



OFRW Ohio Federation of Republican Women



Leadership Manual

2012

President Jean Turner

“Working Together to Win in 2012”

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Ohio Federation of Republican Women

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Columbus, Ohio 43215

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Dear Club Presidents,

You have undertaken a huge responsibility to mentor, educate, communicate and encourage the women in your area. It will be your responsibility and privilege to bring the Republican women together to work toward accomplishing the goals presented in the bylaws of your club, the OFRW and the NFRW.

The OFRW Leadership Manual is being provided to help you with this task. Please use this manual to give you guidance with bylaws, club leadership duties and responsibilities as you lead on the local level. The manual also provides important information regarding the OFRW and NFRW. Whether you are new to the position of President or are serving another term, this manual is a valuable tool to assist you. We ask that you keep it as long as you serve as the President of your club and then pass it to your successor.

My thanks to OFRW Secretary Judy Bolin and Lyn Bliss for copying, assembling and bringing the manual up to date.

I appreciate your willingness to serve in leadership; I wish you much success and look forward to a GREAT 2012 with Republican victories at the polls!

Warmly,

Jean Turner OFRW President



It's an information age – and we have lots of that for you on our website.

<http://www.ohfrw.com>

All forms are available on the website

If your club would like a webpage of its own, please
 contact: webmaster@ohfrw.com
 For other clubs' webpage, click on "Club News"

Come visit us
 See what we have to offer –
 then come back often!
 Be sure and bookmark us
 and also
 add us to your Favorites list!

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2012 CALENDAR

NFRW AND OFRW



Date	Description
January 12	Roster of Club Officers due to OFRW office
January 28	OFRW Board of Director Meeting, 10 a.m. at ORP Headquarters, 211 South Fifth Street, Columbus, Ohio
February 20	Dorothy Kabis Internship applications due to State Federations (see NFRW website for forms)
March 1	First quarter membership dues and club service charge to be received at NFRW headquarters
March 5	Dorothy Kabis Internship applications (one per state) due to NFRW from State Federations (see NFRW website for forms)
March 15-17	NFRW Spring Board of Director Meeting, New Orleans, LA
April 20	OFRW Spring Board of Director Meeting, Embassy Suites Dublin, Ohio
April 21	OFRW Spring Conference, Embassy Suites, Dublin, Ohio
May 15-17	Jo Ann Davidson Ohio Leadership Institute Graduation: Washington, D.C.
June 1	Applications for Betty Rendel Scholarship and National Pathfinder Scholarship must both be received by State Federations
June 15	Betty Rendel Scholarship and National Pathfinder Scholarship applications (one for each scholarship from each state) must be received by NFRW from State Federations
October 5	OFRW Fall Board of Director Meeting, Embassy Suites Dublin, Ohio
October 6	OFRW Fall Conference, Embassy Suites Dublin, Ohio
To be determined	NFRW Fall Board Meeting
To be determined	OFRW Cardinal Event
To be determined	Legislative Day



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Email: mail@nfrw.org

Website: www.nfrw.org

**For website access:
Click "Members Only"
Click "Enter Member Site"
You will need to register
and you will receive
a username and password via email.**

OFRW Districts (by County)

CENTRAL

Coshocton
Crawford
Delaware
Fairfield
Franklin
Knox
Licking
Madison
Marion
Morrow
Pickaway
Richland
Union
Wyandot

EAST

Athens
Belmont
Carroll
Columbiana
Harrison
Guernsey
Jefferson
Monroe
Morgan
Muskingum
Noble
Perry
Tuscarawas
Washington

NORTHEAST

Ashland
Ashtabula
Cuyahoga
Erie
Geauga
Holmes
Huron
Lake
Lorain
Mahoning
Medina
Portage
Stark
Summit
Trumbull
Wayne

NORTHWEST

Allen
Auglaize
Defiance
Fulton
Hancock
Hardin
Henry
Lucas
Mercer
Ottawa
Paulding
Putnam
Sandusky
Seneca
Van Wert
Williams
Wood

SOUTH

Adams
Brown
Fayette
Gallia
Highland
Hocking
Jackson
Lawrence
Meigs
Pike
Ross
Scioto
Vinton

SOUTHWEST

Butler
Champaign
Clark
Clermont
Clinton
Darke
Greene
Hamilton
Logan
Miami
Montgomery
Preble
Shelby
Warren



OHIO FEDERATION OF REPUBLICAN WOMEN
ELECTED OFFICERS
2012 & 2013

PRESIDENT

Jean Turner (Sandusky County RWC)
jeanturner@ohfrw.com

FIRST VICE-PRESIDENT

Lyn Bliss (Darke County RWC)
lynbliss@ohfrw.com

SECRETARY

Lauri Hart (Hamilton County RWC)
laurihart@ohfrw.com

TREASURER

Karen McTague (Ottawa County RWC)
karenmctague@ohfrw.com

CENTRAL DISTRICT VICE-PRESIDENT

Kathy Wise (Licking County RWC)
kathywise@ohfrw.com

EAST DISTRICT VICE-PRESIDENT

Rise Roach (Muskingum County RWC)
riseroach@ohfrw.com

NORTHEAST DISTRICT VICE-PRESIDENT

Anita Hall (Holmes County RW)
anitahall@ohfrw.com

NORTHWEST DISTRICT VICE-PRESIDENT

Peg Rettig (Sandusky County RWC)
pegrettig@ohfrw.com

SOUTH DISTRICT VICE-PRESIDENT

Marilou Clouse (Hocking County WRC)
marilouclouse@ohfrw.com

SOUTHWEST DISTRICT VICE-PRESIDENT

Linda Burke (Warren County RWC)
lindaburke@ohfrw.com

OFRW Standing Committees and Chairwomen

BY-LAWS/PARLIAMENTARIAN

Ann Brown (Northeast WRC)
annbrown@ohfrw.com

FINANCE

Lois Allen (Vernon-Adams RWC)
loisallen@ohfrw.com

MEMBERSHIP

Mary Anne Christie (Hamilton County RWC)
maryannechristie@ohfrw.com

MEMBERSHIP CO-CHAIR

Wanda Curtis (Morgan County RWC)
wandacurtis@ohfrw.com

PAST PRESIDENT

Karen Skillings (Scioto County RWC)
karenskillings@ohfrw.com

POLITICAL EDUCATION & LEGISLATIVE

Wanda Cusac (Hancock RW)
wandacusac@ohfrw.com

PROGRAM

Lyn Bliss (Darke County RWC)
lynbliss@ohfrw.com

PROGRAM CO-CHAIR

Edwina Wolcott (Warren RWC)
edwinawolcott@ohfrw.com

FINANCE COMMITTEE (Cardinal Fund, Fundraising Committee, and Budget Committee shall be sub-committees under the Finance Committee).

