suggestions to the Executive Committee before contacting speaker.

1. Survey the wishes and preferences of the club and with the approval of the President and Executive Committee.
2. Review past programs for value and reception by the members.
3. Keep balance and variety - avoid over exposure of any one subject. During the year cover a wide range of subjects.
4. Don’t limit yourself to one format. A panel discussion on a timely subject is stimulating. Ask your members to participate.
5. On occasion bring in the light touch.

BEFORE THE MEETING

1. **BEFORE CONTACTING ANY SPEAKER,** identify exactly what audio-visual equipment and software support (e.g., Microsoft PowerPoint) your club can reasonably be expected to provide and state this limitation clearly when you begin negotiations with your speakers. If any speaker has special requirements (e.g., online access, a teleprompter, a web-cam) determine up-front who will be providing what and at what expense.

2. Contact the speaker personally. Verify speaker’s party affiliation. This is particularly important today as many known conservatives now choose to identify themselves as independents and/or Libertarians. **Remember: all of your speakers must be registered Republicans.**

3. Confirm in writing: Date, Time, Location, Subject Matter, Length of Speech, and if a Question and Answer Period is Agreeable.

4. If any expense is involved, have this understood in advance. When the speaker does not live in the vicinity, an honorarium should be offered to meet transportation costs. Have the fee or honorarium ready and present unobtrusively. (Federation speakers should also be offered this honorarium.)

5. Phone or write prior to the meeting, to remind the speaker that the club anticipates his coming. At this time ascertain any last minute needs (a glass of water at the podium) and finalize your speaker’s audio-visual requirements (e.g., a projector and screen or blackboard). Also, determine if the speaker will be at the meeting for lunch and if anyone will be accompanying him or her.
6. If the speaker is coming from out of town, the mode of travel, time and place of arrival he/should be known, whether it is necessary to be met by a member of the club, and if hotel accommodations are required.

7. Inform your organization’s Membership Promotion, Newsletter, Public Relations, and Social Media chairmen about the program, preferably with a flyer and/or news article so they can advertise the upcoming program to members, potential members, and/or the general public.

AT THE MEETING

1. Welcome the speaker on arrival. Introduce the speaker to the President and any other officers nearby. The speaker is your guest and should be extended every courtesy from the time he arrives until the time he departs and should never be left alone.

2. Plan to have the business meeting before the speaker arrives, or explain to him that after he has spoken he does not have to remain for the rest of the meeting. Do not subject him/her to club business. Escort the speaker to an honored position at the head table. If your club does not have a head table, per se, escort the speaker to a position near the front of the room.

3. Provide a lectern (small portable ones are available), a pre-checked microphone, if needed, and water within easy reach.

4. When introducing the speaker, be brief and sincere. Give enough background to establish his authority in his particular field, but keep it short.

5. If a question and answer period is agreed upon, never permit the speaker to be embarrassed by a long tirade or heckler. Intercede, call for another question or terminate the question period entirely.

6. If there is a question and answer period, make certain that there are questions. Alert several members to prepare questions. It is discouraging to a speaker to have such a period opened and no questions.

7. The President (not the Program Chairman) thanks the speaker.

NOTE: Complimentary luncheon and opportunity tickets should always be presented to the speaker. Officers from higher levels of the Federation, whether speaking or as invited guests, should also receive complimentary luncheon and opportunity tickets.

AFTER THE MEETING

1. The speaker may wish to meet people on the way out. If necessary for him to leave immediately, an escort to the door or car should be provided.

2. Within a day or two of the meeting, write a note of appreciation. Include copies of any press coverage.

PRESS COVERAGE

If the program is covered by the press, time should be allotted for the speaker to meet with the press if so desired. Work with the Public Relations Chairman, making sure a suitable place is available and that the press is not unduly delayed. The Public Relations Chairman should accompany the speaker to all press interviews and appearances both for the speaker’s comfort and to answer any questions that may arise concerning the club.
PROTOCOL

Protocol is a code of diplomatic etiquette and precedence. Protocol is merely formal courtesy. To be effective it must insure friendliness, understanding, thoughtfulness and appreciation.

The person having the greatest need of knowledge concerning protocol is:

- The President
- Protocol Chairman (usually the First Vice President)
- Hospitality Chairman
- Public Relations Chairman (if members of the press are invited)

FORMAL SEATING ARRANGEMENTS

The president deals with the subject of protocol at every club meeting or social activity of her club. It is usually the President who decides the proper seating at the head table. Rotating the officers at the head table during the year can promote good relations among them.

In seating the club’s guests, a practical rule is: the most “important” guest at a function, usually the speaker, is seated to the RIGHT of the President (or presiding officer). The President is seated to the RIGHT of the lectern facing the audience. The Program Chairman is seated to the speaker’s right. If the Club has more than one guest speaker, the less important (office-wise) of the two, would be seated to the LEFT of the President (on the other side of the lectern). If the second Vice President is at the head table, she would sit to the left of the secondary guest. If more than two guests, alternate right and left, the length of the head table. (Please see the Head Table Seating Chart on the next page.)

There is one exception. If a business meeting is being conducted, the Parliamentarian is seated close to the President for possible consultation. (Suggestion: she might be placed in the first seat to the left of the lectern and the second guest to her left.) Other honored guests, not at the head table, should be seated directly in front of the speaker’s table.

If two candidates or incumbents are invited to the same meeting, the office they hold or to which they aspire, is the deciding factor. Precedence in seating arrangements is determined by the number of people they represent. Elected officials outrank appointed ones. Ranking guests, in order of importance:

1. Governor
2. Lt. Governor
3. United States Senator
4. National Committeeman or woman
5. Elected State Officials
6. State Committee Chairman
7. State Committee Vice Chairman
8. State Committee Regional Vice Chairmen
   (3 in California)
9. Congressman
10. State Senators
11. Assemblymen
12. County Supervisors
13. County Central Committee Chairman
14. City Officials
15. College/School Board

Wives are accorded the rank of their husbands and are usually seated at the opposite side of the lectern.

If guest speakers are not connected with the Federation, or, if they are members but are invited in their capacity as office holders in a separate organization, such as National Committeewoman or State Party Vice Chairman, then they are seated according to their rank in the other organization. Federated officers become secondary.

Purely Social Events: According to Ann Bowler, former Committeewoman from California, the seating order at the head table is a matter of presidential preference. The comfort and pleasure of all guests is the primary consideration.
PROTOCOL CHAIRMAN

CFRW State, Division, and County/Regional organizations and any club with a large number of chairmen should have a Protocol Chairman. She is responsible for:

1. Pages assigned to strategic spots to aid seating of guests
2. Place cards arranged at the head table in accordance with the rules of precedence and the President’s wishes. Names should be printed on both sides of the place card.
3. Lining up of the head table guests in an area adjacent to the dining room and in the order of their seating.
4. Arranging a special assembly room for the head table if the size of the head table warrants a special assembly room. These arrangements should include:
   a. Bar arrangements, if desired
   b. Names of head table guests on chairs in correct seating order
   c. A roll call to check whether all guests are assembled correctly
5. The introduction of each guest to the whole assembly by position and name as they enter the dining room.

SUGGESTIONS

1. It is wise to let all members assigned to the head table know of their assignments well before the hour of assembly.
2. When a special assembly room is planned, all guests should be apprised of its location and time of assembly.
3. When more than one bank of tables on the dais is required to seat head table guests, consideration should be given to the seating of lesser officers behind the main table. In this way, the secondary table does not have to turn around to see the speaker.

NOTE: Should there be more guests and participating chairmen than the head table can accommodate, the Chaplain and the Americanism Chairman may be asked to sit at a table in front of, or adjacent to, the head table. In this way, they are close enough to perform their duties easily. Do them the courtesy of letting them know ahead of time. Sometimes it is more convenient to ask a head table guest to perform these particular functions. Always make the request a day or so ahead of a meeting; NEVER AT THE LAST MINUTE!

HEAD TABLE SEATING CHART
(As seen from behind the lectern)

LEFT
Americanism Chair
Ranks... Fill in Order of Honor
Wife of Guest of Honor
2nd Guest of Honor or 2nd Guest of Americanism Chair
Parliamentarian

AUDIENCE
Program Chair
Parliamentarian
President
Lectern

RIGHT
Chaplain
Fill in Order of Rank...
PUBLIC RELATIONS

The Public Relations Chairman should be an enthusiastic, dedicated and knowledgeable person. Through the channels of the news media, she has the great responsibility and excellent opportunity of selling the activities and accomplishments of the Republican club to an extended audience. She must plan her work so as to build up the prestige of the club and gain the interest and goodwill of the public. She ensures good public relations.

The Public Relations Chairman must work in harmony and close cooperation with the officers and chairmen of the club, particularly the President and Program Chairman, to make certain that the aims and purposes are accurately and factually represented.

In order to gather the news, she should become thoroughly familiar with the activity of the whole organization through participation and study. She should attend all meetings regularly.

The Public Relations Chairman should have an up-to-date roster of officers, committee chairmen and committee members.

She must know how much she can spend on paper, postage, photos and telephone.

The Public Relations Chairman should develop/maintain a complete media list of the websites, blogs, newspapers, magazines, radio, TV and cable stations in her geographical area. Whenever possible, the Public Relations chairman should become personally acquainted with the regular contact person for each of the different media outlets on the list. This list should be passed from the outgoing to the incoming Public Relations chair and, when possible, the old chair should introduce the new chair to her personal media contacts.

When the occasion calls for it, send written notes of thanks to express appreciation for coverage well done, always making every effort to maintain courteous and friendly relations.

Important: Many media organizations now require all submissions to be forwarded to them via fax or email. The Public Relations Chairman must have access to both technologies in order to perform her job.

PREPARING COPY FOR NEWSPAPERS

1. Format all material for one side only of 8 1/2 x 11 paper. Use double spacing and leave wide margins at top, bottom and sides. Skip an extra line between paragraphs. If submitting hard-copy, send printed originals, and do not use onionskin or other light weight paper. If the Club has letter-head stationery, use it.

2. In the upper left-hand corner of the first page, write the name of the Club and the contact person and her phone number. In the upper right-hand corner write "FOR IMMEDIATE RELEASE" followed by the day and date. You may specify a future date, such as, "FOR RELEASE WEDNESDAY, May 20," but Immediate Release is easier for the editor to handle.

3. Put a headline in all caps and underlined above the text of the release. This will catch the editor's eye and give some idea of the content.

4. The most important facts should be included in the first sentence or two: the WHO, WHAT, WHERE, WHEN. WHY and HOW. The following paragraphs should be of declining importance while detailing the remaining facts. This permits the editor to cut from the bottom.

5. If copy fills more than one page, write (MORE) in parenthesis at the bottom of the page. At the top of the second page, type "Add One" followed by the headline from the first page. At the end of the release, type "30" or "#" in the middle of the page to indicate the release is ended.

6. After writing the release, check essential information for absolute accuracy. Verify the time, date, place, speaker's name and topic. Check spelling and grammar.
7. Forms of address: Unless a married woman specifies she wishes to have “Mrs.” placed in front of her name, do not use an honorific except when referring to a professional title (e.g., “Dr.” or “Ambassador” or “Congressman”). It is now common practice to use any individual’s full name the first time he/she is addressed (e.g., “John M. Jones” or “Martha L. Smith”) then, in subsequent references, use only the person’s last name (“Jones” or “Smith.”)

Note: Previous versions of this Guide have recommended using a woman’s married name (“Mrs. John Jones”) or the term “mesdames” when referring to a series of married women. These practices are now considered obsolete.

8. For many years, only clear, sharp photographs in black and white were acceptable. Now most editors accept high-resolution digital images, usually in .jpg format. Identify what format the editor prefers and submit all pictures in that format.

