

# GEORGIA FEDERATION OF REPUBLICAN WOMEN

## POLICIES & STANDING RULES

These policies and rules may be changed, added to or deleted anytime at the discretion of the Executive Committee via a two-third (2/3) vote taken in person or by electronic mail (E-Mail), FAX, letter or telephonic conference call.

- 1) In the event of the death of Past Presidents or current Executive Committee members, an appropriate book shall be given to her local library in her name, or a donation to her favorite charity; whichever is desired or requested by her immediate family or so directed by the Executive Committee.
- 2) The President's expenses shall cover the NFRW Board Meeting registration fee, hotel cost and airline fare and Regents fees. The President will be allotted one additional over-night hotel stay in order to bring the President into the President's home airport (Atlanta Hartsfield Airport or other major Georgia Airport) during daylight hours on the return flight or if an airline emergency cancels the President's originally planned flight.
- 3) A budget shall be set annually to cover the President's expenses, including postage, printing, long distance phone bills, GFRW business travel and hotel expenses. The President will be allotted one overnight hotel stay when a local club or Republican Party event to which the President is invited representing GFRW is 100 miles or more from the President's home. Other expenses must be approved by the Executive Committee. All checks over \$300, other than approved budgeted expenses shall have 2 signatures. Receipts must be furnished to the Treasurer for all expenses.
- 4) Local clubs are not to contribute money to candidates or become a fundraising organization for candidates unless the club is a registered PAC (Political Action Committee).
- 5) Web-Site — Policy: Postings of NFRW, GFRW, NRC and Georgia GOP and U.S. Presidential Activities (example: "State of The Union Address"; if a Republican President) will be the only "postings" allowed on the GFRW Website. There will be no advertising commercial or political allowed on the GFRW website.

### 6) Electronic Communications

- a) FAX (facsimile) or E-Mail notices shall be deemed to be given and received as of the date and time it is transmitted. The sending FAX must produce a written confirmation showing such date and time. The Recording Secretary shall keep a record/file of all FAX and E-Mail transmissions of notices. A faxed signature of a party shall constitute an original signature binding upon that party who signed it. Proxies transmitted electronically shall be deemed valid when identification of the sender can be determined on the transmitted document; either by Fax's "station ID" or sender's e-mail address.
- b) Electronic and Telephone Conference Call Voting: Except as to votes requiring a secret ballot, for issues requiring a vote by the Executive Committee or other GFRW Committees either in favor or opposed to a certain position, the vote may be cast and taken by electronic mail (E-Mail) or other electronic means:
  - i) All votes cast by electronic means shall be cast within 5 (five) days of the original "call for the vote" by the President or Committee Chairman.
  - ii) A tally of all votes cast by electronic means shall be circulated to all members of the effected Committee within eight (8) days of the "call for the vote" date.
  - iii) A vote cast by electronic means shall have the same force and effect as a vote cast by a member in person.
  - iv) All members responding to the "call for the vote" shall use the "Respond to All" function on the member's E-Mail vote response.
  - v) The Recording Secretary shall keep a copy of the transmitted "Call for the Vote" e-mail and the response voting e-mails from each committee members.
  - vi) Members of the Executive Committee or other GFRW Committee who do not have electronic communications capabilities will be called by the President or Committee Chairman via telephone in order to acquire the committee member's verbal vote on the motion. The Executive/Committee member shall also call the Recording Secretary or Committee Vice Chairman to give the Recording Secretary/ Vice Chairman their verbal vote on the motion or matter at hand.
  - vii) Recording of Electronic Vote: At the next Executive Committee or GFRW Committee meeting, the President or Committee Chairman shall read the results of vote taken *electronically into the minutes*.