BUDGET

Lois Allen (Vernon-Adams RWC)
RWC)
loisallen@ohfrw.com

CARDINAL FUND

Joanne Arndt (Erie County)
joannearndt@ohfrw.com

FUNDRAISING

Marilyn Clark (North Columbus RWC)
marilynclark@ohfrw.com

OFRW Committees

AWARDS

Beth West (Blanchester RWC)
bethwest@ohfrw.com

AWARDS CO-CHAIR

Sally Hole Zeiter (Darke County RWC)
sallyzeiter@ohfrw.com

CARING FOR AMERICA

April Cohagen-Gibson (Muskingum County RWC)
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CARING FOR AMERICA CO-CHAIR

Anna Caldwell (Muskingum Cnty. RWC)
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CHAPLAIN

Anna Caldwell (Muskingum County RWC)
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FACEBOOK

Sharon Gingerich (South Chagrin Unit WRWRC)
sharongingerich@ohfrw.com

PHOTOGRAPHER

Betty Martin (North Columbus RWC)
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PHOTOGRAPHER (CO-CHAIR)

Peg Rettig (Sandusky County RWC)
pegrettig@ohfrw.com

PUBLIC RELATIONS

Karen Bailey (Champaign Co. RWC)
karenbailey@ohfrw.com

TRIBUTE TO WOMEN

Marilyn Clark (North Columbus RWC)
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WEBSITE

Lyn Bliss (Darke County RWC)
lynbliss@ohfrw.com

WOMEN IN BUSINESS

Jennifer Springer (Knox County WRC)
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History

of the

Ohio Federation of Republican Women

It's important to know our history — lest we forget! Two significant milestones were reached in 2009 — the OFRW celebrated its 80th Anniversary. Additionally, the NFRW held its 35th Biennial Convention in Orlando, Florida, celebrating its 70th anniversary.

The Ohio Federation of Republican Women was organized on November 29, 1929 by Mrs. Hugh Clark.

Eighty years ago, on November 29, 1929, Elizabeth “Lizzie” Clark (Mrs. Hugh), a Steubenville, Ohio school teacher, had a vision of seeing women serving our country as leaders. To this end, she began the Ohio Federation of Republican Women in an effort to educate and encourage women.

She was a dynamic woman, a nationally recognized orator, and a dedicated Republican. She was a delegate to the Republican National Convention in 1929. Keep in mind that this was only nine years after women received the right to vote. She worked hard in the presidential campaign of Herbert Hoover, traveling around the country speaking on behalf of Republican beliefs.

She was a charter member, and twice elected state president, of the American Legion Auxiliary. She cared deeply about the soldiers serving the country and was determined to help do everything possible from home to give them some comfort. She was part of many more committees and organizations than there is space to mention. She was a leader in organizations where no woman had led before -- blazing a path for others. While it is not known what she said in her speeches, she may well have encouraged women to run for office and helped good solid Republicans get elected. Maybe she told them to put aside petty differences, grudges, and other meaningless grievances, and work for the good of the party she loved.

"As I researched her life and read about all her involvements and the comments made about her, I realized she was not only dedicated to Republican beliefs, but she knew the importance and power of women working together — united." stated Sharon Gingerich in the history presentation she delivered at the 2009 OFRW Fall Conference. "It's interesting to note that Clark started the OFRW during the great depression — when our country needed something to believe in — very much like today. As another year approaches, think about what Lizzie would have been telling you to do. She would have wanted you to support our wonderful statewide Republican candidates. Get involved in a judicial race by supporting one of the candidates or on a local level. Campaigning is hard and it is lonely — even when surrounded by a roomful of people. Help your candidates — financially if you can — but get involved in their campaigns on any level. I don't have to tell you about how much rides on the outcome of elections. You are Lizzie's legacy." After a statewide rally in Columbus on April 30, 1930, the organization became inactive until August 1940 when it was revived through the efforts mainly of Katherine Kennedy Brown.

History (continued)

Brown called a meeting with the Ohio Republican State Central and Executive Committee to reactivate the organization. Katherine K. Brown was elected President of the OFRW and served in that capacity until 1972. To see a 1944 Life Magazine photo of Brown go to <http://www.life.com/image/50490859>

During January of 1941, the OFRW had a victory ball to celebrate the election of John W. Bricker as Governor of Ohio. At that time, they boasted a membership of 331 clubs and 15,000 dues-paying members.

Katherine Kennedy Brown had a goal of 50,000 members in Ohio. The closest that goal came to being reached was 369 clubs and 40,000 members in 1970.

The following women have served as President of the OFRW:

1940 – 1972	Katherine Kennedy Brown
1972 – 1977	Lois Leggat
1977 – 1981	Pat Smith
1981 – 1985	Betty Lou Nicole
1985 – 1989	Carolyn Wallace
1989 – 1993	Pauline Riel
1993 – 1997	Kay Ayres
1997 – 2001	Shirley Sadler
2001 – 2005	Dorothy Ginther
2005 – 2007	Mary Anne Christie
January 1 – March 12, 2008	Jeanne Turnbull
March 12, 2008 – December 31, 2009	Karen Skillings
2010 –	Jean Turner

The 1991 NFRW Biennial Convention was held in Cincinnati. This was a major event for the OFRW. The entire OFRW slate of officers, board members and many members from local clubs worked as a team to welcome over 3,000 guests. The team successfully raised \$200,000 to pay for the convention. It was the first and only time that a state raised more money than was needed to pay for a convention. The additional \$25,000 was used to purchase the Ohio room at the new NFRW headquarters in Alexandria, Virginia.

