Illinois Federation

of

Republican Women

I.F.R.W.

Handbook

A Leadership Guide for Membership

Table of Contents

IFRW _____4-6

Purpose
Organizational Chart
History/Past Presidents

Executive Committee/Standing Committee Job Descriptions _____7-18

Board Members Duties and Responsibilities
President
First Vice President
VP-Bylaws
VP-Campaign Activities
VP-Finance
VP-Membership
VP-Programs
Secretary
Treasurer
Public Relations Chair
Parliamentarian

District Directors and Special Committees _____18-30

District Directors
Special Committee Chairmen
Americanism
Achievement Awards
Caring for America
Chaplain
Courtesy
Historian
Hospitality
Leadership Day Chairman
Literacy
Protocol
Resolutions
Scholarship

Local Club Job Descriptions _____31-49

Information Page
Disclaimers
Procedure for Membership Submission
Local Club President
Local Club Vice President (s)
Local Club Recording Secretary
Local Cub Corresponding Secretary
Local Club Treasurer
Local Club Awards Chairman
Local Club Bylaws Chairman
Local Club Campaign Activities Chairman
Local Club Caring for American Chairman
Local Club Finance Chairman
Local Club Legislative Chairman
Local Club Membership Chairman
Local Club Parliamentarian
Local Club Program Chairman
Local Club Public Relations Chairman
Local Club Website Chairman

Resources _____50-67

Sample Agenda
How to Conduct an Effective Meeting
Parliamentary Procedure
Meeting Protocol
Installation of Officers Ceremony
Americanism Tips
Fundraising Tips
Public Relations/Newsletter Tips

ILLINOIS FEDERATION OF REPUBLICAN WOMEN

The Purpose of the
Illinois Federation of RepublicanWomen is to:

- Unite the Republican women of the State into an active and constructive organization for the purpose of building the Republican Party through educational and political activities
- Support the objectives and purposes of the National Federation of Republican Women (NFRW), and the Republican National and State Committee, and to work for the election of Republican Party nominees
- Encourage, promote and educate Republican women to run for elected office
- Disseminate information to all local federation clubs
- Actively support Republican candidates
- Encourage Republican women to run for office
- Train women to become effective Republican Party workers;
- Inform our members and the electorate through political education
- Plan statewide meetings to broaden and unify the interest and education of its members

Organizational Chart

Executive Committee (Vote)

President

1st Vice President - Membership

2nd Vice President - Programs / Legislative Day

3rd Vice President - Public Relations / Communications

4th Vice President - Fundraising

Secretary

Treasurer

Standing Committee Chairmen (Vote)

[Vice Presidents chair five or more standing committees]

Board of Directors (Vote)

Elected Officers * Local Club Presidents * Standing Committee Chairs

Special Committee Chairmen (No Vote)

District Directors (No Vote)

HISTORY

Our IFRW History of over eighty years is important to know - lest we forget!

According to state history, "In 1891, the women in Illinois had been granted the right to vote in school elections, and to these women that meant political action. In 1896, a group of Illinois women felt that the time had come for action and advertised in the newspapers for a mass meeting of women to be held in Springfield just before the regular state convention." The call stated it was for the purpose of "perfecting a women's Republican club" and selecting a woman candidate for university trustee. Later, the National Federation of Republican Women (NFRW) was founded at a conference held at the Palmer House in Chicago, Illinois, September 23-24, 1938.

In the following years, independent clubs were formed. In September 1940, Republican women from all over the state met and elected Marie Suthers the first state president. In addition, IFRW affiliated with the NFRW in 1940. Marie Suthers served as IFRW president until 1943, the year she was elected president of the NFRW (1944-1947). Two other former state presidents have also served as NFRW president: Patricia Hutar (1976-77) and Mary Jo Arndt (1998-99).

PAST PRESIDENTS

Jayne Lehman Raef	2020-2023
Linda Yoakum	2018-2019
Susan Wynn Bence	2016-2017
Michelle Buckwalter Schurman	2012-2015
Joyce Hundhausen	2008-2011
Lois Frels	2004-2007
Kay Hatcher	2000-2003
Chloanne Greenhouse	1998-1999
Charlotte Mushow	1994-1997
Jan Landis	1992-1993
Marge Masse	1982-1985
Mary Jo Arndt	1977-1981
Patricia Hutar	1974-1976
Virginia McDonald	1972-1973
Hazel Watson	1968-1971
Ginny Kennedy	1965-1967
Phyllis Schlafly	1960-1964
Maryan Boardman	1956-1959
Marie Suthers	1940-1943

ILLINOIS FEDERATION OF REPUBLICAN WOMEN
EXECUTIVE COMMITTEE

Board Members' Duties and Responsibilities

The job descriptions for each position are outlined in this section.
In addition to these duties, board members are expected to do the following:

- Members are required to attend all board meetings unless excused by the President.

- Board meeting reports are to be prepared in duplicate – one copy to the President and one for own file.

- Each board member is responsible for all of her own expenses incurred while serving, to include travel, hotel, meals, etcetera. Other expenses for specific use are included in the IFRW annual budget.

- If a board member is invited to attend a Local Club function, her expenses are her own, unless the requesting Local Club offers to reimburse. IFRW is not responsible for these expenses. The IFRW President should be advised when a board member speaks to ensure as many Local Clubs as possible have a personal board contact.

- All IFRW officers and board members are responsible for keeping a notebook containing information about their duties and records of the activities for which they have been responsible during their term of service. These records should be kept, maintained, and passed on to the incoming officer or board member no later than the time when that new member takes over the responsibilities of the position.

- IFRW officers should submit any additions, deletions or edits regarding their position to the IFRW First Vice President for her use in updating the Leadership Handbook.

IFRW PRESIDENT

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

Duties:

- Appoints all committee chairmen, except the nominating committee, and except those Standing Committees of which the Vice-Presidents are chairmen. She is an ex officio member of all committees except the nominating committee.
- Appoints a Parliamentarian.
- Appoints all IFRW District Directors. They must be members in good standing of a Local Republican Women's Organization, from a predetermined geographical region, and approved by the Executive Committee. District Directors serve as ex officio members of the Executive Committee and the Board of Directors.
- Issues the Official Call to all Executive Committee and Board of Directors members for all regular and special meetings. She presides at both as well as at Federation special events. She makes the decision to grant or deny excused absence from required attendance.
- Attends NFRW Board and Presidents' meetings as a voting member. She heads the Illinois delegation at the NFRW Convention and works with NFRW office personnel in advance to make certain Illinois delegates and alternates credentials are in proper order.
- Serves as liaison officer from the Federation to NFRW, the Republican National Committee, the Illinois Republican Party, and our elected officials.
- Works with the IFRW Treasurer and Budget Committee to prepare the annual budget for approval by the Board of Directors. Co-signs all checks with IFRW Treasurer. The Treasurer shall be the custodian of all Organization funds, with disbursement only on written authorization of the President or in her absence, the First Vice-President.
- Sees that the IFRW Newsletter is prepared for printing and publication. She works with officers and committee chairmen for inclusion of timely and prescribed material and information. Approves all IFRW brochures, manuals or publications before printing.
- Works with IFRW officers and board members to effectively facilitate the work of the Federation and is available for assistance and collaboration. Visits clubs whenever possible and works with their presidents upon request.
- Strives to develop new and timely programs and projects that are not within the existing job descriptions of other Board members and seeks Board approval for implementation. Eliminates ones that are outdated or lacking in response and looks for innovative means of raising the necessary funds to meet rising operational costs.
- Seeks answers for concerns of Federation members through inquiries as to priorities in problem solving. Always exhibits an air of inclusion and mutual respect in a hospitable environment. Reports on her work at quarterly meetings.
- Does the best job that she is capable of to provide the leadership worthy of a memorable legacy for the Illinois Federation of Republican Women.

IFRW FIRST VICE-PRESIDENT

Duties:

• lFRW Leadership Handbook:

- Notify past and current Board Members, elected and appointed, of submissions required from them.
- Organize, proofread and have the Handbook ready for delivery at Spring Leadership Conference.
- Distribute the Handbook to all IFRW Board Members and Local Club Presidents in a timely manner.
- Collect information during term, tracking additions, corrections, & edits to the Leadership Handbook.

• NFRW Biennial Convention:

- Plan, coordinate, and determine how IFRW will represent our organization at NFRW.
- Appoint a committee to consider the following:
  - Fundraising
  - Consider Booth
  - Volunteers (serving, cleanup, etc.)
  - Refreshments (if any) and Decorations
  - Printing, logo, invitation
  - Attire (pin and scarf/wrap/jacket/vest)
  - Souvenirs for guests (small pins)
  - Coordination with IFRW Merchandise Manager/Fundraising VP.

- Submit ad for NFRW Convention Program honoring current IFRW President and any IFRW member nominated for NFRW Officer or receiving special recognition or an award.

• Appreciation Recognition to honor the outgoing President.

- Plan and coordinate the outgoing President's recognition with IFRW Convention Committee.
- Collect money and buy gifts for President.
- Create a term scrapbook to be given to the President.

• **Standing Committee: Membership Chair** duties

IFRW SECOND VICE PRESIDENT - PROGRAMS

It is the responsibility of the Vice-President Programs to provide our IFRW Executive Committee and Board of Directors with programs that focus upon the ideals of the Republican Party. These will include promoting candidates, education of our leadership and members, and motivation to inspire our leadership to return to their regions and do likewise in their area clubs. It is also a priority to build a list of program ideas and speakers who can be recommended to local clubs.