9. Identify the people in the photograph from left to right. Type the full names on a slip of paper and tape across the bottom on the back of the photo. Do NOT type or write on the back of the photograph or attach anything with paper clips.

10. Identify members who are well known and/or residing in the community that the newspaper serves. This creates special interest for that area.

11. Be on time. Learn publication deadlines for copy. If a release is sent to more than one person at a specific paper, indicate on the copy the names of all persons receiving the release with “Sent to:” (list editors). If possible, hand deliver the news story. It will help to develop the club’s identity and friendly relationship with the news media.

**PREPARING ELECTRONIC COPY FOR RELEASE**

Many organizations, including newspapers, allow and some require submissions be submitted electronically. These organizations can and do set fairly rigid requirements concerning the content and style of submissions and the format of any electronic images. Make sure any submissions you make to these organizations meet their specific requirements.

**TIPS ON GETTING YOUR STORY PUBLISHED**

It is frustrating to go through the exercise of writing a news release and never see the copy in print. The following tips will help to improve the chances of being “in”.

1. Study the newspapers you will be working with. Observe the kind of material that gets published, and see if you can help the club develop similar news events. Notice the way the stories are written and follow the paper’s style. If you work with more than one newspaper, this may mean writing the story somewhat differently for each paper; but the closer your copy comes to the style of each paper, the better your chances of being published.

2. The first sentence of your story must catch the editor’s eye and hold his interest.

3. Send your story to the proper editor (e.g., news, social, sports). When in doubt, call the editor for advice.

4. Establish deadlines. Most papers require two to three weeks in advance of event. Women’s pages frequently require 10 days to two weeks. Some papers run Community Calendars. Since these often run only once a week, more advance notice will be required.

5. Tie the news article into local people, if possible. Your story is more likely to be printed if it contains names of people living within the paper’s circulation area. (List their cities.)

6. Keep your news release brief. Most stories can be written in one or two pages, and one is better.

7. Newspapers will not use words or phrases that are a matter of your opinion.....they just want facts. They may, however, use quotations. Be sure the source of your quotation has given you permission to use it.
8. Send pictures with the press release. A picture is always a plus in attracting a reader's attention. However, newspapers have limited numbers of photographers to dispatch. You increase your chances of a picture if you supply your own sharp black and white glossy. Nevertheless, if you have a clever and original picture idea, perhaps with costumes and props, phone your editor and you may coax out the photographer.

9. Be sure to ask your speaker for a picture and biographical sketch well in advance of the program so that you can meet your deadlines.

10. It is extremely difficult to get a club news release into a metropolitan newspaper. The small community newspaper may be the best bet since these are frequently published weekly. Once again, check the deadlines.

TIPS FOR GETTING YOUR EVENT COVERED BY THE MEDIA

Even more satisfying than seeing the club's news release in print is having a local newspaper or radio or TV station send a reporter or a TV camera crew to cover the story.

Never expect a reporter to have to pay to cover the event. If the media is invited to cover a story where a charge is involved, they should be given complimentary tickets. It is appropriate to call them a few days before the event. Advise them that complimentary tickets will be held at the door, and then follow through to see that this is done. Seats should be reserved for them in a preferred location.

If the media requests an interview with the speaker, make arrangements for the interview to be held in a separate room or in an out-of-the-way location. Provide biographical material and background information on the person being interviewed.

The Public Relations chairman should investigate possibilities for radio and cable TV spots. The following jargon needs definition:

- Spot Announcements (15-20 seconds duration)
- Calendar Announcements (25-50 words)
- Station Break (15-25 words)
- Guest Appearance (usually 5 min. duration).

SAMPLE PRESS RELEASE

See next page for a Press Release Template downloaded from the NFRW website.
NFRW MEDIA RELEASE TEMPLATE

NEWS RELEASE

Republican Women's Club
Jane Smith, President

FOR IMMEDIATE RELEASE (or date)
Additional Information or Interview Appointments: Alice Blue, Media Chair
000.000.0000; ablue@wherever.net
Fax 000.000.0000

MAJOR INTEREST HEADLINE

Anywhere, USA MOST IMPORTANT INFO PARAGRAPH. Includes WHAT or WHO (which is priority?) WHERE, WHEN. Focus on LOCAL interest.

Paragraph 2 INCLUDES HOW AND WHY TO INFORM READER and supports lead paragraph. Includes state and/or national connection. If only paragraphs 1 and 2 were printed, would your story be told?

Paragraph 3 PROVIDES SUPPORT INFORMATION FOR PARAGRAPH 1. A provocative “VIP” quote may go here.

Paragraph 4 PROVIDES SUPPORT INFORMATION FOR PARAGRAPH 2. Local history, biography or issue position may go here.

Paragraph 5 and subsequent PROVIDES ADDITIONAL NON-PRIORITY INFORMATION. These paragraphs provide education, but are those that can be deleted per editor’s decision.

If applicable, provide additional BIOGRAPHY or HISTORY information on separately numbered subsequent pages.

Reaction to media releases varies with print editors and electronic media assignment editors. When you can, make your first two paragraphs provocative in some way...the trigger can be further explained in support paragraphs. Typically editors decide their interest by paragraph two.

Prepared February 2005 by NFRW Leadership Development Committee
Carolee Munger, Author
RESOLUTIONS

Resolutions are used to express the opinion, wish or resolve of the organization. Since they are used by the Federated Republican Women’s Clubs to state policies, influence action and to spread information, there are some prerequisites to be observed at all times.

ORIGIN

Resolutions may originate in a Club, in the Resolutions Committee, with an individual or with some other level of the Federation. Clubs usually submit their resolutions to the county/region and, if adopted, the county/region submits them to the next higher level of the Federation.

Resolutions may be passed down from higher levels of the Federation for adoption or reaffirmation. Clubs should not overlook the opportunity to present resolutions or commendation to club members for exceptional effort or to the community for some outstanding service.

WRITING A RESOLUTION

1. **Be sure of your facts.** Whenever possible include documentation to facilitate the work of the Resolution Committee and others who are interested.

2. Be sure you present the Republican point of view as expressed in the Party Platform, in Party publications or by Party spokesmen.

3. Be careful to observe the proper form for a resolution.

FORM

A resolution usually consists of two or more Whereas paragraphs which express the problem or aspects of the problem. Try not to make these Whereas paragraphs too numerous or too long. Combine them whenever logical. The word “WHEREAS” is set in capitals (or italicized or bold print), the first word after it is not capitalized unless it is a proper name, and no comma after WHEREAS unless punctuation is necessary for the sense of the sentence. Introduce each subsequent Whereas paragraph with “; and,” at the end of the previous Whereas paragraph.

“Therefore be it” is set on a line above the first Resolved paragraph usually at the end of the last Whereas paragraph. This is followed by one or more Resolved paragraphs which express the opinion of the makers, the desire of the makers, or suggest action to be carried out by the recipient of the resolution. The word “RESOLVED” is set in capitals (or italicized or bold print) and followed by a comma and a capital letter. Introduce each subsequent Resolved paragraph with “; and be it” at the end of the previous Resolved paragraph. The word “further”, frequently used, can be at the end of the previous Resolved paragraph (i.e., “and be it further”) and/or immediately following the word “RESOLVED” as shown in the sample resolution layout below.

Be sure the Resolved paragraphs follow the Whereas paragraphs in subject and logic. Do not introduce a subject in a Resolved paragraph which has not been mentioned in the Whereas section of the resolution. The final Resolved paragraph may indicate the destination intended for the resolution; such as sending it to the press, to a legislator or to a higher level of the Federation.

PRESENTATION

The Resolutions Committee has the power to reword a resolution, to combine resolutions on the same subject or to reject a resolution.

Emergency resolutions may be presented without observing the usual time limit established prior to a meeting, if a majority of the members present so vote. Emergency resolutions should not be presented unless there is true time urgency. Courtesy resolutions may be considered immediately.
The Resolutions Committee Chairman, after reading the resolution says: “Madam President, I move the adoption of this resolution.”

A resolution from committee does not require a second. A resolution from an individual must have a second. The resolution is then open to discussion and amendment. Courtesy resolutions do not require a call for a “no” vote.

**SUBMITTING RESOLUTIONS TO A CFRW DIVISION**

Resolutions for action at a board of directors meeting should be in the hands of the Resolution Chairman at least 15 days prior to the meeting.

Resolutions presented to the biennial convention should be in the hands of the Resolutions Chairman not less than 20 days prior to the convention. The Resolutions Committee may accept or reject any resolution presented for consideration. If a resolution is reported adversely by the Resolutions Committee it shall not be considered by the delegates except upon a two-thirds vote (without discussion) to give it a hearing, and if granted a hearing, a two-thirds vote shall be required for adoption. All resolutions must be in proper form and in triplicate.

**PRESERVATION**

It is suggested that the Resolutions Chairman file adopted resolutions either chronologically or by subject. Reference to the file will eliminate the chance of repeating a previously adopted subject. Reaffirmation of a previously passed resolution.

**SAMPLE RESOLUTION LAYOUT**

WHEREAS __________________________________________________________
____________________________________________________________________
; and

WHEREAS, _________________________________________________________
____________________________________________________________________
______________ Therefore, be it

RESOLVED, That _________________________________________________
____________________________________________________________________
and be it

RESOLVED further, That copies of this resolution be sent to ________________
____________________________________________________________________

Double spacing between Whereas paragraphs is optional as is the alignment of the second lines of each paragraph (i.e., paragraph indent, blocked or hanging indent).
SOCIAL MEDIA, TECHNOLOGY AND/OR WEBSITE

The home computer is no longer the toy of a few nerds. It has become a part of our daily lives and an essential tool for virtually all volunteer organizations. The Federation now uses it to communicate with current members, find and recruit new members, and perform many recurring tasks such as newsletter publication and distribution, per cap reporting, bounty, and maintaining club books and member rolls. All clubs are being encouraged to set up their own Facebook page, Twitter account, website and blog.

To address these different tasks, different Federation organizations have recruited their technically savvy members to serve in any or all of several chair positions identified by the specific type of computer tasks the holder is supposed to perform. As the Federation still has a relatively small number of technically knowledgeable individuals and the duties of these various positions frequently overlap, it is common to see one individual member performing all of these duties under any one of the chair titles: “Social Media”, “Technology”, and “Website.” Thus this Guide has gathered all of these titles under one heading while, at the same time, delineating the specific tasks best described by each function.

SOCIAL MEDIA

Social media is defined loosely as any technology used to simplify and expedite communication among people belonging to a social group, however big or small that group. The development of smart phones has made these applications instantly available while away from your computer. The types of social media most frequently used today are:

- Blogging uses your computer or smartphone to publish anything of interest to you in a forum where other folks can publish their responses to your comments. Understand that not all of these responses will be complimentary to your or the Federation’s point of view. Some will be downright rude! An attempt to block all negative feedback is usually counterproductive – give and take among your bloggers helps attract people to your site and can expose what most of us believe to be the underlying weakness of our opponents’ arguments. **BEWARE: RESPONSES CAN BE TOTALLY NON-ACCEPTABLE IN PUBLIC DISCOURSE. CONSTANT MONITORING OF YOUR BLOG IS REQUIRED.**

- E-mail is a method of exchanging digital messages using a computer server.

- Facebook* is a social networking website. Users add people as friends and send them messages, photos, blogs, and invitations to events.

- Twitter* is a social networking and micro blogging service that enables its users to send messages called Tweets.

If your club or member wishes to set up Facebook* or Twitter* accounts, the CFRW website has a tutorial available. Just follow the instructions.

*Competition exists for these popular sites, and some Republican organizations use them. However, Facebook and Twitter have become the de facto standard and once you’ve established accounts in these sites you have immediate access to thousands if not millions of people who might wish to read your content. As each and every social networking provider requires the setup of an account with username and password, moving between these sites becomes more confusing (and aggravating) the more you subscribe. This can be particularly aggravating to the people you might hope to attract as potential members.