"Let's use these important milestones in celebration of past accomplishments and to lead us on to complete our present objectives and future goals. To make an organization work it takes a team. We, as Republican women, can do it if we all contribute. We need your ideas, your talent and whatever time you can spare. Put on your 'thinking caps' and let's make a difference. Increase the membership. Recharge. Rebuild." encourages President Jean Turner.

Sharon Gingerich gave a detailed, enlightening and entertaining presentation of the history of the Ohio Federation of Republican Women at the 2009 Fall Conference. The above is partially based upon that presentation and additional information she submitted to the December OFRW Voice, coupled with information from the OFRW Leadership Manual. Look for more history from Sharon! Sharon may be contacted via email at sharongingerich@ohfrw.com

Ohio Federation of Republican Women

By-laws

Article I: Name

The name of this organization shall be the Ohio Federation of Republican Women (OFRW).

Article II: Objectives

1. The objective of this organization shall be to:
2. Encourage Republican Women to join and become active in a federated club.
3. Assist our clubs so that they can function more effectively.
4. Facilitate cooperation among federated Republican Women's clubs.
5. Provide political education and legislative information.
6. Provide a wider knowledge of the principles and policies of the Republican Party.
7. Increase the number of registered Republicans.
8. Recruit, promote and support qualified Republican women for political office.
9. Give exposure to and work actively for all Republican candidates.
10. Lend support to the activities of other Republican organizations.

Article III: Policy

1. In a contested primary no member of the Board of Directors (Board) shall use her position to endorse a candidate. If found in violation of the bylaw by the Board, the member shall be removed from office.
2. No club, or its President, shall use the name of the club to endorse any candidate in any contested primary, from the national to the local level. If found in violation of this bylaw by the Board, revocation of membership may result.
3. During a primary, when one nominee in a contested race is invited to a club, all nominees Republican for that office shall be extended invitations. Every effort shall be made to give all candidates in a contested primary equal exposure.
4. No OFRW or club officer shall use her position to support a candidate running on any opposition ticket.
5. In all non-partisan elections, federated Republican women should support only Republican candidates.
6. Members are encouraged to become active in primaries as individuals.
7. Federated Republican women should work for the selection of qualified Republicans to appointive local and state offices, boards and commissions.

Article IV: Membership

Membership shall be only through clubs affiliated with the OFRW and the National Federation of Republican Women (NFRW)

1. Each club shall:
 - a. Be comprised of ten (10) or more Republican women.

By-laws (continued)

- b. Republican men may become Associate members of clubs. They may attend meetings, but cannot make motions, have a voice in the vote, be on committees, hold office, or be counted for the purpose of determining the number of delegates to OFRW or NFRW meetings or conventions.
 - c. Associate members do not become members of OFRW or NFRW.
 - d. Submit dues for each member by June 1 and the NFRW service charge by March 1, using the form provided.
 - e. Hold at least five (5) meetings per year.
 - f. Hold election of officers at the last meeting before December 31 and submit names and addresses to the OFRW office.
 - g. The fiscal year of the OFRW and local clubs shall be from January 1 through December 31.
 - h. The word "Republican" shall be included in the title of all local clubs. Local clubs shall not use the word "Federation" in their titles but may use the word "Federated." All local organizations shall be known as "clubs." (New: February 1, 2007)
2. New clubs making application for membership shall:
 - a. Submit bylaws to the Executive Committee for approval.
 - b. Submit OFRW dues and NFRW dues and service charge with list of members.
 - c. Send names and addresses of officers and members.
 - d. Be in good standing for at least six months prior to the NFRW Biennial Convention to be eligible for representation. The six month period begins on the date the State President notifies the NFRW President in writing by mail, fax or email that the local club's bylaws have been approved at the state level and the local club's dues and service charge have been received by the NFRW office. This notification by the State Federation President shall be accompanied by the name of the club and the name and contact information of the local Club President. (New: February 1, 2007)
3. Removal of membership:
 - a. Shall occur for failure to pay dues.
 - b. May occur for failure to comply with any other provision for these bylaws after a recommendation for removal by a Grievance Committee appointed by the President and approved by two-thirds (2/3) vote of the Board, provided prior notice of such action is given in writing to the President of the club involved at least ten (10) days prior to the meeting where action is to be taken.
4. Reinstatement of a club that has been removed for any cause shall be by application to and approval of the Board.
 5. Upon dissolution or removal of a state federation or a local club, all of its assets shall be distributed to the superior body. None of the assets shall be distributed to any individual officer or member of the organization.
 6. The right to use the name of a dissolved or removed state federation club or local club shall revert back to its superior body. (New: February 1, 2001)

By-laws (continued)

Article V: Dues

1. The annual OFRW dues shall be five dollars (\$5.00), effective January 1, 1992.
2. A person who belongs to more than one OFRW club shall designate through which club her OFRW and NFRW dues shall be paid.
3. The amount of these dues may be amended at any fall meeting by a majority vote provided all other provisions of Article XIV are met.

Article VI: Nominating Committee

1. A nominating committee of five (5) members and two (2) alternates shall be elected by the Board by a plurality vote in the spring of the odd-numbered year. The committee shall elect its chairman.
2. The committee shall submit at least one candidate for each office to be filled at the fall meeting in the odd-numbered year.
3. Nominations may be made from the floor following the report of the nominating committee, provided the nominee has given written consent to the President to serve if elected.

Article VII: Officers

1. The elected officers shall be a president, a first vice president, six (6) vice presidents (one for each of the following districts: Central, East, Northeast, Northwest, South, and Southwest), a secretary and a treasurer.
2. The officers shall be elected by ballot by majority vote in the odd-numbered year for a term of two years. If there is but one nominee for an office, the election may be held by voice.
3. No officer shall serve more than two consecutive terms in the same office.
4. The officers shall assume their duties January 1, following their election in the odd-numbered year of the annual meeting. They shall serve through December 31 two years hence, regardless of when installation takes place. They shall serve until their successors take office.
5. A vacancy in the office of president shall be filled by the first vice president. A vacancy in any other office shall be filled by a majority vote of the Board.
6. Officers must be members of an OFRW club.