Duties:

- Appoint a Program Committee to help broaden ideas for the Board of Directors meetings.
- Invite speakers to the Board meetings and to other events as called on by the President and Board of Directors.
- Participate in IFRW conferences and other functions when called upon.
- Be a resource for clubs by posting speakers on the IFRW website and periodically in the Newsletter.
- Follow the Award template to assist clubs in achieving success.
- Assist in the planning and coordination of the IFRW biennial Legislative Day, usually held in the spring of odd-numbered years during the Illinois State legislative session by:
    - Working with the IFRW President and Executive Committee to schedule the date for Legislative Day, to prepare registration forms, to plan program speakers, and to determine logistics.
    - Working with the House and Senate liaisons to schedule floor appearances for IFRW officers and to arrange for resolutions to be read during floor appearance.
    - Determining issues to be stressed when members visit legislators, possibly including IFRW resolutions to be distributed to legislators during visits.
    - Publishing a Legislative Handout to be distributed to attendees of Legislative Day.
- Keep a notebook and/or electronic folder with guidelines and information for the next VP Programs.

IFRW THIRD VICE PRESIDENT - PUBLIC RELATION/COMMUNICATIONS

The IFRW Third Vice President is responsible for all public relations/communications/social media platforms/newsletter/website duties. Her duties include the following:

Duties:

- Edit and publish the IFRW Newsletter, the "IFRW *Today"*.
  - Coordinate the contents with the IFRW President.
  - Collect articles and information to be included.
  - Glean information from local club newsletters to include.

- Maintain and update the IFRW website on a regular basis.

- Write Sample Press Releases about participation in IFRW events for individual clubs to use in their local papers. Coordinate and write Press Releases for IFRW functions and newsworthy items.

- Coordinate with IFRW Awards Chairman on Newsletter Awards deadline. Update applications on IFRW website and form a committee to judge applicants. Participate in IFRW Awards program at biennial convention.

- Encourage local clubs to promote their clubs to the media in the most positive, professional way possible. Be available to advise local club PR Chairmen in performing their responsibilities and assist when needed.

- Encourage local clubs in their endeavors to develop a website and publish a quarterly or monthly newsletter.

- Keep a notebook and/or electronic folder with guidelines and information for the next VP for Public Relations/Communications.

IFRW FOURTH VICE-PRESIDENT - FINANCE / FUNDRAISING

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

Responsible for the following:

- LEGISLATIVE DAY Reception: Coordinate and plan a reception (fundraising event) to be held before or after the IFRW biennial Legislative Day event, usually occurring in the spring of odd-numbered years in conjunction with the Illinois State Legislative session.

- ILLINOIS REPUBLICAN STATE CONVENTION Event: Coordinate a fundraising event every four (4) years at the Illinois Republican State Convention.

- COORDINATE SPONSORSHIPS AND DONATIONS: Maintain a spreadsheet of donations for all IFRW events that will include donor information, event for which the donation was given, and amount donated.
  Assists Local Clubs by:

- Encouraging Local Clubs to plan and hold fundraisers.

- Suggesting fund raising events that will fit the needs of Local Clubs.

- Aiding in planning and implementing club fundraising events and projects.

- Visiting Local Clubs upon invitation to assist with special events.
  Other Duties:

- Work with the First VP to find creative new ways to raise funds for IFRW.

- Serve on Budget Committee and assist in preparing IFRW budget.

- Keep a notebook and/or electronic folder with guidelines and information for the next VP Finance.

IFRW VICE PRESIDENT - BYLAWS

Duties:

- Maintain a current set of approved bylaws, which apply to this organization and are not in conflict with NFRW Bylaws. She is responsible for seeing that all appropriate changes to the NFRW Bylaws are incorporated in the IFRW Bylaws.
- Advise clubs to make use of their Standing Rules whenever possible and appropriate.
- Oversee the process to amend the IFRW Bylaws in order to guarantee that the membership maintains control, as follows:

o The IFRW Bylaws Committee must first consolidate all proposed amendments, in the proper format, submitted by the IFRW Bylaws Committee, the Board of Directors, IFRW Committees, or a local club. The proposed amendments will be given to the Board of Directors at least 30 days before the meeting at which they will be considered.

o Next, the Vice President–Bylaws will present all proposed amendments, along with the recommendations of the Bylaws Committee, to the IFRW Executive Committee for review and recommendation.

o Then, the Vice President–Bylaws will present the proposed amendments, along with the recommendations of the Executive Committee, to the IFRW Board of Directors who will determine, by a two-thirds vote at least ninety (90) days prior to the IFRW Conference or Biennial Convention, which amendments will go through to the delegates at Convention for consideration.

o Notice of all proposed bylaws amendments must be given to local units no less than thirty (30) days before a Conference or Biennial Convention, preferably with the Call.

o Lastly, the Delegates present and voting at a IFRW Convention must approve the amendment by a two-thirds vote.

- Maintain the current bylaws of all the local clubs. If a local club loses its bylaws, it can contact her for a copy provided updated copies have been submitted by the club. An electronic database has been developed for all club bylaws.
- Approve every amendment to a local club's bylaws, which must be submitted to her whenever they are amended before the amendment(s) becomes effective. A letter of approval is sent to the local club president when approval is given. If the local club bylaws do not receive approval, the IFRW Vice President-Bylaws will work with the local club until approval is received. District Directors may also work with the clubs to recommend necessary changes.
  NOTE: When a club submits its amended bylaws, the entire set of bylaws must be submitted, not just the article with the change. Each change must be checked against the entire bylaws to make sure it is not in conflict with other provisions in the bylaws, or with the bylaws of IFRW and NFRW. To amend a club's Standing Rules will not require submission to IFRW, however each club will be responsible for ensuring that the Standing Rules do not conflict with IFRW or NFRW bylaws or any applicable law.
- Review the proposed bylaws of new clubs applying for federation. She will notify the Vice President-Membership that the bylaws are approved so that the Vice President-Membership may make a motion at the Executive Committee and Board of Directors meetings to accept new clubs for federation.
- Keep a notebook and/or electronic folder with guidelines and information for the next VP Bylaws.

IFRW VICE PRESIDENT - CAMPAIGN ACTIVITIES

(aka Political Action)

Duties:

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

IFRW VICE-PRESIDENT - LEGISLATION

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

- Education of the basic legislative process
- Information on current federal and state legislation.
- Suggestions for obtaining information on legislative issues.
  LEGISLATIVE DAY
  The Vice President of Legislation will assist in the planning and coordination of the IFRW biennial Legislative Day, usually held in the spring of odd-numbered years during the Illinois State legislative session by:
- Working with the IFRW President and Executive Committee to schedule the date for Legislative Day, to prepare registration forms, to plan program speakers, and to determine logistics.
- Working with the House and Senate liaisons to schedule floor appearances for IFRW officers and to arrange for resolutions to be read during floor appearance.
- Determining issues to be stressed when members visit legislators, possibly including IFRW resolutions to be distributed to legislators during visits.
- Publishing a Legislative Handout to be distributed to attendees of Legislative Day.
  Duties:
- Publish legislative reports via the IFRW Newsletter, IFRW website, and Email alerts.
- Prepare a written report to be presented and submitted at all Executive Committee meetings and Board of Directors meetings.
- Be available to all clubs to assist with questions concerning the legislative process or legislative issues.
- Visit Local Clubs upon invitation to inform members of current legislative issues.
- Keep a notebook and/or electronic folder with guidelines and information for the next VP Legislation.

IFRW VICE-PRESIDENT - MEMBERSHIP

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

Duties:

- Maintain an IFRW membership roster on a current basis.
- Provide quarterly membership reports to the District Directors.
- Develop and implement membership programs with incentives for Local Clubs.
- Provide monthly membership and other activity reports to the IFRW President for publication in the IFRW Newsletter.
- Visit Local Clubs upon invitation.
- Assist Local Clubs in the development of membership recruitment and retention plans.
- Keep a notebook and/or electronic folder with guidelines and information for the next VP Membership.

IFRW SECRETARY

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

Duties:

• Minutes

o The Secretary is to record the minutes of all meetings of the IFRW Executive Committee and the Board of Directors. The minutes should reflect the type of meeting, place, and time and date held, number in attendance, as well as the business conducted. A record of all motions, including the name of the maker of the motion, and the result of the vote, should be in the minutes. The date and place of the next meeting, if known, should also be noted.

o The Secretary is responsible for overseeing the circulation of the minutes among members of each body. The IFRW secretary's files will include the minutes of the Board of Directors with the Call to Meeting. The Secretary will distribute minutes of the Executive Committee to the members of the Committee. When the minutes are approved or corrected at the next meeting, the following action should be recorded on the last page of the minutes as "Approved as Read," or "Approved as Corrected" with the current date and secretary's signature The Secretary will also maintain copies of the minutes. The final report of the minutes of the Executive Committee will be typed and signed by the secretary and maintained by the Secretary.

• Attendance

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

• Other Duties

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

- **Convention Minutes**
  - o If appointed Convention Secretary by the President, she shall record and file the minutes of the Biennial Convention. Upon appointment by the President, she shall serve as the Chairman of the Committee to Approve the Minutes of the Biennial Convention and report at the next Biennial Convention.

- Keep a notebook and/or electronic folder with guidelines and information for the next Secretary.