The duties of a Social Media Chair are:

1. Set up and/or maintain the social media account(s) used by the club
2. Manage the information published to these accounts
3. Instruct other club members on how to use them.
4. Establish Email distribution list(s) as directed by the club president
5. Publish club information and/or forward club emails as directed by the club president
6. Contact other local Republican organizations to request your club’s events (including regular meetings) be listed on their event calendars. Once this contact has been established, keep these organizations informed of your events.

7. Monitor the club’s social media pages and blogs (if any) for inappropriate posts

8. Act as Technology and/or Website Chair if these committee positions have not been assigned.

TECHNOLOGY

Many members, but not all, have and use a computer. Some who have a computer do not know how to use it to access the tools and information all levels of the Federation make available to them. It is the duty of the Technology Chair to:

1. Advise the club president and other club officers/chairs on how to use their computers to serve the club and make their own jobs easier.

2. Keep current with the tools and programs that club officers are using to serve as a backup if any officer leaves unexpectedly and as a training source for incoming officers. Some examples of these tools and how they’re used:
   a. Most clubs already send their newsletter by e-mail distribution lists to those members who can receive it.
   b. Larger Federation organizations frequently use email-marketing such as ConstantContact.com to bypass spam filters for the distribution of club emails
   c. Membership is collected and maintained on a database, as is per cap reporting.
   d. Any California club can join the Bounty program (voter registration earnings) of the CRP and the county parties by e-mail.
   e. Many clubs keep their books on QuickBooks, Quicken or some other automated accounting package.

3. Teach club members how to obtain passwords for the member-only web pages of NFRW, CFRW, Division, county/regional and local club websites.

4. Assist program speakers in the setup of equipment such as digital projectors and/or the HDTV hookups available at some venues

5. Act as Social Media and/or Website Chair if these committee positions have not been assigned.

WEBSITE

Many CFRW clubs maintain their own websites and/or piggy-back onto another website, CFRW’s or the local county/region’s website. However you do it, maintaining a website links your club to the outside world and is an invaluable tool for finding and recruiting new members as well as keeping your existing members abreast of your club’s activities. Your website can also be used to publish your club’s History, Bylaws, Standing Rules, and current newsletter. Finally, it can be used to set up contact points to your club officers and/or maintain club member records for the setup of your club roster.

The duties of the Website Chair include:

1. Set up, maintain and upgrade (as necessary) your current club’s website. This includes the upload of photos, documents, and, where a database is used, data entry of the information being maintained within that database.

2. Monitor all information loaded onto your club’s website. If your club is maintaining a blog on your website, monitor the blog whether or not your club has already assigned a Social Media chair. (The more eyes monitoring blogs the less likely your club can get into trouble).

3. Where the club’s website is piggy-backed onto another NFRW website, act as club liaison to the webmaster of the master website

4. Post any club information as directed by the club president.
5. Maintain your club’s web event calendar and any contact information to your club’s leadership your club wishes to maintain.

6. Track and keep current your club’s website domain information where necessary.

7. If your club is maintaining its own unique website (not a subsidiary website part of another Federation website) act as liaison with your club’s internet services provider (ISP)*

8. If your organization is maintaining its own unique website, make sure that it is linked into the websites maintained by higher levels in NFRW’s hierarchy. (Also check to see if your local Republican Party affiliate will link with you.)

9. Act as Social Media and/or Technology Chair if these committee positions have not been assigned.

*DO NOT ATTEMPT TO HOST YOUR CLUB’S WEBSITE ON A CLUB MEMBER’S HOME COMPUTER. ALWAYS USE A REPUTABLE ISP OR PIGGY-BACK YOUR WEBSITE OFF A HIGHER-LEVEL FEDERATION WEBSITE. Try to avoid any situation where the disaffection of your webmaster and/or ISP can interrupt access to your club’s domain. Assure your domain name is owned by your club and that the club president as well as the website chair has contact info to your ISP and/or the admin password for your domain name. Before signing up with any ISP assure that the ISP does nightly backups of all domains held within their systems and retains several months of backups in case something slips past your website chair for an indefinite period.

FACT-FINDING AND THE FORWARDING OF CONTROVERSIAL INFORMATION

Email and other social media make it all too easy for people to publish and forward rumors and falsehoods as fact. Some of these posts are particularly outrageous, including unquestionably racist materials. These, of course, should never be forwarded. There are also those posts that feed into popular theories and misconceptions. Every member has received these and, unfortunately, is tempted to pass them on, especially when the content supports her personal world-view. All members should be discouraged from forwarding any such email, however tempting, unless the email’s content has been thoroughly vetted. It is wise to assign someone within your organization, usually one of the tech chairs described above, to act as fact-finder for your organization. The Federation needs to protect its credibility.

There are several internet sites dedicated to tracking these rumors and evaluating whether they’re true or false or somewhere in between. As a consequence, several of these truth-finding sites have been targeted by the rumor-mongers to bring their findings into question. Snopes.com, the oldest and most popular of the fact-finding sites is regularly accused of being a tool of the Democratic party because, supposedly, its two providers are active and avid Democrats. This is untrue, as attested by several of the other fact-finding sites who point out that, at different times, they too have been accused of being a tool of either or both of the Parties. Here are some of the more popular fact-finding sites. Use them.

www.snopes.com  www.truthorfiction.com
www.factcheck.org  www.washingtonpost.com/factchecker

Don’t be afraid to pursue some facts yourself. There will be times you disagree with your favorite fact-finder and/or cannot find the rumor you’re tracking on that website. In either case, use your search tools on the internet to run down your facts. Be thorough – one long-standing and oft-repeated rumor states that Justice Kagan acted as President Obama’s personal lawyer in defending him before the Supreme Court against several suits supposedly questioning his birth certificate. The published rumor goes so far as to cite the cases while slamming Snopes decision that this rumor is false. Yes, the cited cases can be found on the Supreme Court’s site and, yes, Kagan was defending attorney and Obama the “person” being sued. You have to actually open the cases to find out that cases themselves had nothing to do with
Obama’s birth certificate. In each case, the United States government was being sued in the name of the President and being defended by the then Advocate General.

It’s this mix of truth with fiction that distinguishes the more sophisticated of these lies, and the rumor mongers are getting more creative. Sometimes they’ll attribute strong, anti-Democratic Party statements to popular, credible sources when, indeed, the statement came from quite another, relatively unknown individual. A new tactic – the rumor-monger claims that he/she personally checked out the rumor on Snopes and that Snopes found it true. This should now be a “red-flag” to check Snopes yourself. More often than not, despite these claims, you’ll discover that Snopes instead found the rumor false.

It is impossible to determine exactly what motivates the rumor-mongers to create and distribute their falsehoods. **THEY DO OUR CAUSE NO GOOD!!!**

Remember:

1. The more outrageous the claim, the less likely it is to be true. Check it out.
2. If you sense something is wrong with a rumor, you’re probably right. Check it out.
3. Be particularly careful of incorrect attributions. Most Republican women have a sense of style concerning their favorite writers, philosophers and/or politicians. When a rumor cites someone you know, pass it by this simple test: Do you think the person cited would have stated this story in these words? If not, he/she probably didn’t. Check it out.

Finally, whenever you determine that a rumor you’ve received is false, do a “reply all” to whoever sent it to you and give a short synopsis of what you’ve learned.

**EMAIL MARKETING**

If your club has a large distribution list and/or you find that your emailed newsletters are being blocked as spam, you may want to consider the use of email-marketing. This is an internet service that maintains your mailing list and forwards your emails to everyone on that list in a way that avoids the spam blockers. The companies that offer this service usually charge a small monthly fee. The company currently employed by several Republican organizations including NFRW and the California Republican Party is ConstantContact.com.
SPEAKERS BUREAU

NOTE: This is a new chair recently established within CFRW Southern Division. It is believed that this position is best served at the Division level although County/Region chairs may need to be established to assist the Division chairs.

The Division Speakers Bureau chair will:

1. Gather speaker names from Division members’ recommendations and their newsletters. If the name came from a newsletter, the chair will contact the club’s 1st VP AFTER the speaker speaks to see how the speaker did. If the speech went well (and the 1st VP recommends), she will obtain the contact info from the 1st VP for the speaker. That’s probably enough vetting for any speaker.

2. Contact the speaker to see if there is interest in being on our Speakers Roster. If so, send him/her a form and have the speaker fill it out and return it to her. This process sometimes takes several emails/phone calls to follow up.

3. Comment: This process is preferable to referring our speakers from item #1 above to the website to fill out the Speaker’s Request form. The consensus is that it is better to have personal contact with them, for easier follow up.

4. Send the new speakers’ information periodically to:
   a. CFRW Speakers Bureau chair for posting on the CFRW website in an Excel file
   b. CFRW Speakers Bureau chair in a revised Division .pdf file for posting on the Division website.
   c. The Division newsletter editor to include in the Division newsletter

5. Work with the CFRW state Speakers Bureau Chair to keep Division and state rosters in sync.
TEENAGE REPUBLICANS (TARS)

TARS (TeenAge Republicans) is a national organization that has clubs all over the United States. There is a National TAR Resource Packet to help the groups to get formed. TARS may be able to meet on campus but have to have their own officers running the meetings. Off campus they may have an adult present.

There are many projects that will get them interested such as: "Project Wounded Soldier" program and phone banks at the local Republican Party offices are particularly popular.

The newly updated website WWW.TeenAgeRepublicans.org is a wonderful way to get a group started. It has included the additions of a video page, photo slides of TARS across the nation and a live Fox News feed.

To start, find a teenager with connections to get a group started in the school and work with them on local political problems. The enthusiasm of the various clubs in other states will give them the will to be involved.

National TARS Headquarters
“In Historic Nanassas”
10620-B Crestwood Drive
Manassas, VA 20109

P.O. Box 2128
Manassas VA20128

Mary Humphrey, longtime CFRW TARS Coordinator, encourages our clubs’ involvement in TARS with the following: “After reading all the essays I know that we have many young people that want to get involved and this can be ONE of the Federated Clubs projects.”
WAYS AND MEANS

The Ways and Means Chairman has the responsibility of raising additional money, in excess of dues, to fund the club’s activities. How much money the club raises depends in part on its size and also on the activities the club feels it must support.

Regardless of the size of the club, it is well to remember that the Federation is NOT the fundraising arm of the Republican Party. The club’s first obligation is to support the club’s educational programs, increase membership, and to encourage the broadest possible participation by the members in active political work. The financial obligation beyond this is to provide the necessary financial help to insure that the club is represented at all county/regional, Division and CFRW seminars, workshops, and by its rightful number of delegates at the Federation Conventions.

All fundraising projects fall into two distinct categories:

- **Sustaining projects** – those recurring projects/events used to raise money for the club. These include such things as: opportunity drawings; jewelry, book and white elephant sales at club meetings; monthly informal get-togethers or training sessions where the club charges members to attend and/or purchase study materials and/or refreshments.

- **Special events** – those events where you’re looking for maximum participation from other Federation clubs and/or your surrounding community in order to raise substantial funds.

**DUTIES**

1. It is important to know the members’ tastes, interests and preferences to ascertain which sustaining projects and special events will have the greatest appeal. Perhaps a questionnaire in the newsletter would elicit ideas and comments. Remember – no matter how nice the function or project, if your members have little interest in it, it is not the way to earn substantial funds for your club.

2. Advance planning is very important to assure maximum attendance as well as adequate participation. When the needs of the club have been established by the Budget Committee, the Ways and Means Chairman should present ideas on fundraising to the Board for approval.

3. Avoid scheduling special events on the same days that the County/Region, Federation and Southern Division hold their monthly meetings or special events. Attempt to avoid scheduling events on the same days that other clubs within your immediate geographical area hold their monthly meetings or special events.

