

## **PROCEDURES FOR ORGANIZING NEW REPUBLICAN WOMEN'S CLUBS**

Any ten interested women can organize a unit club of the NFRW.

Careful and thorough planning is essential to the successful organization of a new club.

An informal meeting of a few key people interested in forming the club is the first step in planning. These individuals should:

1. Notify the State President through their Region Director of their intention.
2. Obtain copies of the bylaws of both the national and state Federation for reference.
3. Examine sample bylaws in the President's Guide and those obtainable from the State Federation.
4. Set a time and place for the organization meeting.
5. Publicize the fact that a new Republican club is going to be organized; get in touch with interested persons and invite them to attend the organizational meeting.
6. Decide who will call the first meeting to order and preside until a temporary chairman is elected.
7. Name someone who will be responsible for nominating the temporary chairman and secretary, and decide whose name will be presented for those positions.
8. Select someone to read the call to meeting, which will state the purpose of the meeting and explain the reasons for organizing a new club.
9. Remember that NFRW bylaws require that the word **Republican** be included in the title of all clubs.

### ***Suggested Agenda for Temporary Organizational Meeting***

1. The individual chosen at the preliminary meeting calls the meeting to order and calls for nominations from the floor for temporary chairman.
2. A temporary chairman is elected.
3. A temporary chairman takes the chair and calls for nominations for a temporary secretary. Secretary is elected and begins to take minutes of the meeting.
4. The Call to Meeting is read by the temporary secretary.
5. Various people discuss the stated reason for organizing.
6. A resolution regarding forming the new organization is presented for discussion and adoption.  
Example. Resolved, that it is the intent of this meeting to organize a Republican Women's club...
7. The chair then states: " If there is no objection the chair will appoint a committee of not less than three to draw up bylaws for the club and report at the next meeting."
8. The chair appoints a committee to draw up bylaws.
9. The time and place of the next meeting is determined.
10. The chair asks if there is any further business to come before the meeting. If there is none, the meeting is adjourned to meet at the time and place already agreed upon for the second meeting.

### ***Agenda for Second Organizational Meeting***

*(Note: A club may be organized by combining the above procedures with the following):*

1. Call to order by temporary chairman.
2. Minutes of the first meeting are read and approved as read, or approved as corrected, if corrections are made.
3. The committee appointed to draft bylaws reports, presents the bylaws, and moves their adoption.

4. The bylaws should be read paragraph by paragraph for amendments before being adopted. Bylaws are adopted as presented or as amended. *(Note: The bylaws establish the dues, and it is now in order to accept members.)*
5. The meeting is then recessed for a few minutes so that those wishing to sign up for membership may do so. Those signing up and paying dues shall become club charter members.
6. Meeting reconvenes. The list of names now becomes the official list of members of the organization entitled to vote and is ready by secretary.
7. Permanent officers are now elected. The most satisfactory way is to call for nominations from the floor, provided those persons nominated have consented to serve. In the election of a temporary chairman, secretary, and permanent officers, voting should be by ballot if more than one name is presented for any of the offices to be filled.
8. New Business is discussed. Necessary committees are appointed. The time and place of the next meeting are determined.
9. If there is no further business, the meeting is adjourned. The organization is now permanent and ready to hold regularly scheduled meetings.

Immediately following the close of the meeting, the treasurer should send a check for per capita dues and service charge\* to the state president. \*Ascertain the correct per capita charge from your state president.

The state president will forward per capita dues, service charge and a list of members to National and National will return an inscribed charter recognizing the club's membership. The state president will present the charter at a suitable ceremony. *(This is usually at a AzFRW meeting.)*