**7) Award: Outstanding Federation Republican Women of Georgia**

- a) Purpose: To honor an outstanding GFRW member who has made the most outstanding contribution to the Federation through her work in GFRW, The Republican Party and her community service.
- b) Criteria: Nominee for this award must fulfill the following criteria:
  - i) Is a member in good standing of GFRW at the time of nomination
  - ii) Has been a member of GFRW for at least 5 years.
  - iii) Has actively worked in GFRW for a period of 4 years.
  - iv) Has made an outstanding contribution to GFRW and the Republican Party for a period of 4 years.
  - v) Has not received this Award in the proceeding year and has not received this award more than one time in the past.
  - vi) Is not an elected Officer of GFRW at the time of nomination.
- c) Selection Process:
  - i) The Executive Committee shall nominate three (3) nominees prior to the Biennial Convention.
  - ii) The Awards Committee Chairman shall present the slate of nominees to the Delegates attending the Biennial Convention.
  - iii) Nominations from the floor shall not be allowed.
  - iv) Vote shall be by secret/paper ballot during the Biennial Convention.
  - v) The Awards Committee shall tally all cast ballots.
  - vi) No member of the Awards Committee shall be allowed to help tally the ballots if said Committee member is a nominee for this award.
  - vii) A plurality vote of all Delegates present at the Convention shall govern. The nominee receiving the most votes shall be the recipient of this Award.
  - viii) If there is a tie vote the Awards Committee Chairman shall notify the President and the President shall vote to break the tie.
  - ix) This award can be awarded posthumously to the recipient's family member(s) or presented to the President of the recipient's local Club whom shall carry the award to the Club's local jurisdiction and there present the award to the recipient's family.
- d) Award: The award shall be designed by the Awards Committee and approved by the Executive Committee.
- e) Presentation: This Award shall be presented at the Luncheon Meeting at the Biennial Convention or a time determined by the Executive Committee by a two-thirds (2/3) vote.

**8) STANDING COMMITTEES DUTY GUIDELINES**

- a) The Standing Committees shall be as prescribed in the By-Laws.
- b) Standing Committees
  - i) The standing committees shall outline programs for action in their respective fields for consideration and adoption by the Board of Directors and shall carry out such other duties as may be prescribed by the Board of Directors. They shall report to the GFRW at regular meetings and as directed by the President.
- c) Duty Guidelines for each standing committee are described below:
  - i) **Legislation and Research Program- Georgia** - The Legislation and Research- Georgia Committee shall:
    - (1) Maintain a data base of state elected officials to include: name, addresses, phone and fax numbers, email and web addresses, title, and key office contacts; information on committee assignments;
    - (2) Develop and update at least annually a list of links to the Georgia House and Senate web pages as well as statewide elected officials for use on the GFRW website;
    - (3) Provide list of current topics to be spotlighted on website before each Legislative Session;
    - (4) Select three topics annually, research and provide key concepts on web site for use by unit clubs.
    - (5) Prepare sample letter formats for addressing topics of interest or inviting elected officials to an event/activity for posting on the website.
    - (6) Provide voting record of Republican officials on key topics following the Legislative Session;
    - (7) And all other duties assigned by the President.

ii) **Legislation and Research — National** - The Legislation and Research- National Committee shall:

- (1) Maintain a data base of national elected officials from Georgia to include: name, addresses, phone and fax numbers, email and web addresses, title, and key office contacts; information on committee assignments;
- (2) Develop and update at least annually a format for contacting national elected official for the webpage.
- (3) Select three topics annually, research and provide key concepts on web site for use by local clubs.
- (4) Prepare sample letter formats for addressing topics of interest or inviting elected officials to an event/activity for posting on the website.
- (5) Provide voting record of Republican officials on key topics;
- (6) And all other duties assigned by the President

iii) **Campaign Activities** - The Campaign Activities Committee shall:

- (1) Recommend statewide campaign projects to the GFRW President;
- (2) Chair campaign oriented projects as requested by the GFRW President
- (3) Encourage candidates to use the GFRW Talent Bank to recruit campaign staff;
- (4) Be available to respond to any unit club's request for campaign seminars;
- (5) Disseminate the rules and forms for reporting volunteer hours to unit clubs at the beginning of each reporting cycle.
- (6) Receive and compile volunteer hours reports from unit clubs at the end of the reporting cycle. Provide written report to the GFRW President.
- (7) Prepare a written report of the committee's activities for each meeting of the Board of Directors.
- (8) And all other duties assigned by the President

iv) **Public Relations** — The Public Relations Committee shall:

- (1) With the GFRW President, determine bi-annually how the GFRW is perceived by:
    - (a) its membership
    - (b) state GOP officials
    - (c) national GOP officials including NFRW
    - (d) federal elected officials
    - (e) state and county officials
  - (2) Develop and implement a bi-annual plan to influence positive perceptions of GFRW by these groups;
  - (3) With the GFRW President, prepare a bi- annual public relations plan for GFRW;
  - (4) Provide materials in print or on the website to assist local clubs with publicizing their activities (radio, television, website and through newspapers or other periodicals);
  - (5) Conduct public relations workshops as requested at GFRW Meetings
  - (6) Prepare a written report of the committee's activities for each Board of Directors meeting;
- And all other duties assigned by the President.

v) **Fund Raising** — The Fund Raising Committee shall:

- (1) *Oversee the Reagan Club*
  - (a) Develop and distribute information to Local Clubs regarding the *Reagan Club* Membership and Benefits.
  - (b) Set annual goals for the *Reagan Club* memberships and present strategies for reaching them in the biennial plan.
  - (c) Set the amount of *Reagan Club* annual dues with the approval of the GFRW Executive Committee
  - (d) *Reagan Club* annual dues shall run concurrently with GFRW dues. Fiscal Year being January 1<sup>st</sup> to December 31<sup>st</sup>. All *Reagan Club* annual dues shall be due by April 1<sup>st</sup>. All annual dues deposited with GFRW (including "new" members after April 0) shall be applied to the fiscal year in which the dues were deposited with the GFRW Treasurer.
  - (e) All *Reagan Club* annual dues shall be collected by the Fund Raising Committee and given to the GFRW Treasurer for accounting and deposit in the GFRW Bank Account. Only the GFRW Treasurer, Assistant Treasurer or President shall deposit such funds into GFRW Bank accounts.

- (2) Set fund raising goals in the biennial plan with strategies to meet them.
- (3) Strategies can include:
  - (a) Door Prize raffles at Board of Directors meetings
  - (b) Jewelry/book sales
  - (c) Silent Auctions
  - (d) Sales at booth at State GOP Convention
  - (e) Workshop or Seminar sponsorship
  - (f) Tours
  - (g) Reception
  - (h) Other events or activities as recommended to the Board of Directors
- (4) Develop information on making a donation for posting on the Web page.
- (5) And all other duties assigned by the President

vi) **Publications** — The Publications Committee shall:

- (1) Have a Committee Member be OR hire an outside source to be the " WebMaster" for GFRW to do the following:
  - (a) Maintain a website that is updated on a least a monthly basis to serve as the primary publication of the GFRW.
  - (b) Adhere to the Standing Rules guidelines for the Website content and format.
  - (c) Provide a workshop at least biennially on development of/or maintaining a Website.
  - (d) With the GFRW President, submit information for NFRW publications/Website and the state GOP Website
- (2) Upon notice from a member, provide a mailing of "*The Journal*" (hard copy publication of GFRW) to those who do not use the internet at least 3 times per year.
- (3) Receive articles from committee chairmen regarding their activities at each Board of Directors meeting;
- (4) Encourage unit club presidents to submit information regarding club projects and special events;
- (5) Respond to requests for assistance from unit club publication chairmen;
- (6) And all other duties assigned by the President

vii) **Membership** - The Membership Committee shall:

- (1) Submit biennially to the GFRW President, an implementation plan containing membership goals and strategies to attract new members and retain current members; in conjunction with or coordinated by NFRW
- (2) Schedule a minimum of one Membership workshop annually;
- (3) With the GFRW President, plan and implement an annual membership contest;
- (4) Survey unit clubs to determine factors that have contributed to increased or decreased membership;
- (5) Address decreased membership factors in biennial plan;
- (6) Prepare and update a membership growth workshop to be used by committee members upon request by local clubs;
- (7) Prepare a written report on the Membership committee's activities for each Board of Directors meeting.
- (8) And all other duties assigned by the President.

viii) **Program Committee** - The Program Committee shall:

