

STEPS TO START A REPUBLICAN WOMEN'S CLUB

Starting a new Republican Women's club can be an exciting adventure. It takes a passion for Republican ideals and the enthusiasm to invite others to join the cause for good government.

1. Identify a "sphere of influence"

- a. a county that needs a club
- b. an area that can support another club or different venue, i.e. night, downtown, business lunch, etc.

2. Visit Existing clubs

- a. Existing Clubs can provide insight to what would fill a new or different need.
- b. Existing clubs are encouraged to help new clubs develop; they are even rewarded by the Achievement Awards process for mentoring this growth. When a new club develops from within an established club, it promotes new interests and develops expanded leadership

3. Contact your State President for assistance and encouragement

4. Recruit Republican Women.

- a. You will need 10 women to charter. Start with what you have!
- b. Recruit friends and family
- c. Neighbors, your church, your social network
- d. Your Republican County Chairman has access to voter files and "Voter Vault"
- e. Advertise in local and neighborhood newspapers
- f. Announce on your Facebook page, or create a new one for your prospective club.

5. Set a meeting date

- a. Send invitations and agenda to all prospective attendees.
- b. Suggest everyone explore www.nfrw.org before the meeting.
- c. You may wish to email Federation materials, benefits of membership brochure and sample bylaws that are included in this Handbook to prospective attendees.

6. Prepare an agenda

- a. Ask a Republican Woman or Federation officer to attend the meeting to explain the three tiers of our Republican Women Federation and how they benefit each other:
 - i. Local club
 - ii. State Federation
 - iii. National Federation of Republican Women
- b. Share the history of NFRW and the Benefits of Membership
- c. Create the Plan to move the club forward.
- d. Set the date, time and place for the next meeting and discuss possible speakers

7. Do What is Needed to start a club per NFRW bylaws (Art.III Membership, Sec. 3)

- a. At least 10 women make membership commitment
- b. Select club name to include "Republican"
- c. Elect temporary officers who will serve until charter is approved (Typical duties of officers are outlined in Leadership Guide under publications on NFRW.org)
- d. Approve by-laws (Sample by-laws are fill-in the blank Word document on NFRW.org. Approval may be accomplished at this meeting anticipating that changes can be made as the club matures and grows.)
- e. Determine meeting schedule and location
- f. Establish dues to include the state dues and the NFRW dues (\$10) per member. Advise there is an annual \$15 club service fee for NFRW
- g. Authorize Treasurer and President to get an Employer Identification Number (EIN) from <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html> and open club checking account. Your bank will need a signed copy of minutes listing club name and officers.

8. Go to NFRW.org

- a. Member Center tab for New Club Handbook, Sample Bylaws, etc.
- b. Member Center tab for excellent guidance for building your club
- c. Leadership Guide
- d. Club Achievement Awards, a great "road map" for success

9. Submit the following documents to your State President:

- a. Proposed Club name
- b. List of at least 10 members with name, address, phone and email address
- c. Elected officers- including title, name, address, phone number, email address
- d. Check made to your state for State dues plus National dues (\$10) per member plus initial annual NFRW service fee (\$15)
- e. By-laws approved by membership
- f. Application form

10. Plan your next meeting!

- a. Interesting programs and exciting speakers energize your club and attract new members
- b. Develop your Communications List to notify members, community leaders, friends, and anyone who needs to hear your Republican message!

NFRW will issue the charter upon the recommendation of the state federation. The effective date of the charter is the date the club is approved by the state. NFRW will send the charter to state president to be presented with honor to the newly chartered club.

Welcome!