4. Some clubs have found that it pays to send members a calendar of events to be held throughout the year so that dates may be reserved.

5. Divide up the work into as many committees with as many participants as possible. This will increase the enthusiasm for the event, as well as the attendance.

6. Check insurance coverage with the homeowner for events held in private homes.

7. Check the club’s insurance coverage for events especially in regards to the serving of alcoholic beverages. Some of the insurance rules can be a bit convoluted: In San Diego County, for instance, our current blanket policy for the clubs states they’ll be covered for events where alcoholic beverages are being served only where full meals are also being served (e.g., lunches and dinners). Under this rule, wine and cheese tastings are not covered and your club would have to purchase separate insurance for such an event.
8. Check with the district attorney or local police if there is any question about the legality of your plans. This is important where games of skill or chance are involved. In some communities you must also determine alcohol and smoking restrictions.

SUSTAINING PROJECTS

1. Opportunity Drawings – The sale of tickets for chances on gifts/cash either donated to the club or purchased by the club for this purpose. To make these successful:
   a. Try to group your drawing gifts into bundles or baskets of equivalent value. If you have some prize(s) of significantly greater value than the rest, set up a separate opportunity drawing with higher priced tickets of a different color than your lower priced tickets.
   b. Display your opportunity gifts as close to your club’s event registration table as possible, preferably within the meeting room.
   c. Identify a theme for the gifts being offered and make sure that at least two of the prizes you’re offering fit the theme you’ve set. For instance a patriotic or holiday theme (Christmas, Easter, Flag Day, etc.) will attract folks to your table.
   d. Price your tickets in accordance with the value of the prizes you’re giving. Always offer a quantity discount (e.g., $1 each or 6 for $5)
   e. Display your ticket prices prominently.
   f. Remember to check IRS regulations (IRS Notice 1340) if you plan to set up a high-end drawing for this year’s reporting requirements for such prizes. The IRS require your club to fill out a withholding form and your winner must declare the value of any prizes where the fair market value of the prize exceeds an amount specified stated within these regulations. As a rule of thumb, most clubs try to keep the value of the prizes they offer below this amount.
   g. Ask your members and/or member clubs to provide gifts for the drawing. Ask for drawing gifts from your local merchants.
   h. Assure your club maintains an expense line on the club’s budget for the purchase of opportunity drawing prizes. Although you actively pursue donations, there will be times that you’ll be unable to round up enough donations, people will forget to bring what they’ve promised, or the donations you’ve received do not easily fit into your overall plan for that month’s drawings.
   i. For regular drawings, shop for quality gifts at bargain prices. Whenever you need to purchase gifts for your opportunity drawing always check out your local thrift shops, Salvation Army and Goodwill, box stores (e.g., Big Lots, $1 Stores) before looking at even the cheapest of the standard retail stores. There are surprises bargains to be found if you’re diligent in your search for them. Warning: Do check for breakage – some of these stores are expert at “fixing” things so that you don’t notice the damage until you get the item home.
   j. Chinese Auctions are drawings where patrons drop tickets into a bag set beside or behind each gift in order to signify exactly what gifts the patron wishes to win if lucky. These drawings typically earn quite a bit more money for your club than the standard drawing where tickets are drawn from a common pot and gifts are awarded randomly.
      Note: If you are running a Chinese auction, ask someone to note the winning ticket number for each prize.
   k. For special (high-end) drawings find and purchase gift(s) that you believe will be especially attractive to your members and usually something they might be a bit reluctant to purchase themselves. New electronic gadgets, cash, gift certificates, gas and credit cards, tickets to a Republican event, and the end-product of a club craft project (e.g., a hand-made patriotic quilt) – all make fine gifts that will attract more money to your coffers.
Note: Do not schedule these drawings too frequently. Part of what makes these drawings "special" is their rarity – which also encourages heavier sales.

2. Sales – Every club can subsidize some of their club’s activities by selling things to their members and to others. Whatever you’re selling, a table to display your wares can be set up at every one of your club’s meetings and most of your club’s events. Too, don’t forget to take advantage of offers from upper levels of the Federation to display your wares at some of their meetings and/or events. Finally, most clubs do rent booths at local fairs in order to register Republicans. Consider commissioning some items for public sale and upgrading your fair-booth to permit the sale of what you’re offering. This not only brings in money to the club but can also assist the registration effort.

a. Jewelry, either patriotic or Republican, may be obtained from sources recommended by the National Federation. Buy only what you can sell, especially dated campaign jewelry.

b. Newsletter “Sponsorships” and/or Subscriptions – Should be done in concert with the club’s Newsletter Chairman.

c. Books – new or used. Some ideas:

d. Set up a book exchange – charging a nominal fee (e.g., 10-50 cents) to pick up a new book if member exchanges it for another; otherwise charging member a higher price if no book is exchanged.

e. Books in bulk – popular in particular for patriotic children’s books purchased directly from the publisher. (Note: Some of these books can also be given to libraries as part of your project Mamie Eisenhower Library Fund project and/or to schools as a Caring for America project.)

f. Club Cookbook – Club members give you their favorite recipes and you publish a cook book for sale. These can also be sold at county/region, and division events.

g. Local Discount Book – Club solicits discount coupons from local merchants and sell them as a packet or a book to members, friends, etc.

h. Club Crafts – Members can meet to make crafts that they then donate to the club to be sold at regular club meetings or offered as a special opportunity drawing prize.

i. Commissioned Items – Be creative. Design a button or a T-shirt or tote-bag or ?? and have it manufactured for sale. Examples: the ABO Pins (“Anybody But Obama”) and the “OMG” Tote-Bags (“Obama Must Go”), both of which have earned a lot of money for the clubs that first commissioned them.

3. Vendor Commissions – This is the money you earn by allowing a commercial vendor (preferably someone who belongs to the Federation) an opportunity to sell their wares at your functions.

a. Be ready to answer the all-important question – how many people will be attending your event? The amount of time involved in traveling to a venue, setting up, breaking down then returning home again is money lost to the vendor, especially with the cost of gas and the sometime need to spend an overnight before the vendor returns home again. Please do not be upset if a vendor simply cannot afford to come to one of your club’s meetings because he/she cannot hope to sell enough to make her travel worth-while.

b. How Much to Charge: Except for speakers selling books (who see their book sales as part of their honorarium) and other Republican (Federation, College, Young, TARS) clubs seeking to sell something for their own fundraising efforts, charge a commission to anyone who wants to sell anything at your meetings and events. Most commercial vendors do expect to pay somewhere between 12 and 15 percent of their gross sales before taxes. CFRW and its divisions also demand from each vendor a gift for that day’s opportunity drawing.

c. Even if your club is too tiny for normal vendor sales, don’t ignore other possible sources for commissions. Your club members represent many industries that might be willing to offer some sort of commission to the club when other club members choose to take advantage of their services. Travel agents can offer a commission for any trip booked; restaurant owners
can offer a commission for every member eating at their establishments. Don’t forget such things as spas and hair salons and mail box stores.

4. Non-Special Recurring Events – These are those events that a club holds regularly and several times within a year outside of the club’s regularly scheduled monthly meeting. During an election year, this could include meet-and-greets as well rummage sales, monthly political discussions, ice cream socials, etc. One enterprising Federation club meets regularly at a shooting alley for gun practice. Any of these events could include opportunity drawings and/or vendor sales but seldom do. It is important to note that one club’s Special Event can easily be similar if not identical to another club’s Non-Special Recurring Event, requiring as much effort to put together but, evolving into a major or minor event depending on club size and the number of people able and willing to serve on the committee for the event. Consequently all of these options are described in more detail under the Special Events.

SPECIAL EVENTS

The Ways and Means Chairman has a great deal of flexibility in setting up special events that she believes will appeal to the club’s membership as can seen from the examples listed below. This flexibility must be tempered to the size of the club and the size of the Ways and Means committee.

Note: NO ONE LADY SHOULD ATTEMPT TO SET UP ANY OF THESE EVENTS BY HERSELF. Remember, you encourage your club’s new members by asking them to participate in planning and staging these events; your club benefits from the experience of your senior members by seeking their advice and participation.

1. **Barbecues** - Let the men be chefs and the ladies provide the rest of the dinner. Have a money-making cocktail party preceding the dinner. Not only is this a good fund-raiser, but a good get-acquainted event. Invite Republican dignitaries.

2. **Boutiques** - Gift items made by your members and then sold on a specific day prior to Christmas. Suggest: craft items, knitted or crocheted articles, ceramics, etc., plus homemade jams, jellies, breads and cookies.

3. **Bridge Parties** - Tournaments or lessons can be exciting and educational. Round Robin or Telephone Bridge can involve not only members but friends.

4. **Day at the Races** – During racing season purchase a group of tickets for your members and sell them at a profit. Note: Tickets in the better seating areas are not always available and are almost never sold at a discount. Check with the venue well ahead of time to see what’s likely to be available then pass the date through your club’s executive board.

5. **Demonstration Parties** - A popular event and can cover any number of topics from package wrapping and cosmetics, to cooking and floral arrangements.

6. **Fashion Shows** - Each community has stores willing to put on a show and either furnishes models or use members as models. This function can be coordinated with a tea or luncheon. Add to this attraction by having Republican candidates or legislators model.

7. **Ghost Parties** - These events appeal to those members who are overly involved or who have conflicting responsibilities. Send cleverly worded invitations to a make-believe party. Ask guests to be present in spirit only. They can stay at home in comfort with no baby-sitting expense or parking problems. All the guests need do is buy a ticket.

8. **Home Tours** - Select 4 or 5 outstanding homes in your community. The fee covers the tour and tea served at one of the homes. Hostesses should have information regarding furnishings, architecture, etc. The public is always curious and this adds interest.

9. **Ice Cream Sales** – Set up a booth on a hot day in a public park. (Check with your local authorities first.)

10. **Ice Cream Socials** – Always a fun event during the heat of summer. Bring in some commercial ice cream for sale of sundaes, sodas and chilled treats. Have a home-made ice-cream best-of
contest and sampling, charging per spoonful. Have an ice cream eating contest and/or set up some games for children. Invite Republican dignitaries.

11. Inventories  - Department stores might hire club members to do their annual inventory. They pay minimum wages, but this is all profit.

12. Las Vegas Nights  -- Set up your favorite games of chance but instead of playing for money, gamble for prizes and/or opportunity drawing tickets. (Check with your local authorities first.)

13. Local Arts Gala – Most communities have a group of local artists who would love to display and sell their wares. Make an evening of it with champagne and heavy hors d’oeuvres and chamber music playing in the background. Encourage your attendees to dress formally. Charge an admission fee and donate a portion of it to your local arts guild or museum. Invite Republican dignitaries.

Note: There are also vendors who host art auctions, bringing in the art pieces for sale as auction items where the club provides the venue and extras but gets a commission on the sales.

14. Meet Your City Tours - Trips to places of historic or cultural interest, to city council meetings, to court sessions, etc., by rented bus or carpool. Add a margin of profit over and above the cost. Gives members, especially those who do not drive, an enjoyable and educational outing. Consider serving coffee or wine and/or box lunches in route, if appropriate.

15. Meet-and-Greets – These are familiar to all active partisans but can also make money for your club with opportunity drawings and/or Republican paraphernalia sales.

16. Plant Sales – Particularly appealing during the spring months when people begin planning their gardens. Have your green-thumbed ladies put together a selection of potted plants and ask the others to bring in other garden-related items.

17. Rubber Ducky Races – Set up a large tub of water and sell rubber duckies to contend in races from one end of the tub to another as encouraged by their new proud owners. Offer a prize for the winner, of course. This can be a really big money-maker incorporated as part of a barbecue or other outdoor event. (Expect to get wet.)