IFRW TREASURER

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

Duties:

- Maintain accurate records and files.
- Disperse funds, upon authorization of the President or in her absence, the Vice President of Finance.
- Submit reports to NFRW with applicable dues and service charges, in accordance with published schedule and deadlines.
- Chair Budget Committee Meeting prior to first Board Meeting to prepare annual Budget for approval of the Executive Committee and Board of Directors.
- Revise Financial Guidelines for approval at the first Board Meeting of the year.
- Timely file all tax forms and payments with Federal and state agencies.
- Prepare a balance sheet of all accounts to present at quarterly Board Meeting.
- Prepare a statement of cash receipts and disbursements, comparative with the current year's budget to present at quarterly board meetings.
- Respond to local club treasurers' inquiries regarding the execution of their duties.
- Prepare financial statements for the President as needed.
  The treasurer shall be bonded, the fee to be paid by IFRW.
  Be prompt, accurate, timely, and follow procedures in accordance with the IFRW Bylaws and Financial Guidelines.
- Keep a notebook and/or electronic folder with guidelines and information for the next Treasurer.

IFRW PARLIAMENTARIAN

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

The Parliamentarian is available to the President at all times.

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

DISTRICT DIRECTORS

District Directors are appointed by the IFRW President with approval from the Executive Committee. Candidates for the position must be members in good standing of a local Federated Republican Women's club in that district.

District Directors have a voice, but not a vote at IFRW Board of Directors' meetings. They serve as liaisons between the IFRW President, the IFRW First Vice President - Membership, and the clubs in their District. Under the direction of the IFRW President, they promote the work of the Federation and assist the IFRW clubs in their respective Districts.

Upon appointment, the District Director should contact each IFRW club President in their District to introduce herself and offer continuing assistance. A District Director's term begins January 1 after the Biennial Convention.

Duties:

- Serve as the liaison between the IFRW clubs in the District and the IFRW Board. Attending club meetings is vital to the success of a District Director and she must keep in close touch with each club President, either by phone, text, email, or personal contact.
- Become familiar with the IFRW Bylaws, programs, projects, and special activities and communicate them to the clubs in her District. Her knowledge of information published in the IFRW Newsletter enhances her ability to remind her District's club Presidents of important dates and deadlines.
- Encourage clubs to participate in and report on successful events, whether suggested by IFRW or original ideas generated from local membership.
- Encourage clubs to create and maintain a website and/or Facebook page.
- Use the clubs' newsletters, Facebook pages and websites, and most importantly the knowledge gained from club visits, as sources of information for the District Director's reports. Use email, text and/or telephone to remain in regular contact with club presidents.

- Become acquainted with all Republican leaders in the district, such as County Chairmen and members of the State Republican Executive Committee. Attend Federation sponsored and local club sponsored special functions in the district.
- Go to the Starting a New Club section of the IFRW website, and work to form new local IFRW clubs as well as work to help expand existing IFRW clubs. Get in touch with members of former local IFRW clubs that are no longer federated to offer assistance in reorganizing. Contact the Republican County Chairman for information on geographical areas of active, voting Republican women who might wish to form a federated club. Notify the County Chairman when a new local IFRW club is being formed and request his/her cooperation and assistance.
- Report on the activities and progress of your District's clubs to the IFRW President and Executive Committee prior to Executive Committee Meetings.
- Inform your District IFRW clubs of pertinent information received at meetings by emailing written reports to club Presidents immediately following each Board meeting. This will assist the clubs immeasurably to be aware of key events, requirements, and deadlines.
- Participate in all IFRW activities: Legislative Day in Springfield, the IFRW Biennial Convention and IFRW Conferences. In addition, attend events sponsored by clubs in your District, as much as possible.

SPECIAL COMMITTEE CHAIRMEN

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

IFRW SPECIAL COMMITTEES and APPOINTIVE POSITIONS

Achievement Awards
Americanism
Armed Services
Audit
Budget
Caring for America
Hospitality
Literacy/MELP
Protocol
Resolutions
Scholarship
Technology - Social Media/Website/Email/Newsletter
Youth Outreach

APPOINTED POSITIONS:

Chaplain
Historian
Parliamentarian
Protocol

AMERICANISM

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

Duties:

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

AWARDS CHAIRMAN

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

Duties:

- Encourage all Local Clubs to participate in the 2-year NFRW Club Achievement Awards Program.

- Encourage the appointment of the Club Awards Chairman at the beginning of each IFRW biennial election cycle.

- Communicate with District Directors to encourage Club Presidents to participate in the Awards Program.

- Answer questions from Local Club Presidents and Local Club Awards Chairmen.

- Prepare the NFRW Club Achievement Award Presentation (and any other awards earned from NFRW Biennial Convention) Program at the IFRW Biennial Convention. The convention committee will be responsible for setting a time for the convention photographer to take official photographs of the Presidents or their representatives from each individual club who earns awards. The times for these photos is usually immediately before or after the Saturday Luncheon. The Awards will include both a certificate and a pin representing club excellence. The certificates and pins are awarded at the NFRW Biennial Convention and presented to winners.

- Attend IFRW Executive Committee and Board of Directors meeting and present a report to the President with a copy to the Secretary.

- Prepare articles as appropriate, for the IFRW Newsletter regarding requirements for the Awards Program and the deadline to submit applications.
  NFRW Awards forms are available on the NFRW website, http://www.nfrw.org/awards and the IFRW website. The IFRW Awards Chairman is not responsible for the NFRW Awards program but should encourage clubs to participate.

CARING FOR AMERICA

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

Duties:

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

CHAPLAIN

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

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

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

TECHNOLOGY TEAM: TECHNOLOGY/COMMUNICATIONS

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

The IFRW TT is comprised of the following roles which are not in place at this time:

- Technology Chair: Website Platform/Domain/Security
- Social Media Content Coordinator: Facebook
- Communications Chair: Event Brite/MailChimp
  Duties
- Work with President to coordinate key IFRW messaging.
- Report costs and effectiveness of TTC.
- Targeted social media posting designed to increase membership and support elections.
- Update and maintain TFRW website content quarterly or as directed by the BoD.
- Maintain graphic assets for use by IFRW clubs.
- Maintain membership data for "members only" content access.
- Additional duties as required by the President and BoD.

HISTORIAN AND ARCHIVES PROJECT

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

- IFRW Newsletter issues, including the email versions
- IFRW Leadership Handbook
- IFRW Board of Directors Minutes
- Printed programs of IFRW and NFRW conventions
- Newspaper clippings (with dates and newspaper names)
- Photos (identification of date, event, location/city, and participants)
- Interviews with past officers regarding significant historical IFRW events

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

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

- Names of the present organization officers and committee chairmen; names of members serving at national levels
- Awards presented to and by the organization and names of those honored, and
- A copy of the report should be placed in the permanent record book and in the historical file container for that term of office. The Historian's signature should be affixed to the report. The President should approve the report.

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

HOSPITALITY

The primary duty of the Hospitality Chair for the Illinois Federation of Republican Women is to be support before, during and after each Conference/Board Meeting by assisting the IFRW President and greeting and welcoming board members and guests.

Additional duties:

- Prepare and keep current nameplates for seating of the IFRW Board members.
- Set up nameplates for Club Presidents/District Directors/Executive Committee at Conferences.
- Assist the IFRW President with special seating arrangements at meeting of the IFRW Board.
- Make all Board members and guests feel comfortable and welcome – informing them of the agenda, and helping new members become acclimated to the Board.

- During Legislative Day, Convention and other events at which the IFRW participates, work with the President and Executive Committee to conform chair setup and reserved tables.

- Work with Protocol to ensure schedule is structured, adhered to and on time; that speakers are knowledgeable of what is expected including where to be, and at what time – and to help their experience with the IFRW to be a pleasant and memorable one.

- Be prepared and able to quickly step forward to help with any last-minute change of plans during convention. And help wherever it is needed.

LEADERSHIP DAY CHAIRMAN - SECOND VICE PRESIDENT

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

LEADERSHIP DEVELOPMENT

The Leadership Development Chairman will recognize and develop leaders who are members of IFRW

Members are encouraged to take advantage of other leadership development opportunities that present themselves throughout the year. For example, instructional speakers are made available at the biennial Legislative Day events and also scheduled during the IFRW State Convention.

The Illinois Federation Republican Women endeavors to educate Republican women to be great leaders at the state and local levels. Our goal is to nurture and encourage our members to become candidates, elected officials, campaign staffers and the most experienced political volunteer base in Illinois.

LITERACY

(Forms found at http://www.nfrw.org)

IFRW supports the Mamie Eisenhower Library Project (MELP). Additional information on this project can be found at www.ifrw.org.

Duties:

- Encourage the clubs to participate in the IFRW literacy programs and to appoint a Literacy Chairman.
- Encourage the clubs to have at least one program about literacy during the current biennial period.
- Encourage the clubs to donate one book from the MELP approved list.
- Provide MELP bookplates to the clubs in order that the bookplates may be placed in the books before they are donated.
- Encourage club members to volunteer in literacy programs.
- Accumulate media coverage from the Literacy Chairman of the clubs about their literacy activities.
- Act as the liaison between the Literacy Chairman of the Local Clubs and the IFRW Board.

MERCHANDISE MANAGER

(not currently used)

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

- IFRW Conferences/Board Meetings
- IFRW State Convention
- IFRW Legislative Day

Duties:

- Chairman shall maintain an accurate inventory and provide a quarterly report of sales, purchases, and inventory to the IFRW President.
- Chairman will be responsible for the following for IFRW Board Meetings and events: ○ Set up early on the morning of the Board meeting.
  - Take down in the evening and put in the holding room.

- Make certain the booth is always manned.
- Make certain that all the goods are at the location.

- Chairman will be responsible for making certain that all volunteers understand how to complete sales forms and operate cash register and credit card processing devices.

- Chairman will be responsible to turn all money, checks, and credit card forms over to the IFRW treasurer immediately following each event.

- Chairman will be responsible for informing the IFRW President as she has designated, about inventory shortages and any new ideas for items.