Article VIII: Duties Officers

1. The president shall:
 - a. Preside at all meetings of the OFRW, the Board and Executive Committee.
 - b. Employ an executive secretary, subject to Executive Committee approval, and administer the OFRW office.
 - c. Appoint standing committee chairmen, subject to the approval of the elected officers.
 - d. Appoint the committee and special committee chairmen, subject to the approval of the Executive Committee.

By-laws (continued)

- e. Be an ex-officio member of all committees, except the nominating committee.
- f. Appoint a parliamentarian.
- g. Co-sign checks with the treasurer.
- h. Arrange for an audit of the books in January of even-numbered years.
- i. The first vice-president shall:
 - a. Preside in the absence of the president.
 - b. Perform other duties as directed by the president, Board or Executive Committee.
3. The district vice-president shall:
 - a. Have general supervision of the activities in the districts they serve.
 - b. Act as a liaison with the Board
 - c. Cooperate with other Republican leaders in their district to promote the betterment of the clubs.
 - d. Perform the duties as directed by the president, Board or Executive Committee.
4. The Secretary shall:
 - a. Keep the minutes of all meetings of the OFRW, Board and Executive Committee.
 - b. Perform other duties as directed by the President Board or Executive Committee.
5. The treasurer shall:
 - a. Act as controller.
 - b. Advise the Board and Executive Committee as to the status of budget and finances.
 - c. Co-sign checks with the Presidents.
 - d. Perform other duties as directed by the President, Board or Executive Committee.
6. The president, treasurer, and executive secretary shall be bonded.
7. All officers shall present all books and records to their successors within ten (10) days.

Article IX: Meetings

1. Meetings of the OFRW shall be held in the spring and fall.
 - a. District meetings may be held in the spring.
 - b. The fall meeting shall be the annual meeting.
2. The voting body at the fall meeting shall consist of:
 - a. Members of the Board
 - b. Club delegate, determined as follows:
 - i. Club presidents
 - ii. One for membership up to 25
 - iii. One for each additional 25 members or a major fraction thereof
 - iv. Each club is entitled to an alternate for each elected delegate, including the club president (New: February 1, 2007
 - v. An alternate may vote only in the absence of the delegate
3. Although eligible in more than one capacity, a member shall be entitled to only one vote.

By-laws (continued)

4. Fifty (50) delegates representing clubs from not less than ten (10) counties shall constitute a quorum. There shall be no voting by proxy.
5. Special meetings may be called by the Board with at least fifteen (15) days written notice.
6. Each delegate and alternate shall be a member of an OFRW club.
7. All resolutions to be acted upon at the fall meeting should be submitted to the Resolutions Chairman one month prior to the meeting and subsequently approved by the Executive Committee before submitting them to the delegates. Between fall meetings the Board may adopt resolutions.

Article X: Board of Directors

1. The Board shall consist of the elected officers, the National Committeewoman, the state central committeewomen, and standing and committee chairmen.
2. Meetings shall be held at the call of the president or by written request of at least nine (9) members in good standing. At least three (3) meetings shall be held each year.
3. Fifteen (15) members shall constitute a quorum.
4. The Board shall:
 - a. Manage the affairs of the OFRW between meetings.
 - b. Adopt a budget at the first meeting of each year
 - c. Elect delegates-at-large and their alternates to the NFRW convention in accordance with the NFRW bylaws.
 - d. Make recommendations to the general membership.
 - e. Fill vacancies in the elected office
 - f. Elect a nominating committee of five (5) members and two (2) alternates in the spring of the odd-numbered years.
 - g. Determine counties to be assigned to the districts.
 - h. Establish criteria for the selection of women to be named Honorary Vice Presidents. Women so named shall have no position of authority in the Federation.
5. All members of the Board shall be members of an OFRW club.

Article XI: Executive Committee

1. The Executive Committee shall consist of the elected officers and the standing committee chairmen.
2. The committee shall meet at the call of the president or by written request of at least five (5) members.
3. Seven (7) members shall constitute a quorum.
4. The Executive Committee shall manage the affairs of the OFRW between meetings of the Board.
5. Perform other duties as assigned by the Board.

Article XII: Committees

1. The standing committees shall be bylaws, finance, membership, political education and program. (New February 1, 2007)

By-laws (continued)

2. Other committees shall be appointed as necessary to fulfill the purpose of the standing committee. Special committees may be appointed for specific purposes.
3. All chairmen shall be members of an OFRW club.
4. All chairmen shall present all books and records to their successors within ten (10) days.

Article XIII: Parliamentary Authority

Robert's Rules of Order Newly Revised shall apply on all questions of procedure not specified in these bylaws or the NFRW bylaws.

Article XIV: Amendments

1. These bylaws may be amended at the annual meeting by any of the following methods:
 - a. A two-thirds (2/3) vote, provided a copy of the amendments has been mailed to each club and the Board at least thirty (30) days prior to the annual meeting.
 - b. By a four-fifths (4/5) vote, provided copies of the proposed amendments have been distributed prior to the session at which the vote is to be taken.
 - c. By a seven-eighths (7/8) vote, if the amendment has not been previously distributed.
2. Changes in these bylaws necessitated by amendments to the NFRW bylaws shall be effected by the Executive Committee.

Last amended: October 7, 2006

Duties of Club Presidents

Role and Responsibilities

Presidents are the guiding force that makes a club successful in all of its endeavors. It is both an honor and a responsibility to serve as the President. Whether you have just been elected the Club President, or are presiding another year, the members look to you for direction.