18. Rummage Sales - An old standby for clubs that enjoy this event. Events require a minimum of expense but necessitate lots of work in collecting sufficient merchandise to make the sale worthwhile, to price the merchandise and to sell it. You may need a city permit to advertise.


20. Shooting Practice – Make a deal with a local shooting range to let your ladies practice their marksmanship at a reduced rate with the club pocketing a few dollars of the difference. (All in the name of 2nd Amendment rights, of course.)

21. Silent Auctions - Gather new or nearly new merchandise from your members (not rummage) and display for bidding (in writing) at another special event when members will have adequate time to bid and re-bid. Specify the closing time for the auction well in advance.

22. Theater/Concert Parties - An event that appeals to couples, and singles too. Many theaters sell blocks of tickets at discounted price. Add another few dollars for your club treasury. Don't forget the small, local community theaters.

23. Whale Watching – Another event where you can purchase tickets at a discount and sell them for a profit.

BOUNTY

State and County Republican Party affiliates frequently offer clubs money for every Republican their members register. This money, though a valuable resource for the club, is not typically viewed as being within the purview of the Ways and Means Chairman. Nevertheless, keep track of the monies earned.
through this medium as you may have to revise your committee’s fundraising goals upward should the bounty earned be less than what was anticipated at budget time.
YOUTH ADVOCACY COORDINATOR

The Division Youth Advocacy Coordinator encourages all the Counties in her Division to participate in our Youth Advocacy Program by either sending a student (students) to Sacramento or by sending donations to help sponsor a student (students). The student applications and forms are made available on the Division website and are updated as needed. The student forms and the Monday Evening Dinner checks are sent to the Division Youth Advocacy Coordinator. She arranges the Monday Night Dinner for the students and the program, which usually includes special guest speakers, such as legislators and our own Legislative Advocate.

County/Regional Youth Advocacy Coordinators serve as a liaison between the clubs within their county/region and the Division Youth Advocacy Coordinator.

Club Youth Advocacy Coordinators identify the students and chaperons their clubs will send to the Youth Advocacy Program and coordinate transportation arrangements in concert with their county/regional counterparts.
CALIFORNIA FRANCHISE TAX BOARD REPORTING

EDITOR’S NOTE: THE FOLLOWING INFORMATION WAS COPIED FROM A FAX FORWARDED TO CFRW PRESIDENT MARIANN HEDSTROM ON JAN 07 11 11-15A. THE FONT HAS BEEN ENLARGED TO MAKE IT MORE READABLE. SOME MINOR EDITING HAS BEEN DONE TO MAKE SURE EVERYTHING APPEARS IN ITS PROPER POSITION AS MUCH AS POSSIBLE.

FRANCHISE TAX BOARD
New Reporting Requirements for Small Tax-Exempt Organizations

New reporting requirements for small tax exempt organizations take effect January 1, 2011 (California Revenue and Taxation Code Section 23772). Small tax-exempt organizations are those with normal gross receipts of $25,000 or less who under these new reporting requirements must electronically file FTB 199N, Annual Electronic Filing Requirement for Small Tax-Exempt Organizations (California e-Postcard), available January 2011. This new requirement applies to account periods beginning on or after January 1, 2010.

Exceptions
* Churches and church-related organizations have no filing requirement
* Private foundations must file Form 199, Exempt Organization Annual information return.

Annually, these small tax-exempt organizations must include the following information in electronic form when they file the California e-Postcard. (The terms organization and entity are interchangeable.)

- Entity identification number or California corporation number
- Legal name of the organization
- Federal employer identification number
- Account period beginning and ending (also known as your tax period or tax year)
- If your entity’s account period changed.
- Entity’s mailing address
- Any other names the entity uses (doing business as or DBA name)
- Name and address of a principal officer
- Website address, if applicable
- Website address, if applicable
- Entity’s amount of total gross receipts (the gross receipts must be normally $25,000 or less)
If the entity terminated or went out of business.

If the entity started business within the current year

Contact person’s name and telephone number

The due date is the same for state and federal purposes — by the 15th day of the 5th month after an organization's tax year ends. Therefore, calendar year organizations must file by May 15.

We do not charge a fee to file the California e-Postcard. If the organization does not file on time, we will send a reminder notice, but will not assess a penalty for late filing. However, if an organization fails to file for three consecutive years we automatically revoke its California tax-exempt status. If this occurs, the organization must reapply using form FTB 3500, Exemption Application, and get approval to regain its tax-exempt status. Any income received between the revocation date and renewed exemption date may be taxable.

We must publish and maintain a list of the organizations whose tax-exempt status is revoked. We plan to publish this list on our website in the near future.

For more information, go to ftb.ca.gov and search for exempt organizations or call us at 800.852.5711, select Business Entities information, and then select option 4 to speak to a representative.

Internet and Telephone Assistance

Telephone 800.052.5711 TTY/TDD: 800.822.6268 for persons with hearing or speech impairments.

FREQUENTLY ASKED TAX QUESTIONS

1. Are Federated Clubs required to file 990 N E-Postcard if gross receipts are $25,000 or less?
   a. NO, Ruling by NFRW February 5, 2011

2. Are Federated Clubs required to file Form FTB 199 if gross receipts are $25,000 or more?
   b. NO Ruling by Dana Reed, Esq. February 5, 2011

3. Are Federated Clubs required to file California Form FTB 199 E-Postcard if gross receipts are $25,000 or less?
   a. NO, Ruling revised by Dana Reed, Esq. February 12, 2011

4. If gross receipts are $25,000 this year but not next year, what are the filing requirements?
CALIFORNIA LEGISLATURE

BICAMERAL LEGISLATURE

The California Legislature consists of two houses; the Senate with 40 members, and the Assembly with 80 members.

Visitors are welcome to the balcony of both houses, but to avoid confusion, the floors of the houses are not open to the public while the houses are in session.

ELECTION OF MEMBERS

Members are nominated by the political parties at the primaries in June and elected to office in November. From 1928 until 1966, the so-called federal method of representation prevailed in California. Under this plan the 80 members of the Assembly each represented 1/80 of the state’s population, while the 40 members of the Senate were elected from counties, or combinations of counties, no county having more than one Senator and no Senatorial District containing more than three counties.

In 1966, the Legislature adopted legislation following the guidelines set forth by the U.S. Supreme Court requiring both houses of the Legislature be apportioned on the basis of population. Since 1971, the federal census, taken every ten years, has been the basis upon which the Assembly, Senatorial and Congressional Districts have been reapportioned by the party in power. The proposed reapportionment plan goes to the Governor for his approval or veto.

Assemblymen are elected for two-year terms. Members of the Senate are elected to four-year terms, with those representing the odd-numbered districts running for office during the presidential years and their colleagues from even-numbered districts standing for election at the same time as California’s Constitutional Officers.

To be eligible to run for office of either house requires a residency in the state for four years and the district for one year.

SESSION SCHEDULE

The Legislature meets in regular two-year sessions, beginning on the first Monday in December after biennial elections. The Senate and Assembly elect new officers and select new committee chairmen. New bills may be introduced during this December session of approximately two weeks. The Legislature then recesses until the first Monday in January when it reconvenes.

The Governor is vested with the power to convene the Legislature by proclamation of an “extraordinary occasion” and legislators may then act only upon those subjects specified in the proclamation.

OFFICERS AND STANDING COMMITTEES

SENATE

OFFICERS: California’s Lt. Governor serves as President of the Senate. Serving beneath the Lt. Governor is the President pro Tempore. Chosen by the Senate membership, the President pro Tempore also serves as chairman of the Rules Committee, which is elected from the Senate membership on the first day of the legislative session. Other officers include: The Secretary of the Senate, the Minute Clerk, the Sergeant-at-Arms, the Senate Chaplain.

The RULES COMMITTEE (elected from Senate membership) consists of five members. This committee determines the membership of all other Senate committees, assigns bills to committees, and bears the responsibility for administering all functions of the
Senate, including approval and allocation of financial matters. The Committee determines assignment of the private offices used by Senators.

OTHER COMMITTEES - Membership is determined basically by the interests of the individual Senators. All efforts are made to see that each one is assigned to committees of his choice.

COMMITTEE CHAIRMANSHIPS - The Senate Rules Committee appoints the committee chairman. It is customary to appoint the senior member of the committee as chairman. Should the senior member be chairman of another committee, or be a member of the Rules Committee, the chairmanship is then passed on to a junior member.

ASSEMBLY OFFICERS: The Assembly elects a Speaker, a Speaker pro Tempore, a Chief Clerk, and a Sergeant-at-Arms.

SPEAKER OF THE ASSEMBLY - This is the most powerful office in the Legislature. He appoints chairmen of all standing committees in the Assembly as well as determines the membership of all committees, except the Committee on Rules. The Speaker has direction over the Chambers and rooms set aside for the use of the Assembly, including rooms used for private offices by members of the Assembly. He establishes a schedule of meetings of standing committees. He determines the COMMITTEES TO WHICH ALL LEGISLATION IS REFERRED. The Speaker also appoints a member of the Assembly to serve on the JUDICIAL COUNCIL.

RULES COMMITTEE - This committee consists of the Chairman (appointed by the Speaker) and six other members, three of whom shall be members of the minority party, selected by the party caucus and elected by a majority of the members of the Assembly.

OTHER COMMITTEES - The Standing Committees, based on subject matters, are determined by the Standing Rules of the Assembly. The number of members on each committee and their selection is determined by the Speaker. Committees are composed of members interested in the committee subject.

COMMITTEE CHAIRMANSHIPS - Committee Chairmanships and Vice-Chairmanships are awarded by the Speaker of the Assembly.

PASSING A BILL THROUGH THE ASSEMBLY OR SENATE

1. Bill is introduced, the title is read, it is printed, and assigned to the proper committee.

NOTE: All Bills carrying appropriations must be referred to: Ways and Means Committee (Assembly) and the Finance Committee (Senate)

2. The committee conducts hearings. Proponents of measures interview the Chairman of the committee in possession of the bill and arrange for a hearing. Persons known to be for or against the measure are notified so that they may be heard.

3. The Committee takes action. One of the following recommendations is made:
   a. Do pass
   b. Do pass as amended
   c. Taken under submission
   d. Refer to interim study
   e. To table (this has the effect of killing the bill)

4. Placed in a second reading file. If there are no amendments, the bill is simply read the second time, which consists of reading the title of the bill and placed upon the third reading file for the
next day. If there are amendments, they are read. If adopted, the bill is reprinted and placed upon the third reading file.

5. Third reading and passage. On the third reading, the title is again read, the bill explained, the roll called, and the bill is passed or refused passage. If passed, it then goes to the other house where it must go through the same procedure as the house of origin.

6. To the Governor for approval, veto or line item veto. (If veto, it requires two-thirds vote of both houses to become law.)

NOTE: If one house adopts amendments to a bill originating in the other house, the house of origin must concur in the amendments or, if not, the bill is referred to a committee or conference composed of members of both houses who try to resolve such differences of opinion as exist. If they fail, the bill dies.

GLOSSARY

“A Glossary of Legislative Terms” commonly used by the California Legislature can be obtained by writing to Canvassing the Capitol Editor listed in the CFRW Roster.

NATIONAL LEGISLATION

Details as to National Committees and types of legislation, i.e., bills, resolutions, amendments, appropriation and money bills are available from your Congressman.
CAMPAIGN REPORTING OF POLITICAL DONATIONS

CAMPAIGN REPORTING DEFINED
Campaign Reporting is the reporting of all donations or contributions to the State Fair Political Practices Commission (FPPC) and the Federal Election Commission (FEC) to reveal to public scrutiny the campaign financing practices of candidates, office holders, and campaign committees. All levels of the Federation (clubs, Counties, Divisions, State) that make donations must be informed on the reporting process.