- (1) With the GFRW President and the Executive Committee, plan, implement and evaluate programs for the Board of Directors meetings and Biennial Convention;
- (2) Recommend special event programs, workshops or seminars for consideration to the GFRW President;
- (3) Solicit members willing to participate on the GFRW Speakers Bureau;
- (4) Maintain GFRW Speakers Bureau data base;
- (5) Serve as a resource to local club program chairmen, as requested;
- (6) Prepare a written report on the committee's activities for each meeting of the Board of Directors.
- (7) And all other duties assigned by the President.

ix) **By-Laws/Revisions and Rules** — The By-Laws/Revisions and Rules Committee shall:

- (1) Review GFRW By-Laws and unit club By-Laws to assure compliance with NFRW By-Laws; Report discrepancies to the GFRW President;
- (2) Receive suggestions for changes in GFRW's By-Laws or Policies & Standing Rules. Recommend proposed action to GFRW President;
- (3) Serve as a resource to local club presidents and local club By-Laws chairmen
- (4) And all other duties assigned by the President.

x) **Awards and Achievement** - The Awards and Achievement Committee shall:

- (1) Disseminate criteria for Achievement Awards from NFRW to local club presidents by May of even numbered years;
- (2) Assist local club presidents with preparation of the NFRW Achievement Awards documentation for submission to the GFRW President by June <sup>15<sup>th</sup></sup> of each odd numbered year;
- (3) Receive Achievement Awards forms from local clubs and verify local clubs' achievement level;
- (4) Submit forms to GFRW President;
- (5) Assist President with NFRW Achievement Awards paperwork completion and submission to NFRW by the deadline of June 1st.
- (6) Propose special annual awards for clubs or members as approved by the Board of Directors.
- (7) Purchase/prepare GFRW awards.
- (8) Plan, implement and evaluate the awards ceremony at the GFRW Biennial Convention;
- (9) Prepare a written report on Achievement Awards Committee's activities for Board of Directors meetings and present as requested.
- (10) And all other duties assigned by the President.

## 9. Special Committees

- a) Special Committees may be appointed by the President, as needed.
- b) Chairmen of Special Committees may attend Board Meetings as non-voting members.
- c) Special Committees of the Federation vary from year to year.
- d) They shall include those listed below or others as appointed by the President:
  - (11) Americanism
  - (12) Protocol
  - (13) Finance
  - (14) Anniversary
  - (15) Literacy
  - (16) Mamie Eisenhower
  - (17) Caring for America
  - (18) Audit
- e) Besides for other duties that could be assigned by the President the Duty Guidelines of each potential Special Committee are as follows:

**(1) Americanism Committee** — The Americanism Committee shall:

- (a) Plan activities that inspire respect for the American Flag and our country including:

- (i) Teaching the rules of flag etiquette
- (ii) Sponsoring patriotic essay contests for schools
- (iii) Presenting flags to schools and community groups
- (iv) Other activities as defined by the Committee and approved by the Board of Directors;
- (v) Lead the Pledge of Allegiance at all Board of Directors meetings;
- (vi) Arrange for proper display of the flag at all functions of the organization.

**(2) Sergeant-at-Arms Committee** - The Sergeant —at-Arms Committee shall:

- a) Consult with the GFRW President, prior to each Board of Directors to determine the following:

- 1. Order of agenda;
- 2. Specified seating areas;
- 3. Expected speakers/elected officials and dignitaries;
- 4. Staging the entrance, seating, presentation and exiting of speakers to the head table;
- 5. Orderly seating of members or delegates and visitors;

Prior to the meeting, ensure room set up, temperature, audio-visual equipment, amplification equipment and food services are as desired by GFRW President;

- b) During the meeting, use advance procedures discussed with GFRW President;
- c) Wear designation that clearly indicates membership on the Committee;
- d) Greet each person entering the meeting and advise of appropriate seating area;
- e) Assist with distribution of documents needed during the meeting;
- f) Collect ballots, surveys or other documents as specified during the meeting;
- g) Ensure that one or more members of the Committee will be available during each Board of Directors meeting and at the Biennial Convention;
- h) Assist GFRW President with establishing order so meeting can begin as scheduled;
- i) Obtain assistance as needed in case of emergency or disruption.
- j) Determine professional learning opportunities needed, if any, to be an effective committee member.