Here are general guidelines to follow:

1. Know the bylaws of your club, the OFRW, and the NFRW. Be sure that your organization functions in accordance with these bylaws and standing rules. You should have a basic knowledge of parliamentary procedure and keep a copy of Revised Robert's Rules of Order handy for reference.
2. Draft goals on what you wish to accomplish.
3. Establish a timetable for general and board meetings for the year.
4. Meet with the officers and other trusted members to discuss the direction that you have drafted for the year.
 - a. Discuss goals
 - b. Calendar of meetings, events, and programming ideas.
 - c. Discuss potential chairs for standing and other appointed committees.
5. Arrange a meeting with your County Chairman and discuss your plans and how the club can assist with the needs of the Party in the coming year.
6. Contact members who you will consider to be committee chairs. As President, you will appoint and act as ex-officio member of all committees except the nominating committee.
 - a. Write a job description (or have previous chairmen) for committee chairs so they will know what is expected of them.
 - b. Delegate activities and responsibilities to the Committee Chairs and hold them responsible
 - c. Prepare a survey to determine members' skills and interests.
 - d. Involve as many members as you can. Involvement means participation and continued regular attendance
7. Meet with the officers and all committee chairs to finalize the year's schedule and program.
8. Write letters to elected officials and inform them of your leadership and ask them to keep you informed.
9. Send a letter to the news media announcing your election and those of your officers.

General Meetings

There shall be at least five (5) meetings held each year to keep the club legal in the Federation. What makes regular or board meetings click? Meetings need considerable advanced planning and organizing.

1. Check with each person who is scheduled to make a report to assure her presence.

President's Duties (continued)

2. Place a time limit on reports and later discussions. Committee chairs should hold a meeting with their committee members and make recommendations to the members at the regular or board meeting.
3. Prepare an agenda in advance for all meetings. Distribute agenda at the meeting and ask if there are any additions.
4. Arrive early and check that proper arrangements have been made in the meeting room.
5. Start meetings on time.
6. Have a chair who will introduce guests and new members.
7. Keep meeting under control and keep it moving.
8. Meetings should have a light touch, as well as a serious side.
9. Voting: In a roll call vote, the president may only vote to break a tie. If the vote is taken by written ballot, the president votes as anyone else and may not break a tie.
10. As president, you should remain impartial at all times. You may not debate an issue from the chair, but may explain something in detail for the full understanding of members so they are clear on the subject being discussed.
11. When motions become involved by the addition of an amendment or many amendments, you should repeat the parliamentary action so that members will understand what result an "Aye" or "Nay" vote will produce. Any amendment may be voted on first. The last proposed amendment is first in line to be voted on followed by any subsequent amendment. The motion on the amended motion is voted last.
12. Keep a copy of Roberts Rules of Order Revised handy for reference.
13. Know the bylaws of your club.
14. If questions or problems arise, contact your State District Vice President or State President for information.
15. Adjourn meetings on time.

Meeting Agenda

The following is an example of a typical agenda that can be used as a guide for a club's business meeting. Items marked in bold print are essential items of business at every meeting. Other items may or may not be used, depending on circumstances and the size of the organization.

1. Call to order: Remember that one rap of the gavel calls the meeting to order, maintains order, and adjourns the meeting.
2. Welcome, invocation, Pledge of Allegiance, opening ceremonies.
3. Quorum check: This can be taken silently by the secretary and president, noting the number of members in attendance, or the roll can be called.
4. Reading of minutes: These are to be approved as read or corrected.
5. Correspondence: Sometimes there will be no correspondence. If action is required, action can be taken under new business.
6. Reports of officers: These are usually given at business meetings only.
7. Treasurer's report: Filed for audit.

President's Duties (continued)

8. Report of the Board of Directors meetings: Minutes of Board are not read. A short summary of action by the Board is given. If the Board is submitting recommendations for adoption of accompanying resolutions should be included. Such business may be taken care of at this point, or may come up under new business.
9. Unfinished business: Business pending from previous meetings is not referred to as "old business."
10. Report of standing and special standing committees: A summary of action by each committee is given including any recommendations for adoption or resolution/s.
11. New Business: This is the point in the meeting during which bills are presented for approval and new items of business are introduced for discussion and action.
12. Program: Remember that the Chairman does not "turn the meeting over" to anyone. You should present the member who introduces or presents the program or the individual who is to give the program.
13. Announcements: The last thing heard is usually the thing remembered; hence it is usually a good idea for announcements to be given just before the meeting adjourns.
14. Adjourn: Summary of action by each committee is given, including any recommendation for adoption of a resolution.

Duties of Club Officers

Vice-president(s)

1. Clubs may have as many Vice-presidents as they choose. The duties may be delineated in the club bylaws.
2. Vice-presidents, in sequence, preside at meetings in the absence of the president.

Recording Secretary

The job of the Recording Secretary should be as follows:

1. Keep an accurate record of meetings, called "minutes."
2. Prepare minutes promptly and send a copy to the President. This is an invaluable guide for the President in overseeing the work of the organization and in preparing an agenda for the next meeting.
3. Minutes should contain only that which was done: kind of meeting, date, place and time of meeting, if approved or not, names of makers of motions (but not seconds), and of adjournment.
4. Correction of minutes should be written in the left column of the original minutes.
5. In absence of the President and Vice President(s), the Recording Secretary will preside.

Corresponding Secretary

The Corresponding Secretary is the "window" through which others view the organization. Her duties require her to:

1. Initiate or respond to correspondence, after consultation with and confirmation by the President.
2. Prepare notices or other communications.
3. Keep a copy of incoming and outgoing correspondence.

Treasurer

The Treasurer is the custodian of all funds of the organization. The duties should be as follows:

1. Notify members in advance, and remind them as often as needed, when dues are to be paid. Personal contact is often best.
2. Be prepared to give a written report at each meeting.
3. Keep an accurate record of all receipts and disbursements.
4. The club bylaws will stipulate when an audit is required.
5. A once year service fee of \$15.00 should be mailed to the state office no later than March 1. This is a national service fee that will be forwarded to the NFRW headquarters by the state.
6. A monthly list of members who have paid their dues should be forwarded to the state headquarters on a state federation form. Membership is \$13.00 per member with \$5.00 for the state and \$8.00 for the national organization. If your club uses a computer, a print-out may be sent as long as all information listed on the form is included.

Treasurers, please note:

For lists sent to OFRW, please remember:

1. ALPHABETICAL listing by member's last name
2. Indicate all CHANGES of name or address
3. Be sure your list is LEGIBLE
4. Proof and re-proof

Membership Chairwoman

At the first portion of your club year, send membership application forms to all last year's members. (Work closely with the club treasurer on membership per capita forms, making sure that the check being sent to the OFRW equals the number of members times the per capita dues.)