THE FEDERATION’S PHILOSOPHY ON POLITICAL DONATIONS?
The Federation of Republican Women is NOT the fund raising arm of the Republican Party. The objective of the Federation is the promotion of political education and activity. The Federation assists the Republican Party by registering voters, walking precincts, and volunteering at campaign headquarters. As a general policy, funds raised should be used to pay the required per capita dues, the expenses of sending out newsletters, the expenses for program speakers, etc., as well as the expenses of sending as many members as possible to Federation seminars and conventions.

The Federation recommends Clubs avoid campaign reporting. Campaign reporting can place a Treasurer in a very vulnerable position. Most Treasurers are volunteers with very little experience in campaign reporting. Instead, the Federation recommends and encourages members, other than a President, to support the candidates of their choice both financially or otherwise.

WHAT IS CONSIDERED A POLITICAL DONATION OR CONTRIBUTION?
A contribution is any monetary or non-monetary payment for political purposes for which full and adequate consideration is not made to the donor; or anything of value given to influence an election. A more complete explanation can be found in the current FPPC or FEC manuals.

WHERE DO WE GET INFORMATION ON CAMPAIGN REPORTING?
1. The Federation Campaign Reporting Chairman for general information on how the Federation reports.
2. For City, County and State Reporting, call your City Clerk, County Registrar, or the FPPC in Sacramento. Call collect to 916-322-5662. Request the current FPPC Information Manual for our Classification (Manual C), a Form 410 to apply for an ID Reporting Number, and a Form 450 to make the first required report. They will be mailed to you free of charge.
3. For Federal reporting contact the Information Services Division, Federal; Election Commission, 999 E Street, NW, Washington, DC 20463 (Toll-free telephone 800-424-9530). Request their Campaign Guide for Non-connected Committees and the FEC Form 11, Statement of Organization. They will be mailed to you free of charge.
CFRW PER CAPITA REPORT FORM INSTRUCTIONS

Thank you for agreeing to prepare the per capita reports for your club. The work is not difficult, but it requires you to work carefully and accurately.

Remember that the Data Center and your County and Division Membership Secretaries are always available to help you with any questions or problems that you may have with these forms.

HANDWRITTEN AND TYPED FORMS

1. If you are going to handwrite or type your report, please do NOT use one of the forms designed for computer use. The form designed for handwriting and typing has large boxes to accommodate handwritten and typed text. If you do not have the correct form, you can get it from the Data Center or on our website in the "Info for Members" section under "Guides and Forms." There are two pages to the handwritten/typed form. The page with the summary on it is for page 1 of your monthly report. The page without the summary is for page 2 and above for each month's report.

2. Please make copies of both blank pages BEFORE you start filling them out and save the originals for later use to make more copies. Additional forms are available from the Data Center or in the "members only" section of the CFRW website at http://www.cfrw.org.

3. If you are going to hand write the forms, please print clearly and use BLACK INK. Otherwise, use a typewriter to fill out the form.

4. The first report of the year is the January report, but do not file your first report until you have at least 10 names to report. From then on, file a report each month in which you have members to report. You do not need to file a report in a month in which there is no changes to your membership list.

5. The deadline for each report to be received is:

6. Southern Division Clubs to your County Membership Secretary -10th of the month. This could be crucial if there is a contest deadline and for credentialing delegates to conventions.

7. The final report of the year is the October report. Any members paying after the October report should be held for the first report of the next year.

8. List names alphabetically by last name. Please fill in the data for each member. Do not put "n/a" or "unknown," etc. If you don't know the information, just leave it blank. Please use the proper case for all fields. (Do not use ALL CAPS.) Believe it or not, the most common mistake has been for membership secretaries to report the same member on more than one report. Please check and make sure that each member you are reporting has not already been reported during this membership year. Don't forget the telephone area codes! Please make an extra effort to collect email addresses.

9. Membership Categories:

   a. Regular membership:

      i. Must be a woman who is a registered Republican.

      ii. Must not be a regular member of another CFRW club

      iii. A Republican woman can hold regular membership in only one club at a time.

   b. Associate membership:

      i. A man who is a registered Republican.

      ii. A man or woman who is a non-citizen.

      iii. Someone who is too young to vote.
iv. A Republican woman who is a regular member in another club.

v. Members who move away DO NOT qualify for Associate member status unless they join another Federated club as a regular member. They remain a member of your club until their memberships expire or until such time as they request a formal transfer to another Federated club.

vi. Members who are no longer active DO NOT qualify as Associates unless they join another club as a regular member. The club retains their Associate dues. They are not reported on the per capita report.

10. Codes:
   R    Member who is renewing with no changes to last year’s report.  RC  Member who is renewing with changes from last year.
   C    Member whose information on earlier report has changed. If a member has changed her name, please include a note to that effect, so we know who she is.
   N    Member who did not pay dues in the previous year is a new member.
   D    Member who is deceased.
   + T  Member who has already paid dues to another club and is transferring into your club during the current membership year. Her dues are NOT transferred to your club and you do not pay per capita for her. Note which club she is transferring from.
   - T  A member who has paid dues to your club but is transferring out of your club to another club. Note the club she is transferring to.

11. Fully complete the top portion of page 1 of each report.
   a. Your first report should state zero (0) for members “Previously Reported.”
   b. For subsequent reports, members previously reported include ALL the members who have been reported this membership year up to, but not including, the current report.
   c. The “Year to Date” is the sum of the “Current Report” numbers and the “Previously Reported” numbers. The "$" per member is the amount you need to send to your County, NOT the amount you collected from your members. Get your County per capita amount from your County Membership Secretary.
   d. Number each filed report consecutively. 1, 2, 3, etc. If you are filing in May, but it is only the second one you have made, it is marked #2, not the number if the month in which you are filing. (Please do not use the old numbering system IA, IB, etc.)

12. How to make corrections:
   a. Do not go back to a previous report to make corrections.
   b. Use the “Renewal Adjustments” or “New Member Adjustments” lines to make corrections for a previous report. For example, if you mistakenly reported a new member as a renewal, put a “+1” in the “New Member Adjustment” box and a “%1” in the “Renewal Member Adjustment” box.
   c. If you paid for the same renewal member twice, put a ”- 1” in the “Renewal Adjustment” box and subtract the overpayments fee in the "$" column. Please add a note to your report with the reason for the correction.

13. Make six (6) copies of each report.
   a. Send four (4) copies to your County Membership Secretary along with your check payable to your County CFRW for each new and renewal member. Send one copy of each monthly report to Marianne Raia, 4721 Ambrose Avenue, Los Angeles CA 90027.
b. IMPORTANT. Make sure that the copy you send to Marianne is EXACTLY the same as the copies you sent to your County membership secretary.

c. Keep one (1) copy for your own club's records.

14. The next report, use blank forms and enter only those new, transfer or renewal members since the last report.

**COMPUTERIZED FORMS**

This is the preferred method of reporting. The forms shown here are for sample purposes only. The Excel file for use in submitting membership per capita reports must be requested from Marianne Raia at DataCenter@CFRW.org in late December or early January for the coming year.

Complete instructions for completing these forms will be sent with the Excel file.

Print five (5) copies. Send:

- Four (4) copies to your county membership secretary
- Retain one (1) copy for your club

Email one copy to DataCenter@CFRW.org
California Federation of Republican Women, Per Capita Report, page 1

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<th>Club #</th>
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Codes: N-New Member, T-Transfer Member, C-Changes to member info
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CALIFORNIA FEDERATION OF REPUBLICAN WOMEN
2012 Per Capita Report for Microsoft Word Only
Please DO NOT use this form for handwritten or typewritten reports

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*Renewal Adjustments (+/-)
*New Memb Adjustments (+/-)
*Totsals

*Please see instructions on how to make adjustments

Don’t forget to: Read the accompanying instruction sheet carefully.

- List names alphabetically with name, full address, phone w/area code, fax, e-mail. Please make an extra effort to collect email addresses.
- Include member codes: “R”=Renewal Member, “RC” = Renewal member with changes, “N”=New Member, “C”=changes only to member info, “+T”=Member transferring into your unit, “-T”=Member transferring out of your unit. “D”=Deceased member Do not list associate or sponsor members.
- Send 4 copies of report to your County (for Southern Division units) or Division (for Central and Northern Division units) Membership Secretary. Include a check payable to your County (for Southern Division units) or your Division (for Central and Northern Division units)
- Email your report to DataCenter@cfrw.org (or send by postal mail to the Data Center if you cannot email it)

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<td>PO Box 110001</td>
<td>Juneau</td>
<td>AK</td>
<td>99811</td>
<td>(907) 465-3532</td>
<td></td>
<td><a href="mailto:governor@gov.state.ak.us">governor@gov.state.ak.us</a></td>
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Report Prepared by:
Position:  
email:  
Area Code / Phone:  

Co-Workers:  
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# How to Address Public Officials

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<th>Salutation</th>
<th>Closing</th>
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<tr>
<td>President of the United States</td>
<td>The President of the United States The White House Washington DC 20500</td>
<td>Dear Mr. President</td>
<td>Sincerely</td>
</tr>
<tr>
<td>Vice President of the United States</td>
<td>The Vice President of the United States Washington DC 20510</td>
<td>Dear Mr. Vice President</td>
<td>Sincerely</td>
</tr>
<tr>
<td>Cabinet Members</td>
<td>The Honorable [Full Name] Secretary of [Cabinet Position] Washington DC [zip code]</td>
<td>Dear Mr. Secretary (Male) Dear Madam Secretary (Female)</td>
<td>Sincerely</td>
</tr>
<tr>
<td>Chief Justice of the Supreme Court</td>
<td>Chief Justice Supreme Court of the United States One First Street, NE Washington DC 20543</td>
<td>Dear Mr. Chief Justice</td>
<td>Sincerely</td>
</tr>
<tr>
<td>Justice of the Supreme Court</td>
<td>Justice [Full Name] Supreme Court of the United States One First Street, NE Washington DC 20543</td>
<td>Dear Justice [Full Name]</td>
<td>Sincerely</td>
</tr>
<tr>
<td>United States Senator</td>
<td>The Honorable [Full Name] United States Senate Washington DC 20510</td>
<td>Dear Senator (Last name is optional.)</td>
<td>Sincerely</td>
</tr>
<tr>
<td>United States Congressman</td>
<td>The Honorable [Full Name] House of Representatives Washington DC 20515</td>
<td>Dear Congressman (Male) Dear Representative (Female) (Last name is optional.)</td>
<td>Sincerely</td>
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<th>STATE</th>
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<tr>
<td>Governor</td>
<td>The Governor of California Executive Office Sacramento CA 95814</td>
<td>Dear Governor (Last name is optional.)</td>
<td>Sincerely</td>
</tr>
<tr>
<td>Lieutenant Governor</td>
<td>Lieutenant Governor of California Sacramento CA 95814</td>
<td>Dear Governor (Last name is optional.)</td>
<td>Sincerely</td>
</tr>
<tr>
<td>Attorney General</td>
<td>The Honorable [Full Name] Attorney General of California Sacramento CA 95814</td>
<td>Dear Attorney General (Last name is optional.)</td>
<td>Sincerely</td>
</tr>
<tr>
<td>State Senators</td>
<td>The Honorable [Full Name] Senate Chamber, State Capitol Sacramento CA 95814</td>
<td>Dear Senator (Last name is optional.)</td>
<td>Sincerely</td>
</tr>
<tr>
<td>State Assemblyman</td>
<td>The Honorable [Full Name] Assembly Chamber, State Capitol Sacramento CA 95814</td>
<td>Dear Assemblyman</td>
<td>Dear Assemblywoman (Last name is optional.)</td>
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</table>

Spouses: (wife) [The title of HIS office] and Mrs. [full name] (husband) [The title of HER office] and Mr. [full name] Dear [Title of Office] and Mrs. [last name] Dear [Title of Office] and Mr. [last name]

Notes concerning the above table:

1. Zip codes shown are correct. Check official website for full address where not given as legislators sometimes have their offices in different office buildings and/or may maintain branch offices.
2. Correspondence to all elected officials may be correctly addressed as the Honorable [full name]. The term is a title of distinction accorded to any elected or appointed government official. It is a title of respect, not of rank or office, and may be retained after retirement.
3. Title of Office may be retained after retirement.
4. Personal friendship may make variations in the salutation and closing; however, the envelope and inside address are always formal.
HOW TO LOBBY

According to Wikipedia, “lobbying (also lobby) is the act of attempting to influence decisions made by officials in the government, most often legislators or members of regulatory agencies.” As political activists, Republican Women regularly contact their elected representatives to express their opinions on issues of interest.