**3) Protocol Committee** — The Protocol Committee shall:

- a) The Parliamentarian shall be Vice Chairman;
- b) Publicize that Board of Directors meetings and Biennial Conventions will be operated using Robert's Rules of Order;
- c) Provide a protocol tip at each Board of Directors meeting.
- d) Research for the GFRW President, procedures needed to conform to appropriate protocol for elected officials and other dignitaries

- (4) Finance Committee — The Finance Committee shall:
- a) The Treasurer shall be an ex-officio member of this Committee and shall supply all records/reports and Bank statements to this Committee on a quarterly basis and/or upon request from said Committee Chairman.
  - b) Specify conditions under which, if any, additional fees may be assessed and procedures for establishing the need for such an assessment
  - c) Shall oversee, in conjunction with the President, the Audit Committee
  - d) Specify procedures for banking and investment relations.
  - e) Keep GFRW in compliance with all laws and regulations regarding monetary issues.
  - f) Shall review the Treasurer's Reports, Bank Statements and Credit Card Statements on a quarterly basis, a minimum of 3 times per calendar year and present a quarterly, written Report to the Executive Committee
  - g) Assure that the Executive Committee has acquired and maintained an Insurance Bond for the Treasurer, the President and all Committee Chairmen handling money and/or funds of GFRW.
  - h) Assure that the Treasurer has filed with the GFRW Secretary and Assistant Treasurer all "log-in" codes and/or passwords for any and all GFRW Bank Accounts
  - i) Assure that all Treasurer Reports are signed by the Treasurer in original form (blue ink)
  - j) Assures that all Bank Statements to be sent to the President to be signed and then, sent to the Treasurer
  - k) Assures Bank Statements are attached to all Treasurer's Reports submitted to the Executive Committee
  - l) Assures that the same person making deposits and writing checks is not the same person who reconciles the Bank Statements.
  - m) Assures that the Assistant Treasurer reconciles all Bank Statements and Checkbooks.
  - n) Assures that President, Secretary and Assistant Treasurer have their own individual passwords to be able to view the account online; said password shall be so protected as to allow only viewing of said Account
- (5) Anniversary Committee — The Anniversary Committee shall:
- a) Develop a plan for recognition of GFRW's Anniversary;
  - b) Determine proposed budget to implement plan;
  - c) Obtain approval for plan and budget from GFRW President;
  - d) With Committee, implement approved plan within budget.
- (6) Literacy Committee- The Literacy Committee shall:
- a) Determine a goal and strategies to reach it for the GFRW and local clubs for each biennial plan;
  - b) Specify funding needed, if any, to implement plan;
  - c) Publicize plan and establish local liaisons, if appropriate;
  - d) Monitor implementation;
  - e) Prepare an annual update and biennial report for Board of Directors;
- (7) Mamie Eisenhower Library Project ( MELP) — The Mamie Eisenhower Library Project Committee shall:
- a) Provide current NFRW book list to website annually with information regarding the MELP;
  - b) Maintain data base of local clubs who have donated books through the Mamie Eisenhower Library Project and the number of books donated;
  - c) Purchase books for donation on behalf of the GFRW;
  - d) Distribute MELP bookplates as requested by local clubs
  - e) Report the number of books donated during each period between Board of Directors meetings to the GFRW President;
  - f) Report annually the names of the top three local clubs that have donated the most books; g) Provide donation information to the GFRW Public Relations Chairman to assure publicity is provided regarding these donations.