Search the back files for delinquent members and be sure that former members renew for the current year. Perhaps you could designate a member as the Renewals Chairman. Don't stop until every former member has been contacted. If your club has a public relations chairman, have her analyze the reasons for non-renewal. Her report can be used in an attempt to improve your club's responsiveness to its membership. Be sure to honor, or recognize, your continuing members in some manner. Show them that the club is interested in them and appreciative of their participation.

Remember!

A member retained is a member that does not have to be replaced!

Sample Letter: Member Renewal

Dear (Member's Name):

Once again, we welcome you as a continuing member of the (Club's Name). Through this membership, you have joined the largest women's political organization in the world, the Ohio Federation of Republican Women and the National Federation of Republican Women.

We value your support and interest in our aim to educate and motivate women to help elect qualified Republicans to office.

Our dues are a reasonable \$_____per year. Please return the completed membership application form and the volunteer form enclosed with your check made payable to (name of club). The above mentioned dues include your membership in the Ohio Federation of Republican Women and the National Federation of Republican Women as well as in our local club.

Our purpose throughout the year will be to bring you interesting and informative programs and newsletters. Special announcements and invitations will be forthcoming.

*Sincerely,
(Signed by Membership Chairman)*

Membership Chairwoman (continued)

Sample Letter: New Member

Dear (Member's Name):

We would be delighted to have you as a new member of (Club's Name). Through this membership, you have joined the largest women's political organization in the world, the Ohio Federation of Republican Women and the National Federation of Republican Women.

We value your support and interest in our aim to educate and motivate women to help elect qualified Republicans to office.

Our dues are a reasonable \$ per year. Please return the completed membership application form and the volunteer form enclosed with your check made payable to (name of club) . The above mentioned dues include your membership in the Ohio Federation of Republican Women and the National Federation of Republican Women as well as in our local club.

Our purpose throughout the year will be to bring you interesting and informative programs and newsletters. Special announcements and invitations will be forthcoming.

*Sincerely,
(Signed by Membership Chairman)*

Sample Letter: Newly Registered Voter

Dear (Name of Voter):

We, the officers and Board of Directors of the (name of club) extend to you a personal invitation to join our club.

The purpose of our club is to promote intelligent voting through the study of local, state and national subjects and to uphold the principles of Republicanism. Our dues are a reasonable \$ per year.

Please return the completed membership application form and the volunteer form enclosed with your check made payable to (name of club) . The above-mentioned dues include your membership in the Ohio Federation of Republican Women and the National Federation of Republican Women as well as in our local club.

We keep in mind at all times that Republican Party efforts begin at the grass roots level and all our activities are open to everyone with opportunities for educational, informative, interesting experiences, including a friendly welcome!

We know you will want to be a part of our group and so we wish to take this opportunity to say we sincerely hope you will take the time now to do so. Do not hesitate to contact me at (phone number) regarding additional information on club membership.

*Cordially,
Membership Chair*

Membership Chairwoman (continued)

Sample Membership Application Form:

(NAME OF CLUB)
MEMBERSHIP APPLICATION

Name: _____

Husband's First Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Cell Phone: _____

Work Phone: _____

Email: _____

Birthday month and day: _____

Occupation: _____

Please make check payable to (name of club) and mail with this completed application to:

(Membership Chairman's Name)
(Street Address),
(City, State and Zip)

Should you have any further questions, please feel free to contact:

1. Name / phone number
2. Name / phone number

Sample Volunteer Form:

Name: _____ Phone: _____

City: _____

I have transportation: Yes No

I would be interested in helping with (please check):

- | | |
|----------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Program | <input type="checkbox"/> Fair Booth |
| <input type="checkbox"/> Campaign & Precinct | <input type="checkbox"/> Door-to-door |
| <input type="checkbox"/> Phoning | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Typing | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Mailings |
| <input type="checkbox"/> Stuffing Envelopes | <input type="checkbox"/> Other: |

Membership Chairwoman (continued)

Care and Education of New Members

1. Develop a New Member Packet that includes a list of club officers, chairpersons, membership roster, copy of your newsletter, location of the Board of Elections, dates of primary and general elections, list of local and state elected officials, information about how long you must be a resident before you can vote, etc.
2. Make special name tags for new members-a nice way to immediately identify them at meetings,
3. Introduce and welcome new members in the membership chairman's report during the meeting. It will help cast a "rosy glow" on the new members' first meeting experience.
4. Encourage new members to serve on committees. It will help train them for future chairmanships. It is important to find out a new member's interests and skills so she can become more effectively involved.
5. Print names of new members in the club's newsletter. It is recognition for them and introduces them to the membership.
6. Encourage new members to participate in seminars, schools, educational forums, etc., sponsored by higher levels of the Federation (the OFRW and NFRW).
7. Perhaps a welcome letter from the club officers or Board of Directors to the new members will be productive as well. It is a way of saying you care!

Places to Look for Membership

1. Past members: Women who previously belonged but for some reason did not renew.
2. Campaign workers: Ask all recent GOP candidates for their list of volunteers and workers. Contact them and invite them to your next event. Some women get started by working for a candidate and then become more involved by affiliating with the Republican Women's organization in their community.
3. Wives of candidates: These women should receive high priority on your contact list. Do not forget other relatives, too (mothers, sisters, etc.).
4. Young women: Continue your efforts to draw members from contacts with members' daughters and their friends.
5. Senior Americans: Have more time to become involved in club activities and have expertise that will benefit the club.
6. Members of other women's groups: Concerned, aware, interested, informed (University, bar associations, federated women's clubs, etc.).
7. Women of various nationality groups.
8. Precinct lists.
9. Precinct committeewomen and precinct volunteer Republican workers and committeemen's wives.
10. Poll workers.
11. Officials' wives (city, township, county, state government and county Republican Party).
12. City and Courthouse employees.
13. New members of your community (Contact realtors, County Recorder, Welcome Wagon, Chamber of Commerce, etc.)

Program Chairwoman

Programming is an important aspect of your monthly meeting. Your members may enjoy working in campaigns, but not find club meetings stimulating, interesting, pertinent and enjoyable. If so, you will soon lose them to other endeavors. This is why it is imperative that you direct your finest talent to expend the necessary time to plan quality programs that will keep your members interested and actively involved.