- Chairman cannot personally make a profit or be their own vendor.

MILITARY LIAISON

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

Duties:

- Keep abreast of major developments within the Department of Defense, the various military agencies and the Veterans Administration.
- Inform the Board, through periodic presentations, of significant matters affecting the Military Community.
- Emphasis will be placed on pay and benefits and high-profile subject areas.
- Research specific questions about military matters for board members and Local Club Presidents.

NEW MEMBER WELCOME (not currently in use)

The New Member welcome chairmen will be responsible for identifying new members of IFRW and welcoming these new members with a phone call, a text message or an email. Contact shall be made within one month of registration. The New Member Welcome Chairmen will work closely with the Vice President of Membership.

Duties:

- Maintain a friendly, welcoming avenue between IFRW and new members.
- Contact the IFRW Membership Chairman on a monthly basis to obtain a list of all new members.
- Contact new member in a timely fashion.

PROTOCOL

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

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

SCHOLARSHIPS

The Scholarship Chairman is responsible for ensuring that the current application forms for the IFRW scholarship is available on the website at www.ifrw.org. Her committee reviews the applications and makes recommendations for the awards. She should also coordinate her scholarship award information with the IFRW Awards Chairman.

IFRW SCHOLARSHIP Honoring Mary Jo Arndt

The IFRW Scholarship Award program is designed to biennially award a scholarship to an IFRW member who plans to serve our Republican philosophy. The amount of the award is currently $1,000. All federated clubs are invited to participate.

Information on the IFRW Scholarship will be published in the IFRW Newsletter including a link IFRW scholarship website. Every federated club will be invited to nominate young women in their area. The

IFRW Scholarship Committee will review all applications and announce the winner(s) at IFRW's Fall Conference.

NATIONAL PATHFINDER SCHOLARSHIP (NFRW)

The National Federation of Republican Women established the National Pathfinder Scholarship Fund in 1985 in honor of First Lady Nancy Reagan. The three annual scholarships of $2,500 provide financial assistance and support to students seeking undergraduate or graduate degrees. Undergraduate sophomores, juniors and seniors, as well as students enrolled in a master's degree program, are eligible to apply for the scholarship. Recent high school graduates and undergraduate freshmen are not eligible. Scholarship winners may not reapply.

BETTY RENDEL SCHOLARSHIP (NFRW)

The National Federation of Republican Women established the Betty Rendel Scholarship Fund in September 1995 in honor of NFRW Past President Betty Rendel's extraordinary leadership skills and dedication to the Republican Party in her home state of Indiana, as well as at the national level. The three annual scholarships of $1,000 are awarded to undergraduates who are majoring in political science, government, or economics and have successfully completed at least two years of college coursework. The recipients are chosen from applicants from across the nation. Scholarship winners may not reapply.

LOCAL CLUB OFFICERS AND COMMITTEE CHAIRMEN

The following section is presented to provide instructions on the duties of Local Club Officers and Committee Chairmen within the Federation. The duties or job descriptions reflect most of the common and usual performances of the positions described.

Please use the TIPS section to help set your Local Clubs goals and agendas. You can make copies to give to Vice-Presidents and/or chairman. Also, there is a IFRW Executive Board Roster in the back of this Handbook with contact information for the IFRW Board. Do not hesitate to contact any member of the IFRW Board or your District Director.

Use the Awards Checklist found on the IFRW website to guide your club to be an "Award Winning Club." If you have questions, contact the IFRW Awards Chairman.

Share the material in this book with your members!

PROCEDURES FOR MEMBERSHIP SUBMISSIONS TO IFRW

Note: All forms are found on the IFRW website, www.ifrw.org.

NOTICE OF ELECTION OF OFFICERS FORM:
This is due by January 1st of each year. Please type or print clearly. Provide complete contact information for each officer and committee chairman.

IFRW MEMBERSHIP REPORTING FORM:

Please type or print clearly. It is suggested that additional copies of the form be made for use throughout the year. A computer-generated printout may be sent attached to the IFRW Membership Form as long as it includes all the required information.

An annual $10.00 service charge is due with first submission. A local club must have a minimum of 10 members to Federate.

Upon request, a computer printout listing the current membership can be mailed or emailed to the treasurer. Please review the roster and notify IFRW of any corrections or changes. This list may be used to contact members who have not renewed. Keeping lists current and correct will ensure that your members receive the *"*IFRW *Today"*Newsletter.

Membership cards may be printed and given to members. The template for the cards can be found on the NFRW website, www.nfrw.org.

If you need further assistance, please do not hesitate to call or e-mail your questions and or concerns to the IFRW Treasurer.

LOCAL CLUB PRESIDENT

Duties:

- Preside at all meetings of the organization and the Executive Board.
- Exercise general supervision of the workings of the organization
- Appoint Chairmen of committees – standing and special with the approval of the Executive Board.
- Appoint a Parliamentarian unless otherwise noted in Local Club Bylaws.
- Serve as ex-officio member of all committees except the Nomination Committee.
  Other Duties usually attributed to a President of a IFRW Local Club:
- Read and share in a timely manner the IFRW Leadership Handbook with officers and chairmen of those sections, which detail their job descriptions.
- Appoint, if not elected, a Campaign Activities/Political Action Chairman and a Legislative Chairman. These are two positions that are required.
- Be familiar with Local Club Bylaws, duties of the Local Club officers and chairmen, and general structure of the IFRW Board.
- Receive and share the IFRW Newsletter with appropriate officers and committee chairmen.
- Communicate with the IFRW District Director for your District. Prepare quarterly reports of Local Club activities for her report to the IFRW Board of Directors.
- Attend IFRW Conferences/Board Meetings and other events scheduled and/or encourage an officer or member of the Local Club to attend. Encourage participation in the NFRW and IFRW Biennial Conventions.
- Participate in Conference calls as requested by the IFRW President.
- Represent the Local Club at Republican events to promote the goals and activities of the Local Club and stimulate interest in membership.
- Most of all, the President shall be available and open to the Local Club Board and the members. Encourage participation and listen to what is being said or offered as helpful advice. Seek advice from the District Director if a problem exists and is not readily solved.
- Always thank your officers, chairmen, and members for jobs well done.

LOCAL CLUB VICE-PRESIDENT(S)

Duties:

- Serve as aide to the President.
- Preside at meetings of the organization in the absence of the President.
- In the event of disability or resignation of the President, shall succeed to that office for the unexpired position of that term.
  General Duties of IFRW Local Club Vice-Presidents(s)
- Most Local Clubs appoint a specific responsibility to the position of Vice-President or even to more than one Vice-President, i.e. Membership, Programs, etc.
- The succession to the position of President in the case of resignation or other reason sometimes falls to an elected President-Elect. This would put the Vice-President in the position of next to succeed in the same scenario.
- If assigned a specific committee she shall appoint the members of that committee. She shall present a plan of action for that committee.
- She shall perform any other duties as may be assigned.

LOCAL CLUB RECORDING SECRETARY

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

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

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

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

LOCAL CLUB TREASURER

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

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

To keep members informed of the financial condition of the local clubs' funds, the local club treasurer should present a **treasurer report** at each local club meeting. An annual budget at the beginning of the year should be developed and approved by the board and membership. Expenditures in excess of budgeted amounts should be approved by the board and membership. An annual financial review should be performed in the first three months after the close of the year. The Annual Financial Review Checklist form can be used for your financial review.

IFRW Reporting

Each local club treasurer has two basic responsibilities to IFRW:

1. To promptly remit membership dues and local club service charges to IFRW.

2. To maintain and provide IFRW with a current roster of local club officers' and members' names, addresses, and phone numbers.

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

In general, dues permit IFRW to assist each local club in directing its efforts to support Republican candidates. Forms for submission are found at www.ifrw.org.

MEMBER DUES AND LOCAL CLUB SERVICE CHARGE

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

- $10 Local Club Service Charge: $20 goes to NFRW and $10 is retained by IFRW
- $30 Individual Dues for each full member: $20 goes to NFRW and $10 is retained by IFRW. Note: Do NOT remit any dues or fees for either male or female Associate Members.

PAYMENT DATES TO IFRW FOR DUES AND SERVICE CHARGE

January 1: Remit each local club's per capita dues and service charge. Be sure that dues for the new slate of officers are included with your first local club submission. Dues are delinquent after March 1.

October 31: New Members Dues: Dues received after October 31 will apply to next year’s dues.

REMITTING CHECKS TO IFRW

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

Illinois Federation of Republican Women
Checks should be made to IFRW at least monthly or as frequently as memberships are renewed.

CREDIT FOR DOUBLE PAYMENT OF DUES

If IFRW notifies you that you have twice remitted dues for a member, your local club will receive credit for the overpayment. The credit can be applied to future IFRW member dues. However, that credit can only be used in the current year.

LOCAL CLUB ROSTER MUST ACCOMPANY DUES PAYMENTS

With each dues remittance to IFRW, include each dues-paying member's mailing address, email addresses, zip code, and telephone number on the IFRW Dues Form located on the website under the resources tab/documents.

PROMPTLY INFORM IFRW OF ANY ADDRESS CHANGES

Submit a member's change of address, along with her former address, zip code, and phone number to as soon as such is known. Address changes insure that each member will continue to receive important IFRW and NFRW publications and other mail outs.

Death of a member should be communicated to IFRW as soon as possible.

CLUB AWARDS CHAIRMAN

It is the responsibility of the Awards Chairman to encourage Local Club participation in the various IFRW and NFRW awards programs. She should also encourage the Local Club to nominate Club members for awards such as the IFRW State Scholarship and any other opportunities presented by NFRW.