**(8) Nominating Committee** — The Nominating Committee shall:

- a) Be elected to nominate the most qualified candidates for GFRW offices on a biennial basis and to determine and publicize in advance, the manner in which delegates and alternates are selected for state and national conventions;
- b) Qualifications to serve on the Nominating Committee include familiarity with the By-Laws and duties of each office.
- c) Members shall review biographical data on all candidates and determine willingness to serve.
- d) Procedures used for determining the best qualified candidate including voting shall be specified in advance of the final nominating committee meeting;
- e) A candidate must receive a majority of the votes from the Nominating Committee members.
- f) Qualifications to serve as an elected officer should include candidate's familiarity with GFRW platforms and procedures; leadership characteristics; tactfulness, diplomacy and negotiation skills; and ability to work well with others.
- g) Members of the Nominating Committee will be elected at the first meeting of the calendar year of the Board of Directors in the year in which the Convention is held.
- h) Requests for nominations shall be published on the website and sent to the President of each unit club. Qualifications for candidates, officer duties and a timeline for information submission from candidates shall be provided. The information to unit clubs must be sent 30 days prior to the due date for nominees.
- i) Nominations may be made from the floor; with the written permission of the individual being nominated from the floor.
- j) Proxy voting for elected officers or delegates is not permitted.

**(9) Caring for America Committee** — The Caring for America Committee shall:

- a) Define a community service project for the biennial plan;
- b) Develop strategies that can be implemented by GFRW and/or local clubs to implement the plan;
- c) Communicate plan details for posting on the web-site.
- d) Implement the plan.
- e) Evaluate plan effectiveness and report to the GFRW President and Board of Directors as least biennially.
- 0 Determine GFRW or local club participation in the NFRW Caring for America Awards program

**(10) Historical Committee** — The Historical Committee shall:

- a) Be Chaired by the GFRW Historian
- b) Responsible for keeping an account of the official activities of GFRW Archival materials shall include, but not limited to the following:
- c) A List of Officers and Committee Chairman
- d) List of events with information and photographs
- e) Awards given and received at NFRW and GFRW Biennial Conventions
- f) End of Year summaries from Committees and Officers
- g) End of Year Membership Totals
- h) NFRW Activities that GFRW members participated in

(11) Audit Committee

- a) Shall consist of at least 3 members, appointed by the President.
- b) Shall meet at the end of each GFRW Fiscal Year to review the following: GFRW's Bank Statement(s), all GFRW quarterly Treasurer's Reports, GFRW's Checkbook, and 12 months of GFRW's Bank/Credit Cards Statements.
- c) Finance Committee Chairman shall be ex-officio member of this Committee
- d) Treasurer or Assistant Treasurer shall not be a member of this Committee, but must supply any and all of Section (b) records denoted above to the Audit Committee by December 31st of the GFRW Fiscal Year.
- e) The President with the Finance Committee Chairman shall obtain and supply to the Audit Committee an original and the most current Bank Statement that has been obtained directly from GFRW Banking Institution.
- f) Shall review and reconcile Bank Statement(s) to all submitted records (Checkbook, Bank/Credit Card Statement and Treasurer's quarterly Reports) held by the Treasurer.
- g) Shall submit a written Audit Report to the Executive Committee on or before January 3 of the year.
- h) Shall have the power to recommend to the Executive Committee to hire an outside and independent Audit by a licensed CPA, if deemed necessary and funds are available for said services/fees of said CPA in the GFRW budget.

**10. REMOVAL OF OFFICERS AND MEMBERS OF GFRW**

Any Officer or Member may be removed from office or membership by a two-third (2/3) majority of a quorum present at any duly called meeting of the Board of Directors; provided however, such individual must be given written notice of said meeting mailed or circulated by written electronic communication at least thirty (30) days in advance thereof, setting forth the grounds for removal, and be given the opportunity to be heard in person or by his/her duly appointed representative. "Cause" as used herein shall include continued failure to perform her duties or conduct detrimental to the best interest of GFRW. If an Officer or Member shall publicly advocate the election of another candidate for an office for which the Republican Party has nominated a candidate, that advocacy shall be cause for which the Officer or Member shall be removed from GFRW. Removal from Office or Membership from GFRW shall be an automatic removal from membership in a Local Club. As soon as a GFRW or Club Officer qualifies to run for an elected public office for which at least one other Republican has also qualified, she shall be deemed to have resigned from Office.

Revised and Adopted: OCTOBER 26, 2013