Ten Tips for Good Programs

1. Plan in advance. Attempt to plan all your meetings at the beginning of the club year.
2. Check requirements for state and national achievement awards. These serve as good program guidelines.
3. Give exposure to your Republican candidates early in the year. Avoid scheduling programs for your club involving Republican candidates in the fall when they should be out speaking to Independents and Democrats.
4. Ask members to be responsible for a program.
5. Find people in your community to lead a discussion on key issues. Examples:
 - A. Healthcare: Invite a doctor and hospital administrator to discuss current healthcare issues that affect them and your members.
 - B. Education: Invite local superintendents or school board members to discuss issues involving the schools.
6. Use club membership as a resource. Example:
 - A. Ask one of your members to review a recent book on a political subject.
7. Call on your Republican office holders:
 - A. Example: At tax time, invite your Republican County Auditor to speak about how taxes are levied or ask your Republican Sheriff to speak on crime prevention in your county.
8. Plan a day at the state capitol when the Legislature is in session. Call your Republican Legislator's office for advice on making the arrangements.
9. Sponsor a debate among Republican candidates in a contested race. Invite the public. Make every effort to be fair and impartial.
10. Whatever you plan, start on time and end on time.

Ways and Means

Fund Raising Chairwoman

The Fund Raising Chairman has the responsibility of raising additional money, in excess of dues, to fund the Club's activities.

Duties

Regardless of the club size, fundraising is an important club function. Money is needed to aid in better programming, to contribute to candidates, to aid in various club functions, and to gain respect as a political force.

Planning

When the needs of the club have been established by the Budget Committee, the Fundraising Chairman should present her ideas on fundraising to the Board for approval. Advance planning is very important to assure maximum attendance as well as adequate preparation. Some clubs have found that it pays to send their members a calendar of events to be held throughout the year so that dates may be reserved. Check with other Republican organizations to avoid conflict of events.

Divide up the work in as many committees as possible. This increases enthusiasm for the event as well as the attendance.

Know Your Membership -- it is essential that you know your members' tastes, interests, and preferences. A questionnaire included in your newsletter is helpful in determining what special events have the greatest appeal.

Fundraising Projects

Your Club should cover all of your operating costs, such as membership mailings, printing, postage, etc., with the following fundraising suggestions:

1. Just Ask: The easiest way to obtain money is to ask. Solicit club members, county officials, and candidates you have helped.
2. Booths: Booths at fairs and festivals are not only an opportunity to raise money, but they also prove exposure of your club within your community! The club can sell anything from soda to buttons or craft items...Must have a vendor's license!
3. Bridge/Card Parties: The possibilities are vast here. Bridge and other games can be offered, and the party can be as simple as providing the cards and score pads, or as complicated as luncheon, dessert, door prizes, round robin tournament, etc.
4. Demonstration Parties: Popular, and can cover any number of topics from package wrapping and cosmetics to cooking.
5. Ethnic Dinners/Potluck (e.g., Greek, Mexican, Italian, etc): Club members of these origins or others plan and supervise preparation.
6. Ghost Parties: Appeal to those members who are overly involved or who have conflicting responsibilities. Send cleverly worded invitations to a make believe party. Ask guests to be present in spirit only. They can stay at home in comfort, no babysitting expense or parking problems.

Ways and Means -- Fundraising Chairwoman (continued)

7. Home Tours: Select at least four outstanding homes. The fee charged covers the entire tour. Hostesses should have detailed information regarding architecture, furnishings, etc. Refreshments may be served in the homes. The public is always curious, and this adds interest. Local newspapers are usually very interested in covering these tours.
8. Jewelry: Either patriotic or Republican, may be obtained from sources recommended by the NFRW. Buy only what you can sell, especially of dated campaign pins and jewelry.
9. No-Bake Sale: Members contribute amount of money they would have spent on ingredients and time they would have used in baking items.
10. Plant Sale: Ask members to make cuttings of their best houseplants and ask them to save attractive containers for potting.
11. Quilt Sale: Members piece a quilt and request donations. Only if your club has members who seamstresses or are good at needlework is this a good project. Check all the legalities concerning selling chances. Political parties cannot be involved in games of chance.
12. Garage Sales: This is an old stand-by. They require a minimum of expense, but need adequate help in collecting sufficient merchandise to make the sale worthwhile, to price the merchandise, and to sell it. Many communities have community garage sales.
13. Sampling, Tasting, and Potluck Parties: Everything contributed is clear profit. Sell recipes for extra profit. Can be combined with plant sale, auction, demonstration party, etc.
14. Silent Auction: Collect "priceless objects" from club members. Set them up on a table with a paper identifying each item. Provide pencils for members and guests to bid against each other on their choices. Specify the closing time for the auction well in advance.
15. Ice Cream Social/Picnic: A Republican Picnic with a prominent speaker is sure to draw a large crowd during the summer months.

General Tips

Check with your Board of Elections office, or your county prosecuting attorney, if there is any question about the legality of your plans. This is important where games of skill or chance are involved.

Check the insurance coverage for events to be held in local homes

Parliamentarian

When a group of people gather together for discussion or to carry on a business, a procedure is needed that will enable each member to present his views courteously and fairly and to enable the group to make decisions in an orderly manner.

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

The Parliamentarian is the person who, by experience and knowledge, gives correct and accurate advice on a parliamentary procedure. Since the Parliamentarian's first duty is to advise the President, she should sit beside the President during the business meeting. By doing so, she can advise the President by a written note or a brief whispered word without interrupting the meeting. Remember - the Parliamentarian gives advice and renders opinions. Discretion and restraint should be used in giving advice. Advice should be given only when asked for.

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

The Parliamentarian should have copies of the Bylaws and Standing Rules of all levels of the Federation.

Basic Parliamentary Rules

1. Call the meeting to order: The president, or person presiding, is referred to as "The Chair." The chairwoman says, "The meeting will please come to order." The chairwoman should have an AGENDA (order of business) to follow.
2. Obtaining the floor: A member wishing to obtain the floor rises or raises their hand and waits to be recognized by the chair. When the chair recognizes the member, the member says, "Madam President" or "Madam Chairwoman" then states her reason for speaking.
3. Presenting a motion: If the member is presenting a motion to the meeting, she says, "I move..." Another member will say, "I second the motion." The chair states, "It is moved and seconded that..." (Restates the motion).
4. Pending motion: A question (motion) is pending when it has been stated by the chair but not yet voted on.