To facilitate award participation, the Local Club Awards Chairman should work closely during the 20222-2023 term with the Local Club Officers and Committee Chairmen to ensure that the various award requirements are being met during the Club meetings and activities, and that award deadlines for such things as dues and roster information are met.

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

IFRW awards are listed on the IFRW Website and the application/nomination forms and instructions for the various awards are revised periodically. Some NFRW awards are also listed on the IFRW Website, and all NFRW awards are listed on the NFRW Website (www.nfrw.org).

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

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

LOCAL CLUB BYLAWS CHAIRMAN

Purposes and Rules

(See TIPS pages for Sample Bylaws)

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

The bylaws of a local club contain its own basic rules relating to itself as an organization rather than the parliamentary procedure that it follows. Bylaws (1) define the primary characteristics of the local club; (2) prescribe how the local club functions; (3) include all rules so important that they cannot be changed without previous notice to the members and a two-thirds vote; and (4) cannot be suspended unless a clause is included providing for such suspension under certain specified conditions. (Such clause is not recommended for our purposes.)

These rules bear directly on the rights and duties of the members - the majority, the minority, individual members, and absentees - and the degree to which the membership retains control. Any limitation of the power of an assembly to act as a whole must be specified in the bylaws.

The latest edition of *Robert's Rules of Order, Newly Revised* shall govern the local club in all proceedings except where inconsistent with the provisions of its bylaws and those of IFRW and NFRW.

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

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

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

LOCAL CLUB CAMPAIGN ACTIVITIES (Political Action) CHAIRMAN

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

National Federation of Republican Women Bylaws: ART III, MEMBERSHIP, Sec. 3.

Requirements: A. A State Federation or Local Club may be admitted to and continue in NFRW membership if its bylaws are not in conflict with the NFRW Bylaws and its purposes. Neither a state federation nor a Local Club that advocates a split party ticket or supports a candidate running on an opposition ticket shall be admitted to or continued in membership.

Duties:

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

- **Set goals for yourself and for your club.** Strive to increase volunteer hours from prior report periods and inspire club members to become actively involved in campaigns and county party efforts.
- **Have your OWN Local Club Awards** to recognize individuals.
- **Get members to report volunteer hours.** Develop a reporting plan and get members to report volunteer hours. Make available in print the **"Policy for Counting Campaign Hours"** to each member in your directory for easy reference. Suggest members keep a special calendar for ease in counting their hours.
- **Educate members** to the importance of attending the County Convention held at their polling place after the Primary Election. These meetings establish who will have a voice in delegate selection, convention rules, Republican platform decisions, and leadership for State Convention.
- **Maps** of county precincts may be obtained from the county courthouse or Republican headquarters. Encourage members to be precinct chairman. Network with the precinct chairmen in the club's area and encourage members to volunteer to help in their precinct.
- **Keep an up-to-date list** of all Republican candidates and campaign headquarters including the address, phone number, and name of campaign coordinator and scheduler. The county chairman should be able to provide all necessary information.
- **Know the talents of your members** and share the information with campaigns. Organize email/ call lists in advance to be able to schedule events and workers, on short notice for a visiting candidate appearance or volunteer requests for mailings, phone banks, precinct walks, etc.
- **Keep everyone informed**. Write an article for your newsletter. Share important email with your club's volunteers. Attend any campaign activities or Campaign Management Schools offered in the club's area - encourage members to attend as well.

- **Organize a "Meet the Candidates" event** (before primary if possible). Invite the public and media/press to meet and hear the Republican candidates. Allow time with refreshments, before and after the speakers, for one-on-one time with candidates.

- **Have a place for campaign materials at meetings** for ALL Republican candidates. Treat all Republican candidates equally. **Do NOT endorse a Republican candidate if there is more than one Republican in the race.**

- **Candidate Forums and Calendar of Events.** Clubs are encouraged to sponsor "Candidate Forums." However, every Republican running for an office during the Primary MUST BE invited. They may not all attend, but they must be invited. The club is not expected to meet every candidate's schedule. When information is sent out to candidates, include the club's "Calendar of Events," and **ALWAYS** include a disclaimer: "*Name of RW Club* do not endorse candidates during the Primary Election Period. The following is for information purposes only."

- **Reporting Campaign Hours**: Remember, to receive the Campaign award recognition that clubs and individuals deserve, members must report volunteer hours. Develop incentives within the club for not only volunteering, but also for reporting those hours. These hours **DEMONSTRATE IFRW's AND YOUR CLUB'S, STRENGTH and INFLUENCE IN ELECTING REPUBLICANS!**

LOCAL CLUB CARING FOR AMERICA CHAIRMAN

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

- Appoint a Caring for America Chairman - Forward the name and contact information for her to the IFRW Chairman.
- Promote and publicize the Caring for America program to your local club members. * Identify needs within your community.
- Inform members of your local club what the IFRW Caring for America project is for the year.
- Select one or more projects that are within your organization's capability to
  - Encourage volunteerism and private sector initiatives as important objectives.
  - Keep volunteers interested and motivated through "contests" and incentives.
- Enhance the GOP image by involving elected and appointed Republican officials and local party leaders in community service projects.
- Publicize in local newspapers, radio and television as well as IFRW and NFRW publications. Recognize volunteers publicly in these media sources.
- Follow through with projects to insure they are well executed, thus enhancing your local clubs and the GOP image.
- Keep the IFRW Caring for America Chairman informed of your local club's activities and especially the club's "SUCCESSES."
- Caring for America volunteer hours are tracked separate from Campaign Activity hours.
  Some recommendations for local club projects:
- Mentor/tutor individual or group programs for schoolchildren, welfare recipients and others.
- Hold a "Baby Shower" to collect diapers and baby essentials for a local women's shelter.
- Adopt senior citizen's homes or health care centers by providing small personal items, visiting/reading to them, writing letters to family/friends, hosting holiday or birthday parties, etc.
- Adopt one or more families with special needs.
- Collect food donations and deliver to food banks or soup kitchens.
  These are but a few suggestions. Simply look around communities to find opportunities to assist those in need, to build coalitions and to show that **Republican Women Care**.

LOCAL CLUB FINANCE CHAIRMAN (Ways and Means)

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

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

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

Planning a Successful Fundraiser:

• Appoint a committee to come up with suggestions and your goal in dollars. (Include your President as a member or an ex officio member).

- Present your committee recommendations to your club's board so you will have their support.
- Have the membership vote on all fundraising projects to ensure their participation.

LOCAL CLUB LEGISLATIVE CHAIRMAN

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

Since IFRW does not lobby as an organization, it is very important to teach members how they, as individuals, can stay current and lobby effectively. One must work to keep abreast of current legislation, particularly when both the Illinois Legislature and the U. S. Congress are in session.

Following are suggestions, which should assist in this effort

- Develop working relationships with the local offices of federal and state representatives (U.S. Senators, U.S. Congressman, State Senator, and State Representative). Contact each office and introduce yourself to the person responsible for legislation. Explain your responsibilities and ask that individual to be a resource. Request that you be added to any mailing list they use.

- Keep abreast of legislative issues by reading the newspaper, listening to the radio, watching television news, and by surfing the Internet.

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

- Present a legislative report at each Local Club meeting, either written or oral.

- Publish legislative updates in the Local Club Newsletter.

- Build a legislative file on major issues.

- Encourage public hearings on legislation of particular interest

- Promote Local Club participation in IFRW Legislative Day in Springfield.

- Encourage Local Club members to participate in the legislative process.

LOCAL CLUB MEMBERSHIP CHAIRMAN

(See TIPS section.)

- FORM A MEMBERSHIP COMMITTEE TO RECRUIT, ENCOURAGE, AND MENTOR NEW MEMBERS.
- Encourage new members to participate in meetings and get involved.
- Be proactive about encouraging people to join your local club – recruit everywhere!
- Ensure new members, and current members, feel welcome and utilized.
- Contact and encourage local elected officials, candidates, precinct chairmen, and spouses to join your Local Club.
- Stay informed of IFRW membership incentives and programs through the IFRW Newsletter .
- Create a membership goal program that incorporates IFRW Membership programs and Local Club incentives.
- Develop and implement new Local Club programs and member incentives. Below are a few ways to attract new members and renew current members.

  - Plan a special Membership Drive event (e.g. New Member Social, Membership Renewal Drive, lower cost of entry to a special event if you are a member).
  - Contact members who have not renewed and let them know you miss them and value them as a member of your club. Do this via phone, email, in person and by mail.
  - Advertise your Local Club – social media, newspaper, word of mouth, website, newsletter, local fairs/festivals
  - Ask members to submit names of potential members and always follow up.
  - Contact guests and encourage them to join.

- Provide membership applications at all club events. Make sure the applications include all membership categories including full and associate.
- Create "New Member Packets" which may include a welcome letter, membership directory, current Local Club Newsletter, membership applications for potential members, and any other pertinent information about your Local Club or area.
- Provide reports at Local Club meetings and a written report for the President at Board meetings.
- Provide sign-in sheets and nametags at meetings for members, guests, candidates and elected officials. Introduce guests, candidates, elected officials and new members during the meeting.
- Mail IFRW membership submission forms to the IFRW treasurer on a timely basis.

- Maintain up-to-date membership records and notify the IFRW VP Membership of any change or corrections as soon as possible. Notify IFRW immediately of a member's death.

- Ensure committee chairs receive contact information for new members interested in volunteering in their area.

- Transfer all membership checks to the club treasurer in a timely manner.

- Thank all members for joining!

- Compile and print a membership directory.

- Discover the Membership link on the NFRW website, www.nfrw.org for great ideas, such as templates for membership cards and tri-fold brochures.