Whatever technique for communication you choose, the most important thing is to do it. The first contact can be the beginning of a long and worthwhile relationship with your elected representatives. It can bring you the satisfaction of active involvement in the political process. Even if you rarely agree on issues, they should know what you, their constituent, thinks!

The following guidelines give you some tips on how best to do so.

WRITING YOUR LEGISLATOR

WHY - to write

1. Write a committee to influence the content of a bill under study, to get a bill reported out or committee or to keep it bottled up within a committee.

2. Write the President or Governor to veto a bill if you feel it is a bad piece of legislation.

3. Write a legislator to tell your reasons for opposing or supporting a bill. Tell him succinctly what this bill do to you, to your state or country and its citizens. Point out to him/her the source of the thinking which inspired the bill or the Constitutional provisions on the subject.

HOW - to write

1. Telegrams are the most effective way to send a message. It is said all telegrams are brought to the attention of the legislator. This may be true, but Western Union no longer handles message traffic, and the remaining services are quite expensive.

2. Letters are acceptable. Be sure not to cover more than one subject in each piece of correspondence. Be courteous, reasonable, never vindictive. Avoid smear words, generalities, and humor.

3. Postcards are a quick and easy mode of communicating. They require no opening by the staff and enjoy the advantage of brevity.

4. Online messages can be sent via email or via the contact page on your legislator’s website. Unfortunately this is not a reliable way of catching your legislator’s attention as many of these messages get no further than his/her staff.

5. Xeroxed material should be avoided. Send your personal message. Phrase your feelings in your own words. Legislators shy away from an obvious propaganda campaign.

6. Avoid email campaigns where you’re asked to add your signature to a petition. Many legislators view these as propaganda campaigns and refuse to look at them. In addition, some of these “petitions” are actually viruses and/or Trojan horses meant to infect your computer system.

WHEN - to write

1. When a bill is up for vote by one of the Federal or State Houses. Be sure you write to the House that is voting.

2. When a bill is under study by a committee or either House. Write to the Chairman of the Committee, the ranking Republican on the Committee or a sympathetic member of the Committee.
3. When an especially burning issue is under study or investigation by a special committee even though the legislature is not in session.

4. When an individual legislator has taken a public stand on an issue (for the purpose of creating public opinion) even though the Legislature is not in session.

5. When writing about a particular bill or piece of legislation, be sure to identify it by stating its number (i.e., AB742), the author of the bill and the basic subject matter (i.e., Bilingual Education).

6. When writing to a legislator who is not a Republican identify yourself as a constituent, not a Republican.

OTHER METHODS OF LOBBYING YOUR LEGISLATOR

Telegrams and Mailgrams. Often the legislator doesn’t have time to read every letter personally. However, telegrams and mailgrams are usually seen. These are guaranteed to be short and to the point. Mailgrams are quick and inexpensive. Unfortunately, Western Union Telegraph discontinued all message services in 2004. International Telegram does continue to provide this service online via www.iTelegram.com.

The Personal Visit. One very effective way of getting your message across is to make a personal visit to your representative. All members operate a district office and some have more than one. Call the district office of your representative and ask a staff member to make an appointment for you.

The Telephone Call. Used correctly, the telephone call can be a very effective action tool. Be sure to be well-prepared and well-informed and place your call at a strategic time, just before a vote, for instance. If the legislator is not available, speak to the legislative assistant. Your message will still get across.

Facebook and Twitter. Most legislators maintain public accounts on these social media sites. You can use their Facebook sites to let them know what you like and dislike. You can follow them on Twitter to see what they’re doing.

Note: Details concerning National Committees and types of legislation, i.e., bills, resolutions, amendments, appropriation and money bills are available from your Congressman. For information concerning the California Legislature, please see the “California Legislature” section in this guide.

LOBBYING TIDBITS

1. Schedule a meeting in Advance – through phone call, fax or email. Go to the legislator’s website.

2. Introduce yourself and your group if representing one.

3. Don’t be slighted if you end up meeting with a staff member.

4. When discussing an issue, do your homework – know your facts.

5. Bring materials that help make your point, and don’t be afraid to state your opinion.

6. Know the legislator’s schedule. Get the list of Committee Chairs and Vice Chairs.

7. Don’t be rude, demanding or argumentative.

8. Don’t wear partisan badges if you are visiting a legislator of the other party.

9. Follow up is important. Several days after, call for a follow up and a thank you.

10. Invite staff members to your meetings.

For more information, go to www.assembly.ca.gov/ or www.senate.ca.gov/
INSTALLATION OF OFFICERS

An installation is only a ceremony and in no way legalizes an election. However, it is a very fitting means of honoring the new officers and presenting them to the membership.

Installation ceremonies provide an opportunity to express appreciation to the outgoing officers and to install a deeper sense of responsibility in the new officers. It is also a good time to impress the members with their responsibilities to the new officers. All must work in harmony. None can do the job alone.

It is a courtesy to ask the president-elect to choose the installing officer. The installing officer may be an officer from the County, Southern Division or State Federation. However, anyone may install.

Talk with the installing officer far in advance of the meeting. Find out if she, or he, needs any “props” or wishes any special arrangements for the service. Send, in advance, a list of incoming officers and the offices they will assume. Be sure to state the job specifications of the Vice Presidents, i.e., program, membership, etc.

The installation may be very brief, charging all of the officers in one body, or the individual responsibilities of each officer may be cited. (See “The Swearing In” below.)

Note: It is nice touch at the time of installation to give the outgoing president a Past President Pin and the incoming president a President Pin. These are obtainable from NFRW, CFRW and your County/Regional Presidents/Directors (and/or the persons they designate).

The outgoing president may wish to make some remarks to the members and the outgoing board, either preceding or following the installation. The retiring president closes the meeting.

The incoming president may wish to express appreciation for being elected, for the confidence expressed in her assuming the leadership role and/or goals she has for the club. She should do this immediately following the installation. The incoming president receives the gavel the day her term of office begins.

THE SWEARING IN

The Federation has not proscribed the oath to be administered. It is therefore left to the installing officer to phrase it as she will. Shirley Kaltenborn (CFRW Southern Division President, 2006-2007) recommends the following:

1. Give a description of the office each woman has been elected to.

2. The oath: “Raise your right hand and promise to abide by the bylaws and do your job to the best of your ability.”

3. Ask the club’s members to rise and raise their right hands and promise to support their new officers with dues and attendance.

4. Declare the officers of the club (name it) duly installed.
IRS REPORTING*

*The following IRS reporting guidelines have been disseminated by NFRW for its member organizations.

Federal Requirements for the State Organizations:

Below is the general guidance that NFRW received for federal tax purposes. States and clubs should contact their own tax advisor with any specific questions regarding any state forms associated with a 527 organization.

If the 527 organization reasonably expects gross receipts to be $25,000 or less every year of its first 6 years or has never had gross receipts greater than $25,000 it is only required to file the following form:

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

Political organizations, whether or not tax exempt, that have taxable income in excess of the $100 specific deduction in a taxable year must file Form 1120-POL, U.S. Income Tax Return for Certain Political Organizations.

Form 1120-POL is due by the 15th day of the 3rd month after the end of the organization's taxable year. Political organizations may request a six-month extension of the filing deadline by filing Form 7004, Application for Automatic Extension of Time to File Corporate Income Tax Return. This extension must be filed by the due date of Form 1120-POL.

There is a penalty for failure to file Form 1120-POL.

If the 527 organization reasonably expects gross receipts to be greater than $25,000 in one of its first six years or has reached the $25,000 threshold during the year it must file the following forms:

Form 8871 – Notice of 527 Status:

A political organization must file Form 8871, Political Organization Notice of 527 Status, with the IRS to be tax-exempt. Until it files the form, its income (including contributions) is subject to taxation. Form 8871 must be filed electronically, within 24 hours of the political organization’s establishment. An amended Form 8871 must be filed within 30 days of any material change (including termination), or any income (including contributions) it receives after the material change will be subject to taxation.

Form 8872 -- Report of Contributions and Expenditures:

Tax exempt political organizations that file Form 8871 must file Form 8872, Political Organization Report of Contributions and Expenditures, to disclose information concerning:

1) expenditures that aggregate $500 or more per person, per calendar year; and
2) contributions that aggregate $200 or more per person, per calendar year.

A tax-exempt political organization that does not disclose this information must pay an amount equal to the highest corporate tax rate (35 percent) multiplied by the amount of contributions and expenditures not disclosed.

The filing due dates are available on the IRS web site at IRS.gov/polorgs.
A political organization is not required to file Form 8872 for any period of time that it is subject to tax on its income because it did not file or amend a Form 8871.

Form 990 or 990-EZ – Return of Organization Exempt from Income Tax:

A tax-exempt political organization must file an exempt organization annual information return if it has gross receipts of $25,000 or more for the taxable year ($100,000 for QSLPOs). A tax exempt political organization with gross receipts of less than $100,000 and assets of less than $250,000 at the end of the year may file a Form 990-EZ, Short Form Return of Organization Exempt from Income Tax. Otherwise, it files a Form 990, Return of Organization Exempt from Income Tax.

Form 990 or Form 990-EZ is due on the 15th day of the 5th month after the end of the organization’s taxable year. There is a penalty for failure to file this return. Organizations may request a three-month extension, without showing cause, by filing Form 8868, Application for Extension of Time to File an Exempt Organization Return, by the due date. A second three-month extension, with cause, may also be requested through Form 8868.

Per the Internal Revenue Service Annual Electronic Filing Requirement for Small Exempt Organizations – Form 990-N(e-postcard):

The following organizations cannot file the e-Postcard but must file different forms instead: IRC Section 527 (political) organizations required to file an annual exempt organization return. The 527 organizations would then be required to file the returns indicated above, based upon the gross receipts for the current year.

If you have any questions, please give me a call. Sincerely,

Michael J. Lerche
Certified Public Accountant
12929 McCubbin Lane
Germantown, MD 20874

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FREQUENTLY ASKED TAX QUESTIONS

5. Are Federated Clubs required to file 990 N E- Postcard if gross receipts are $25,000 or less?
   a. NO, Ruling by NFRW February 5, 2011

6. Are Federated Clubs required to file Form FTB 199 if gross receipts are $25,000 or more?
   c. NO Ruling by Dana Reed, Esq. February 5, 2011

7. Are Federated Clubs required to file California Form FTB 199 E-Postcard if gross receipts are $25,000 or less?
   a. NO, Ruling revised by Dana Reed, Esq. February 12, 2011

8. If gross receipts are $25,000 this year but not next year, what are the filing requirements?
MENTORING

Webster’s definition of mentor is “trusted counselor or guide” Tutor/Coach. Whatever you take from that definition, a mentor is a friend who’s “been there, done that.” A mentor will help with a job description, get you started in the right direction and then step back and let you grow in the job. She’s always there when questions arise, but doesn’t dominate.