- Develop a recruitment bi-fold or card, with Local Club logo and group identification.

LOCAL CLUB PARLIAMENTARIAN

(See TIPS section)

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

IMPORTANT TO REMEMBER:

- Parliamentary procedure gives only the President the power to rule on questions of order or to answer parliamentary inquiries.

- The Parliamentarian answers questions or offers opinions for the members during the meeting only upon request by the President.

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

- The Parliamentarian shall remain impartial in all debate; she shall have a copy of the local club bylaws, agenda, and the current edition of *Robert's Rules of Order Newly Revised*.

LOCAL CLUB PROGRAM CHAIRMAN

Programs define an organization. Programs are what you are about, what you are doing, and where you are going as a Club

Programs should:

- Be informative, inviting, and well planned; offer a variety of topics to attract new members and maintain regular members.

- Educate members and keep them updated on issues in well-balanced presentations.

- Be formulated to focus on the political arena (i.e. listening to candidates, discussions of the election process or holding training sessions to provide leadership skills) to foster the members' political growth; showcase Republican principles and issues.

- Be planned well in advance and for the entire year if possible. Work with your Club President and your board in setting up programs. Try to include your board's suggestions in program decisions. Review past programs and survey membership for ideas.

- Promote programs in your newsletter.
  Duties:

- The Program Chairman is generally the person responsible for making the physical arrangements for the meeting (location, room set up, specific needs of speaker, etc).

- When initiating a speaker request, personal contact is best and discuss all pertinent details of the meeting such as date, time, location, and subject matter. How travel expenses will be handled should also be discussed. Request written or phone acceptance and follow up if needed. Exchange mobile numbers in case of emergency on the day of the meeting.

- The speaker should be informed as to the exact amount of time that will be given for the presentation (15-20 minutes) and whether or not a Question/Answer session (5-10 minutes) will follow. If a Q&A is utilized, questions are to be asked, not statements made by members. Perhaps your club may wish to use cards for written questions only.

- Ask the speaker for a bio to prepare your introduction. Introductions should be short and concise.

- A few days in advance, check with the speaker to make sure that all details are attended to.

- On the day of the program, arrive early to check on arrangements – room and equipment. Greet the speaker at the door and make him/her feel welcome.

- If possible, have the speaker's presentation prior to the business meeting and never have him/her speak while lunch is being served.

- If your Club policy dictates, secure a speaker's gift or make a donation in the speaker's honor to an organization of his/her choice or an organization selected by Club policy.

- Write a thank you note within one week.

- At times, programs will be changed or cancelled due to circumstances beyond your control. Have a back-up plan, be innovative, and turn to your IFRW leadership if needed.

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

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

- Programs or partial programs may incorporate the major goals of some of the NFRW/IFRW committees such as Americanism, Caring for America, Voter Registration, etc.

- Share your interesting or outstanding programs/speakers with your IFRW Programs Chair who will make the information available to other clubs across the state with your club noted as the originator of its success.

- Call your IFRW Programs Chair for needed suggestions or questions.

- Some programs are mandatory to obtain points for awards. Check the "Awards Roadmap Checklist" found on www.ifrw.org or www.nfrw.org to see particulars regarding Programs.

LOCAL CLUB PUBLIC RELATIONS CHAIRMAN

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

NEWSLETTER EDITOR DUTIES

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

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

- Set the date you would like your newsletter mailed or emailed and establish deadlines.

- Important information to include: your next meeting date and speaker, how to contact the club President or other officers, and how to join. Use pictures with captions, cartoons, quotes, short articles, etc. as fillers.

- Submit all material to the President before printing or emailing.

- Update mailing addresses or emails with Membership Chairman to include new members before each publication. If providing print newsletters, prepare mailing labels in advance.

- ALWAYS include your political disclaimer in your newsletter, print or electronic. "Political Advertising paid for by (name of your club). Small print/font is acceptable.

- Send copies* of your newsletter to the following:
  - **The IFRW Public Relations Chairman**
  - **IFRW President**
  - **Your District Director**

  If your club is using an electronic format, **you may email copies to the IFRW President, Public Relations Chair and District Director.*

  PUBLICITY CHAIRMAN DUTIES

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

- Contact the local media and let them know who you are. You alone should be the contact person to the media, and media representatives should know that you are the person to contact should they have any questions. Develop a working relationship and collect current names, phone numbers, and email addresses for your media file.

- Establish how each media outlet/representative wants to receive press releases: e-mail, fax, snail-mail. Also preferred format for photos and videos files: JPEG, EPS, PDF, PNG... etc.

LOCAL CLUB WEBSITE CHAIRMAN

Every IFRW club should have an online presence, to provide a simple way for members to keep up with current events and activities, and also to easily engage an increasingly online community. Women in your community may turn to the internet when looking for ways to get politically involved, and the easier you make it for them to find you, the more likely they will engage. Club websites and/or Facebook pages should be a priority for communications. These tools, like all club communications available to your community, should include political disclaimers and be good representations of your club and the Republican Party.

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

Duties:

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

SAMPLE AGENDA AND ORDER OF BUSINESS

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

Call to Order

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

Opening Ceremonies

The Invocation, the Pledge of Allegiance to the Flag of the United States of America, in that order.

Roll Call – if needed to establish a quorum

Reading and Approval of Minutes

"The secretary will read the minutes." The presiding officer sits down; the Secretary stands and reads the minutes.
Or this option may be used:
"The minutes prepared by the Secretary were printed in the most recent newsletter."

Continue with:

"Are there any corrections to the minutes?
"If there are no corrections, the minutes stand approved as read/or/ as distributed."

With corrections: "If there is no objection, the Secretary will make the correction(s). If there are no further corrections, the minutes are approved as corrected."
Note: No motion is necessary to approve the minutes.

Reports of Officers, Boards, and Standing Committees

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

Unfinished Business

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

New Business

"Is there any new business?" then, "Is there any further new business?"

Announcements

"The chair has the following announcements . . . Are there other announcements?"

Program ***may be inserted anywhere in the Agenda. Before or after the business meeting is preferable.***
"The Program Chair will now present the program" or "introduce the speaker(s)."

Adjournment

"Is there any further business? (Pause) The meeting is adjourned" or "A motion to adjourn is in order."
In announcing an affirmative vote: "The ayes seem to have it. (Pause) The ayes have it, and the meeting is adjourned." (A single rap of the gavel may be used.)

HOW TO CONDUCT AN EFFECTIVE MEETING

Introduction

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

Tips

Before the Meeting:

- A meeting cannot be staged successfully without advance preparation. A capable leader prepares well ahead of time. Be sure that each officer knows her responsibilities.

- Prepare an agenda for each meeting for yourself and provide copies to the members.

- Check with each chair scheduled to make a report to assure her presence. Place a time limit on reports and discussion (always give proper notice if you plan to call on a chair).

- Proper arrangements for your guest speaker should be made by the Program Chair. Work with the Program Chair when making your agenda so that you are in agreement on the time allotted the speaker.
  The Meeting:

- A well-run meeting starts on time. Always arrive early, to greet people and answer any questions.

- Recognize guests and new members near the beginning of the meeting. If an elected official arrives late to the meeting, do not immediately interrupt the proceedings, but acknowledge the official's arrival between agenda items.

- Keep the meeting orderly and keep it moving. Thorough knowledge of Robert's Rules helps you to do this.

- Meetings should have a light touch as well as a serious side. Make them enjoyable.

- Think what you would want for yourself if you attended the meeting as a guest.
  Helpful Hints for the Presiding Officer

- Be familiar with your bylaws.

- Know your quorum. A quorum is the number of members who must be present in order to be able to have a vote. You do not have to have a quorum to hold a meeting, but you cannot vote on anything (including approving the minutes) without one.

- Do not wait for a quorum to begin the meeting. Most of a meeting can be conducted without a quorum; however, a quorum must be present before any votes can be taken. If you do not have a quorum, you cannot take any votes, period.

- Use Parliamentary Procedure. Have a copy of the most recent version of Robert's Rules, and your club's bylaws and standing rules in your notebook and with you at all meetings.

- Use the gavel (one rap) to call the meeting to order, to maintain order, and to declare adjournment.

- The presiding officer should stand to conduct the meeting and speak so that all may hear.

- All remarks from the members are addressed to the chair. This avoids confusion.

- The President represents the entire local unit or state federation – she should remain neutral during any debate. If you feel you must express your opinion during a debate, ask the vice president to take the chair. Remain out of the chair until the matter of business to which you spoke has been taken care of by vote.

- The President is responsible for overseeing that the business is transacted in an orderly manner and members observe the rules of decorum.

- Follow the usual order of business (see sample agenda).

- Anticipate parliamentary problems that may arise at the meeting and plan with the parliamentarian ahead of time how to handle them. The parliamentarian serves in an advisory capacity concerning the rules of order.

- Do not use the phrase "turn over the meeting" when calling for the program reports, etc. Instead say, "The chair presents, recognizes, introduces, etc. . . ." Take time to thank those who have helped

PARLIAMENTARY PROCEDURE

Making a Motion

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

1. Member rises and addresses the chair, states her name.

2. The chair acknowledges the member.

3. Member states motion ("I move that....").

4. Motion is seconded. If the motion is not seconded, then the chair states, "The motion dies for lack of a second." Then, simply move on to the next agenda item.

5. Chair re-states the motion only after a motion has been seconded. Restating the motion makes it an official motion and puts the motion before the entire body.

6. Chair calls for discussion.

7. After discussion is complete, the chair restates the motion, and then calls for vote: "All in favor please say 'Aye'; (pause) opposed 'No'."