It’s important for every job, but especially a president, that a mentor is available. The fulfillment and feeling of growth and accomplishment will not be there without proper support.

Part of being a good Federated leader is to be a mentor. Know that you’ve made a difference.
ORGANIZATION PROCEDURE FOR NEW CLUBS

There are many cities, towns and communities in California where there are no Federated Republican Women's Clubs. There are other cities and towns that are too large to be adequately served by just one club. There are vacation spots that are becoming year-round communities; there are growing retirement communities; and there are new subdivisions and housing developments in metropolitan areas. All these are places where clubs can, and should, be started.

Note: Those of you attempting to revitalize a club that has disbanded will also have to follow the procedure described below. Do, however, contact your local division officers to see if any monies are being held in trust for the disbanded club.

ORGANIZATION PROCEDURES

1. Extend an invitation to ten or more registered Republican women to meet with the county president. At this meeting have a Federated club member, organization chairman, the county president, and/or the division president explain the need for political education in order to build goodwill for the Republican party, to develop active leadership among Republican women and to elect Republican candidates to office. The State Charter Registry Chairman, County President or Division President provides an organization kit containing forms for club bylaws, charter member sheets, application forms for club membership in the Federation and for name approval and procedure instruction sheets.

2. Select a club name before electing officers, complete application form for name approval and mail to the State Charter Registry Chairman to avoid any duplication of names. Decide on yearly dues. Monthly meeting date is optional with each club. However, the club must have a minimum of five meetings a year. (It is wise to avoid selecting meeting days that correspond to either your county or Southern Division meeting days.) A bylaws committee should be appointed to study, revise or add to the sample bylaws to be submitted at the first regular meeting of the club, if possible. A nominating committee of at least three members should be elected to present candidates for permanent officers.

3. Elect temporary officers: President, Secretary and Treasurer.

4. A portion of dues collected by the club goes to the county as per capita dues, for higher Federation levels.

5. After sample bylaws are added to or revised to meet the needs of the club, they must be approved by the southern division bylaws chairman who returns them to the club for adoption. Election of permanent officers follows. After the election of permanent officers, the required moneys, per capita lists, applications and forms are submitted to the State Charter Registry Chairman.

6. Charters issued by the State and signed by the State and Southern Division Presidents are presented to the new club at a Southern Division Board meeting.

CHECK LIST

1. Invite 10 or more registered Republicans to meet
2. Explain need for a club
3. Provide organization kit to group
4. Distribute sample bylaws
5. Select name for club
6. Complete application for name approval
7. Yearly dues established
8. Meeting time (five meetings minimum annually)
9. Develop bylaws
10. Select officers
11. Send list of officers, per capita, applications and forms to State Registry Chairman.

Note: You can find more information concerning the set up of a new club and copies of the needed forms via the NFRW website at: http://nfrw.org/membership/organizing.htm.
PASSING THE GAVEL

Between the installation of your club’s slate of officers and the time where they actually assume the full duties of their new positions there is a transition period specifically designed to ease the new officers into their new positions and to allow them to learn some of the less obvious duties of their positions. There is also some necessary paperwork that must be completed to identify your new club’s new officers to upper levels of the Federation. This process is called: “passing the gavel.” As can be seen below, this transition primarily involves the outgoing and incoming presidents but can involve any and all of the affected office-holders.

TO THE NEW PRESIDENT

Much of the work involved in this process is typically assumed by the outgoing club president; however, if that lady is not available for whatever reason, the following activities still must be performed.

1. Send the new president’s name to the county, division and state newsletter chairmen
2. Give the new president copies of the NFRW Club & State Federation Handbook, CFRW Roster and County Roster
3. Urge the new president to read and become familiar with the NFRW Club & State Federation Handbook.
4. Give the new president a President Pin.
5. Give the new president the name, address, telephone number and email address of her County President
6. Alert the new president about the forms that should be filled out and sent to designated persons immediately (or forward them to her if they are sent to the outgoing president).
   a. Roster information forms from CFRW National service charge forms
   b. Gold Sheets listing your officers for Canvassing the Capitol
   c. Any County or Division information forms
7. Give the new president copies of the bylaws of the club, the county, Southern Division, CFRW and NFRW
8. Give the new president all Chairman Sheets from NFRW.
9. Advise the new president that the club newsletter should go to:
   a. CFRW President
   b. Southern Division President
   c. Southern Division First Vice President
   d. Southern Division Club Newsletter Page Chairman
   e. County President/Regional Director
10. Acquaint the new president with all the materials and newsletters she will be receiving from the CFRW, Southern Division and County level.
11. Make a list (if yours is a club that does not have it included in standing rules) of those things that are not mandatory but that have historically been done by your club; e.g.,
   a. Has it been customary to present a gift to the outgoing president?
   b. Sunshine Greetings (Get-well, condolence cards, etc.)
   c. Who has the responsibility for sending them?
d. Do you send cards only or in some instances are flowers or plants sent?
e. Under what conditions are these other items sent?

12. Assure the new president and the incoming membership recording chair have per capita instructions and supplies.

13. Assure the new president knows:
   a. About the various Federation scholarships and Internships and their application deadlines, e.g.,
      i. NFRW Kabis Memorial Internship
      ii. NFRW Pathfinders Scholarship
      iii. NFRW Betty Rendell Scholarship
      iv. CFRW Ronald Reagan Scholarship
      v. Southern Division Charlotte Mousel Scholarship
   b. About the NFRW Achievement Awards deadline
   c. That all speakers must be Republican
   d. The Federation policy on endorsement
   e. About the NFRW Club Service Charge

The outgoing president, if available, should also compile a list of all of things she did not receive from her predecessor and/or did not know about the Federation. Ideally, she should then sit down with her successor and make sure that this information is passed on to her.

OTHER TRANSITIONAL MATTERS

The following lists other things that should be done during the transitional period or shortly thereafter to assure a smooth transition for all of the incoming officer’s.

1. Call a transitional board meeting of old and new officers for the purpose of transferring information and materials from old to new

2. Assure that the outgoing president receives a Past President Pin.

3. Assure that the club’s bank signature card is updated so that the incoming Treasurer can disburse funds

4. Assure that information gathered during the tenure of each outgoing officer or chairman is passed on to the incoming officer or chair. Of special importance: vendor lists for the incoming Ways and Means chair and media contact lists for the incoming Public Relations chair.

5. Encourage all incoming board members to attend any leadership training being offered by your County/Region. (If any of your new officer has held her position before she should still attend to learn any changing rules that might apply to her position and to act as a knowledgeable resource for whoever’s giving the training session to others who have never held the position.)

FOR ALL OUTGOING OFFICE HOLDERS

Whoever assumes the office you have held will undoubtedly perform their new duties in ways different than you performed them. She will also need your assistance from time to time. Be prepared to help her when she asks for your help, and, for continued peace within your club, do not attempt to otherwise interfere with anything she’s doing. Unwanted advice, however valuable, is always resisted and frequently results in mutually hurt feelings that can quickly harden into mutual animosity. Caveat: if she does do something that you believe can have serious consequences to your club or the Federation you
should approach her privately with your concerns. If she then refuses to accept your advice, you may initiate whatever procedure your club uses to resolve internal conflicts.
TIPS ON Communicating with your elected representatives

Whatever communication technique you choose, the most important thing is to do it. The first contact can be the beginning of a long and worthwhile relationship with your elected representatives. It can bring you the satisfaction of active involvement in the political process. Even if you rarely agree on issues, they should know what you, their constituent, thinks!

How to find their contact information

Representatives’ names, addresses, phone numbers and legislative staff personnel are listed in the California Journal Roster and Government Guide issued to each club president yearly. Copies may be ordered from California Journal, 1714 Capitol Avenue, Sacramento, CA 95814. California’s state website is another valuable resource. http://www.ca.gov/About/Government/index.html links into the locator sites for all levels of government, from the federal to the state to the local. The following sites are also very valuable for finding addresses and phone numbers of elected representatives in the following legislatures.

CA State Assembly:
http://assembly.ca.gov/assemblymembers?order=field_member_district_value&sort=asc

CA State Senate:
http://senate.ca.gov/senators

U.S. House of Representatives:
http://www.house.gov/representatives/

U.S. Senate:
http://www.senate.gov/general/contact_information/senators_cfm.cfm

Letter writing

1. Be sure to date your mail, including your name and address on the letter as well as the envelope.

2. Be brief and to the point. Only write one page with a short opening, two or three paragraphs on the subject and a short close.

3. Be friendly. Don’t be rude, threatening or sarcastic – it will get you nowhere.

4. Discuss only one issue in each letter. Identify a bill number or title. (Senate Bill _____ or Assembly Bill _____).

5. Use your own words and avoid using form letters. Letters copied from “sample” letters show that your are not interested enough to take the time to learn firsthand about the issue and write your own feelings about it. Your representative is interested in how you feel. Never mention another person or group as the source of your ideas.

6. Avoid statements FOR WHICH YOU HAVE NO DOCUMENTATION. Include pertinent editorials from local newspapers. Be sure your letters, cards, or wires go to the proper place. Don’t write a Senator urging his vote on a bill that is being heard in the Assembly or vice versa.

7. Write the chairman or members of a committee holding hearings or legislation in which you are interested, if you have facts which you think would influence his/her thinking.
8. Praise for a courageous vote for a lost cause can give a legislator courage for the next difficult decision.

9. There are simply not enough “thank you” letters. This is also an excellent way to let them know that we know HOW they are voting on the issues.

10. Ask for a reply. If no reply is necessary, say so. Ask “Will you support the amendment or bill and if not, will you please explain your concerns?” Sometimes this will cause the representative to consider an issue seriously for the first time.

THE MAILGRAM

Often the legislator doesn’t have time to read every letter personally. However, telegrams and mailgrams are usually seen. These are guaranteed to be short and to the point. Mailgrams are quick and inexpensive. Unfortunately, Western Union-Telegraph discontinued all message services in 2004. International Telegram does continue to provide this service via an online service at www.iTelegram.com.

THE PERSONAL VISIT

One very effective way of getting your message across is to make a personal visit to your representative. All members operate a district office and some have more than one. Call the district office of your representative and ask a staff member to make an appointment for you.

THE TELEPHONE CALL

Used correctly, the telephone call can be a very effective action tool. Be sure to be well-prepared and well-informed and place your call at a strategic time, just before a vote, for instance. If the legislator is not available, speak to the legislative assistant. Your message will still get across.

FACEBOOK AND TWITTER, Etc.

Most elected officials have a website and Facebook and/or Twitter account. Some maintain a blog. Use these networking tools to track what your legislators are doing and to let them know what you like and dislike.
VIRTUAL CLUBS

EDITOR’S NOTE: THE FOLLOWING CHAPTER HAS BEEN TAKEN VERBATIM FROM THE NFRW MEMBERSHIP HANDBOOK, NFRW MEMBERSHIP COMMITTEE, JANUARY 2011

FORMING A VIRTUAL CLUB

Virtual Club: An entirely online experience that fulfills the same mission and goals of a traditional club – Online. The Virtual Club breaks from the normal process of a traditional RWF club by using modern online practices including online collaboration tools such as blogs, forums, webinars, and private social networking.

WHY A VIRTUAL CLUB:

To include women in the mission of the Federated that are not able or not interested in a Traditional club or who prefer to network online.

VIRTUAL CLUBS CAN HELP

- Grow our Membership
- Communicate our Message Farther
- Participate with the Modern Tools
- Attract the Online Generation

TARGET AUDIENCE

- Working Women
- Caregivers – Moms, Daughters, Wives
- Online Generation
- Rural Areas
- Women who aren’t able of interested in being out and about

For More Information on becoming a Virtual Club – or using Online Technology to enhance your club – visit www.NFRW.org and search for our Guide to Virtual Clubs and Technology.