8. Chair states result of vote and states what will be done as a result of motion.

How to Handle Amendments:

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

2. The motion to amend is seconded: "I second the motion to amend." The President restates the amendment and asks if there is any discussion.

3. In the midst of a discussion of an amendment, a motion can be made to amend the amendment. In that case, the amendment of the amendment must be voted on before any other any other amendments can be offered. Roberts Rules does not allow a third level of amendments (i.e. amendment of an amendment of an amendment).

4. Once the discussion on the amendment is completed, the President once again restates the amendment, and then calls for the vote.

5. Once there are no more amendments offered, the main motion is now up for a vote in its amended form, if any amendments were approved.

6. The President restates the final version of the main motion and asks if there is any more discussion on the motion.

7. Once discussion is complete, the President restates the motion, and calls for the vote.

8. The President announces final results on main motion and states what will be done as a result of the motion.

A few common errors

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

- In the same manner, the "friendly amendment" is frequently misunderstood or misused. Once a motion has been restated by the President to the group, an amendment to it cannot be made without the consent of the body. The motion maker no longer owns the motion, and therefore, cannot unilaterally approve any amendment.

- Members of the assembly should not call out, "Question! Question!" when they are ready for discussion to end and for the vote to be taken. This is out of order and the President should ignore it. She can, however, direct them to the correct behavior, which is to stand and say, "I move the previous question" or "I call the question." The member can stand and state, "I move the previous question" even without the President calling on her; however, the member should not interrupt someone else who has the floor. If it is seconded, no discussion is allowed on this motion. The President must immediately state, "All those in favor of ending discussion, say aye . . . etc." The entire body then votes on whether or not to end discussion. A two-thirds vote is needed to pass this. Note: Calling the question is NOT a vote on the motion on the floor; it is a vote to stop debate on the motion.

- The motion to postpone the question until a definite time should, of course, mention the specific time proposed.

- The motion to refer to committee should specify the name of the committee or, if a new committee is to be created, the number on the committee, how the committee is to be selected, and when the committee is to report.

- Without securing recognition from the chair, or even without waiting for a speaker to yield the floor, a member may rise to a Point of Order, to a Request for Information, or to a Question of Privilege. No second is necessary. A Point of Order on a question of privilege should be stated as a request to the chair.

- The President should not permit one or two constant talkers to dominate a meeting. Time is limited; everyone should receive equal opportunity to speak. The chair should not recognize the same person twice until all others who wish to speak have done so.

Thirteen Ranking Motions

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

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

* A main motion if made when no business pending
** Check RONR for specific rules

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

MEETING PROTOCOL

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

If you customarily open meetings with an invocation and a recitation of the Pledge of Allegiance, the protocol is "God before country" (meaning you invoke the deity before you salute the U.S. flag).

• Seating
- Head table honors the POSITION, not the person who holds it!
- Appoint someone versed in protocol to handle proper seating.
- The speaker is always the honored guest and is given the seat of honor at the right of the Presiding Officer. A second speaker sits at the right of the First Vice-President of the organization.
- All persons taking part in the program are seated at the head table (including the Chaplain).
- Spouses of persons taking part in the program are seated at head table or at a reserved table nearby.
- Political seniority is determined by the number of people the position officially represents:

1) President of the United States
2) Vice-President of the United States
3) Governor of the State
4) Chief Justice of the United States
5) Senior United States Senator
6) Junior United States Senator
7) Congressmen
    - According to seniority in U.S. House of Representatives
    - In cases of 2 or more sworn in on same date, precedence established by alphabetical order
    - If a District function, congressman representing that district outranks other congressmen present despite seniority rule
8) State elected officials as listed on ballot
9) National Republican Party, NFRW, National Young Republican officials (President, board members)
10) State Republican Party officials (national committeeman and committeewoman, state chairman and vice chairman), TFRW officials (President, executive committee members), TYR officials
11) Appointed state, TFRW and TYR officials

12) County elected officials, including elected school trustees
13) County Party officials
14) County appointed officials
15) Other Party leaders

o Highest-ranking officials of sponsoring organization and special guests should be recognized and seated at a special reserved table in front, if not at head table.

o Press should have a special table with Publicity Chairman available to answer questions and identify people. Provide complimentary refreshments.

• Courtesy

o Appoint a hospitality chairman or reception committee to greet and brief special guests on seating and other requirements.

o Have a separate assembly area for head table, speakers, and special guests for large, more formal gatherings.

o Ensure head table guests are properly seated, which includes:

- Chairs labeled with each name as the table placement comes
- Individual escorts to direct special guests to head table
- Form a line in order of place cards and introduce head table as individuals are being seated. Provide each guest a card (listing name and title) to be handed to the announcer as they approach the platform.

• Place Cards

o Printed in large, easily readable letters from a standing position o For distinguished political guests, should read:

- For the Governor: Governor
- For a Senator: Senator
- For a Congressman: Mrs./Ms./Miss/Mr.
- For a Mayor: Mayor

• Introduction of Speaker

o Secure biographical materials and practice reading materials aloud in advance.
o Make introduction brief and snappy with emphasis on guest's qualifications and general background. Mention the topic, but do not give the speaker's speech.
o In advance, give the speaker a list of persons he or she may be expected to recognize.

o Limit time and number of local speakers. The guest speaker is the main attraction.

• Personal Courtesies at Head Table

o As a Party leader, you will be sitting at the head table and under constant scrutiny. Fasten your attention on the speaker and sit still so as not to detract from him or her.
o Pay attention to your posture, facial expressions, and mannerisms. If you are not protected by a tablecloth or bunting, keep knees together and ankles slightly locked in a slanting position. Do not lean on the table unless you are taking notes on the speech.

SAMPLE - INSTALLATION CEREMONY OF OFFICERS

Ceremonies for the induction of new officers are recommended for Local Clubs and the state federation. Such ceremonies give opportunity to express appreciation to outgoing officers and to instill a deeper sense of responsibility in new officers. The members may be given a separate charge so that they will also assume their share of the responsibility of the work of the Local Club.

Installation programs may be adapted from this basic outline to meet local requirements. Be sure to arrange for pictures of the new officers for your local and state news media.

The outgoing President gives a short talk, introducing the incoming President and officers.

The installing officer may give a brief talk citing the objectives of the Local Club and charging the new officers with their responsibilities to the club and to Republican citizens in their community.

Some Local Clubs have found the following presentation effective:

"You, the newly elected officers of the *(name of Local Club)* are about to enter upon your respective duties. In accepting these posts, you are assuming a leadership role among Republicans, and therefore, you are setting an example, one that requires the best energy and devotion of which you are capable.

In accepting this post, do you promise to exert every possible effort to conduct Local Club activities that will attract women in your community who believe in the Republican Party and its principles, and in electing Republicans to all levels of government?

To that end, I ask you to raise your right hand and repeat after me your oath of office:

I solemnly swear / to live up to the provisions / of the governing laws of the Illinois Federation of Republican Women / and the bylaws of _____ *(Local Club name)* / and to discharge all duties incumbent to my office / to the best of my ability.

Do you solemnly swear that you will support and defend the Constitution of the United States of America against all enemies, foreign and domestic, as well as the governing laws of the National Federation of Republican Women; that you will bear true faith and allegiance to the same; that you take this obligation freely and without mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties of the office of which you are about to enter; So help you God."

The officers respond to this oath: "I (or we) do"

Members of the Local Club also may be asked to give loyal support to the new officers, to attend club meetings regularly, to pay dues promptly, to serve when called upon, and in all ways to support the programs of the Local Club.

Turning directly to the audience, the Installing Officer declares:

"We of the National Federation of Republican Women believe that the responsibility of any organization is borne by the members as well as the officers. Would all of you, therefore, stand, raise your right hands, and take the following oath:

Do you as members of (Local Club name) promise to give your loyal support to the new officers, to attend the meetings whenever possible, to pay dues promptly, to serve when called upon and in all ways to support this organization and the Republican Party?"

Response: "I do"

You are now starting upon a new year of activity in the Federation. We know that as individuals, as Local Club and State Federation members, and as a part of the National Federation, you will do your best to support the Republican Party and its candidates.

The Installing Officer then declares the women duly installed as the new officers of the Local Club or Illinois Federation, naming each one with her title, and shaking her hand in congratulation.

The incoming President responds, commending the outgoing officers on their administration, naming highlights of their regime. She may also wish to present the outgoing President with a token of appreciation for service on behalf of the Local Club or Illinois Federation.

The outgoing President presents the gavel to the new President.

The Local Club determines when to present the President's pin that is available from IFRW. It may be given at the beginning or end of a President's term.

AMERICANISM TIPS

Programs to make it work:

- Provide the news media information recognizing those women who have/are making a difference.
- Celebrate patriotic holidays and participate in local events.
- Promote programs on past and current American history.
- Encourage everyone to exercise his or her rights and patriotic duty to vote. Stress the advantages of voting as a means to achieve a better life.
- Stress correct use of the flag.
- Have a member give a very brief bit of information on the flag prior to each pledge.
- Display the flag.
  Suggested contacts and sources of information:
- Local government and civics teachers
- Local library
- Veterans' organizations such as The American Legion, Veterans of Foreign Wars (VFW), Disabled American Veterans (DAV) and others as a possible source of speakers.

FUNDRAISING

When doing a fundraiser, make sure it is unique to your area and will be of interest to the community. This is important for a successful fundraising event. As club funds may be used to underwrite the event, you must ensure its success by having your club's board approval and if necessary, the membership approval for expenditures.

Suggested Fundraising Ideas:

- **Elephant Boutiques**: Members donate handmade items or purchase gifts, such as jewelry, to be sold. The "gift shop" can be set up at meetings, state conventions, and workshops.

- **Kitchen Corner:** This is a glorified bake sale, featuring fancy baked goods, candies and other food specialties. Sales can be held almost anytime, but they produce the best results before holidays, in a good location and attractively displayed. Pricing is important - don't price too low.

- **County Fair**: Republicans usually have a booth where literature is on display for free distribution. Your club could sell handmade items such as tote bags, crocheted elephants, and ceramic pieces. Your club might offer to sell items made by senior citizens or handicapped persons, thus performing a desirable community service by providing income for these individuals while raising funds for your club. Be sure to keep a good supply of voter registration cards and membership signups for newcomers.

- **White Elephant Sale**: The white elephant sale or auction is enjoyable and easy to manage. Members and other contributors are asked to donate merchandise worth at $1 or $2 attractively packaged in bright gift-wrap. When auctioned off, most items go for about $4 or $5. What makes a white elephant sale fun is the "surprise" that comes with each purchase.

- **Thrift Sales** (Rummage or Garage Sales): Handicrafts, baked goods, used home furnishings and even donated designer clothes are among the items that may be offered. The key to a successful sale is simple - membership participation, planning, publicity, and a good location. Garage sales frequently bring in several hundred dollars in an afternoon.

- **Buttons and Bumper Stickers:** These items can be purchased and sold for Republican candidates. Standard Republican pins, bumper stickers, and jewelry also fit this description. A Local Club can probably make arrangements with manufacturers or wholesalers for GOP memorabilia.

- **Silent Auction**: In this enjoyable game, members contribute attractive gifts. Items are not wrapped and are placed in a convenient area for viewing. A slip of paper and pencil are placed in front of each item. Prospective buyers write their name and bid on the paper. At the conclusion, the highest bidder purchases each article. Be sure to report the fair market value of the donated silent auction items as contributions-in-kind.

- **Patrons — sustaining members:** Many organizations have patrons; i.e., members who contribute an amount above the charge for regular dues. The amount is usually a minimum of $10.00 above regular dues, but you may have patrons who contribute from $25.00 to $100.00 over regular dues. The soliciting is done by direct contact or direct mailings. If by mail, the letter should indicate clearly the purpose and what, if anything, the contributor will receive in return.

- **Boosters:** On official letterhead, a one-page letter is hand addressed to Republican sympathizers, with a personal postscript and a colored card enclosed, describing your activities during the previous year, and asking for a small donation. The closing paragraph typically reads: "We are asking you for $5.00 ...or more if you would like. We are asking you to become a Booster of our organization. When you send us a donation of $5.00 or more, we will send you a card, which reads, 'I am a Booster of Republican Women'."

- **Plant Fair:** Houseplants being very popular, the opportunity to raise money with houseplants should not be overlooked. Plant sales may be combined with other activities.

- **Special Event Dinners**: Dinners with a special theme such as Lincoln Day, Presidents Day or just a fundraiser. Have a "named speaker." Plan to have different categories for ticket sales, from Underwriter, Host, Sponsor, to normal ticket price. Your top categories could entail some of the following; having a special reception, pictures taken individually with the "named speaker," reserved seating, their names, and categories listed on the invitation, etc.

- **Special Theme Events**: Barbecues, picnics, potluck meals, chili cook-offs, or boxed meals provided by members and auctioned off. These events can be planned around holidays as well from the 4th of July to Memorial Day.

- **Special Projects**: Preparation of a special collection of recipes placed into cookbook format. Collect favorite recipes from members or elected officials.

- **Advertisement in your newsletter**. Sell advertisement space in your newsletter. Club members who are self-employed or own local businesses would be good prospects. Local officials or candidates could be considered as well but you will need to consider how often they are asked to support the club. Corporations cannot purchase an ad.

- **Associate Members**: Recruit Associate members. Your club does not need to pay NFRW or TFRW dues for any associate member. Their participation adds to your attendance and their volunteer hours may be counted and credited toward your clubs' total time. Their dues are pure profit.

NOTE: Be sure that prospective purchasers of your goods and services clearly understand that they are making POLITICAL CONTRIBUTIONS. This is obvious if the fundraising is done at regular club meetings or special events. It is also easier to track contributors in the controlled environment of club activities. In venues open to the public, it must be clear that funds raised support your club and its political activities.

LOCAL CLUB PUBLIC RELATIONS CHAIRMAN TIPS

As Public Relations Chairman, you are responsible for your local club's public face. A Public Relations Chairman is usually two jobs: 1) Newsletter Editor and 2) Publicity Chairman. The following guidelines will address both duties:

NEWSLETTERS

Communication is critical to every organization. An informed membership is an interested, more responsible membership. A club newsletter is the best means of reaching all members with information about your club and its activities, accomplishments, and future plans. A newsletter is your tool to provide important information for participation, which will encourage current members to participate, new members to become acquainted with your programs and projects, and everyone to get involved.

Your newsletter is your best recruiting tool for new members. It should always be written as though a prospective member is reading it. Never assume "everybody already knows," even members.
Keep your newsletter as short as possible. Long, verbose newsletters are "put aside for later." You want critical information (next meeting, speaker, project deadlines) to be read immediately. Put your most important information on the first page always in the same location. Also, include your officers with contact information. Remember, your newsletter is a recruiting tool. People must know how to contact someone from your club in order to get involved.

ITEMS YOUR NEWSLETTER SHOULD INCLUDE

1. Disclaimer stating "Political Advertising Paid for by (name of club). This may appear in small print at the bottom of the page(s).
2. Day, Date, Time, and Place of your next meeting.
3. Program details for the next meeting
4. Calendar of events.
5. Message from the President.
6. Reports from officers and committee chairmen
7. List of Officers and Committee Chairmen with contact information.
8. Articles from elected officials.
9. Remember the cardinal rule of reporting: *who, what, where, when, and why*. If you leave out any of the first four, the fifth is immaterial!

For electronic newsletters:

There are numerous ways to send electronic newsletters, but an email-marketing program will give you the most professional-looking, readable product. Email marketing programs range in price from 'free' (with conditions) to $20 per month. Some of the most popular programs include *Constant Contact*, *and* MailChimp

A website showing side-by-side comparisons of these programs, along with pricing information, is: https://www.capterra.com/email-marketing-software/

Electronic newsletters contain all of the same information included in print newsletters, but should also include:

- Your club website address and email contact information.

- Links to IFRW, NFRW, the Illinois Republican Party, your county GOP, local GOP elected officials, etc.
  Like print newsletters, E-newsletters should have consistent layout and 'publication' dates, and be easy on eyes reading on the computer screen.

In addition to your members, you should also mail copies to the following:

1. IFRW President
2. IFRW 1st Vice President
3. IFRW Public Relations Chair
4. Your IFRW District Director

Send electronically or, if your club prefers, by US mail.

YOUR NEWSLETTER IS YOUR BEST RECRUITING TOOL!
Distribute it as widely as you can afford.

E-MAIL

E-mail is a quick, easy, and inexpensive way to contact your members, but should be used wisely. Most clubs use e-mail communications and many send their newsletters by e-mail.

Tips for Email Communications:

- Manage your email volume. Too many emails will cause recipients to tune you out, so limit emails to no more than one each week, unless there is a special need, i.e., an urgent action alerts.

- Make use of your subject line. Use clear terms, such as “AB County RW February Newsletter,” “ABRW March Meeting Notice,” or “ACTION ALERT.”

- Use a standard format for every email. Email marketing programs make this easy and professional looking. (See the Newsletter tips for more information on programs.) Choose color schemes that are easy on the eye and easy to read.

- Always use your club's full name in any communication.

- Adhere to IFRW guidelines for political endorsements in contested Republican Primaries.

- Keep in mind that your emails can and will be forwarded to others. This is not necessarily a bad thing, but be sure to project a professional image and use discretion regarding content.

- Set up a club email account to send and receive official emails. Make sure that more than one club officer has the ability to check this account, and that it is checked frequently. You can also have those emails automatically forwarded to a personal email account. One strategy is to have an 'alias' email account that forwards to several club officers.

- Keep your address database up to date by adding your new members on a monthly basis. Send new members and/or visitors a ***'welcome to the club'*** or other follow-up message to make sure you have the correct address on file.

- It is a good idea to keep a copy of club communications. Email marketing programs can archive those for you.

- If you are particularly anxious to make sure your club members receive an urgent message, old-fashioned phone calls still work!

ILLINOIS FEDERATION of REPUBLICAN WOMEN

EXECUTIVE COMMITTEE

Elected at IFRW Biennial Convention

All have a **VOTE**

PRESIDENT

FIRST VICE PRESIDENT	SECOND VICE PRESIDENT	THIRD VICE PRESIDENT	FOURTH VICE PRESIDENT	SECRETARY	TREASURER	IMMEDIATE PAST PRESIDENT

LOCAL CLUB PRESIDENTS

VOTE

STANDING COMMITTEES

VOTE

BYLAWS CHAIR	CAMPAIGN / POLITICAL ACTIVITIES CHAIR	FINANCE/ FUNDRAISING CHAIR	LEGISLATION CHAIR	MEMBERSHIP CHAIR	PROGRAM CHAIR	PUBLIC RELATIONS / NEWSLETTER/WEB CHAIR

SPECIAL COMMITTEES

Achievement Awards
Americanism
Armed Services
Budget
Caring for America
Hospitality
Literacy / MELP
Scholarship
Technology Support
Youth Outreach

IFRW Special Committees shall be appointed by the IFRW President as deemed necessary to accomplish the work of the IFRW.