Parliamentarian (continued)

5. Discussion: The chair then asks if there is any discussion (debate). The mover of the motion. Allowed to speak first. All comments must be directed to and through the chair. A speaker may speak a second time after all other speakers are finished.
6. Calling for the question: The chairwoman states, "Are you ready for the question?" If there is no more discussion, a vote is taken.
7. Methods of voting: The method of vote on a motion depends on the situation and on the laws of the organization. A vote may be taken by voice, show of hands, roll call, ballot or by general consent. After the vote is taken, the chair announces the result.

Public Relations Chairwoman

Duties

As Public Relations Chairman, you are the one person responsible for your Club's Public Relations. To have other members of the Club making calls to the news media can only create confusion and conflict. Simply stated, your job is to present the Republican Women's Club to the public in the most favorable light. Various "How To" methods are suggested below in the hopes it will be helpful to you in your position.

Newsletter

The Club Newsletter is exactly what the name implies...a vehicle for communicating with the Club members and other Party organizations. It need not be expensive but should be well-written and presented in an attractive, readable format.

A Club newsletter may include:

1. Calendar listing Club and Party activities
2. Column by the Club President
3. Articles or reports of Club Committee Chairmen
4. Legislative Reports at the local, state, and national levels
5. Background materials on issues
6. Recognition of new members
8. Announcement of campaign activities
9. Information on activities of other Clubs or the Federation
10. Membership application form

To whom does a newsletter go? Newsletter Recipients:

1. All Club membership
2. Past membership that you hope will renew
3. Once or twice a year to the members of the Republican Party
4. The President of the OFRW

News Releases are not hard to prepare, if you follow a few simple guidelines:

1. Be sure to include the essential details of who, what, when, where, why and how.
2. Contact your local media and inquire about the form in which they would like submissions.
3. Familiarize yourself with deadlines of reporters, editors, and newscasters and observe them.
4. Consistent publicity is more effective than occasional big articles. Remember, a big event can result in several different releases. Start early and build up to a big event ending with a follow-up story.
5. Get to know one person at each media outlet personally.
6. Do not submit handwritten releases.
7. Include name/phone/email of person to be contacted with questions.

Campaign Chairwoman

Purpose

Coordinate the Club's activities with the campaigns of the local, county, and state organizations to **WIN ELECTIONS**. To do this, the following list should prove helpful:

1. Campaign Chairman should have the name, address, phone number, and ward number of all members.
2. Each Club should have a newsletter. It should contain information about the needs of the different candidates and the location of all county and campaign headquarters.
3. Send each candidate a list of your members who live in his area.
4. Recruit members to meet the needs of the candidates such as mass mailing, telephone centers, and volunteer at headquarters.
5. Organize a telephone committee, in advance, so that you can schedule a coffee, picnic, etc., for a visiting candidate.
6. Keep careful records of all volunteer hours.
7. Attend any campaign activity seminars offered in your area.
8. If you have any problems or questions, call the OFRW Campaign Chairman.

What Your Club Can Do!

Contact voters

All three of the following efforts are critical for getting Republican candidates elected.

Person-to-person-contact is always an effective method—going door-to-door, stationing yourselves at shopping centers, grocery stores, etc. As Federation members, you can provide guidance to get this done.

Telephone - Federation members have the knowhow and dedication to operate phone banks with effectiveness and success.

Mail - Perhaps your Club, or several Clubs together, could help do a mailing to registered voters for candidates.

Remember, there is no such thing as too much contact.

For many clubs, these steps have become second nature—for others, it will be a new experience. Whatever your degree of experience, though, all Clubs are urged to contact your county and state party headquarters before you begin. They can provide direction, guidance, and resources if needed. Additionally, as they organize their areas, they will know where your skills can best be applied.



2012 OFRW ACHIEVEMENT AWARDS PROGRAM

Period of Competition: January 1, 2012 to December 31, 2012

1. Achievement Awards will be based on a point system.
2. Each club entry will receive a Certificate Award based on the following points:
 - a. Diamond Award 100 points or over
 - b. Gold Award 86 - 99 points
 - c. Silver Award 73 – 85 points
 - d. Bronze Award 60 - 72 points
3. The President's Award will be given to the three clubs who earn the most points per club size:
 - a. Large Club Over 100 members
 - b. Medium Club 51 to 99 members
 - c. Small Club Up to 50 members
4. An award will be given for the club and individual who brings in the most new members.
5. **Do not** count **associate** members for any award points.
6. **All award entries must be documented with such proof as photographs, receipts, news articles, letters, etc.**
7. All award entries must be submitted to the Awards Chair by January 31, 2013.
8. Awards will be presented at the Spring Conference 2013.

OFRW ACHIEVEMENT AWARDS WORKSHEET

Please write the number of points received for each category in the space provided to the left of each activity.

***Be sure to include documentation for all points taken.
The Awards Committee will verify deadlines
and other OFRW/NFRW information.***

Awards (Continued)

Club Name _____

Club Function

- ___ Our club sent in the NFRW annual service fee by the March deadline (1 point)
- ___ Our club paid membership dues to the OFRW by the June 1st deadline (1 point)
- ___ Our club sent names, addresses, telephone number and email addresses to the OFRW office (1 point)
- ___ Our club has a website (2points) Name of webmaster:_____
- ___ Our club has an email address (1 point)_
- ___ Our club reviewed the club by-laws for possible improvement to ascertain if they are in agreement with State and National bylaws and sent a copy to the OFRW office (1 point)
- ___ Our club has the following committee chairperson (1 point each)
 - ___ Budget/Finance
 - ___ Caring for America
 - ___ Membership
 - ___ Awards
 - ___ Historian
 - ___ Telephone/Communications
 - ___ Hospitality
 - ___ Program
 - ___ Ways and Means
 - ___ Legislative/Political Education
 - ___ Publicity
 - ___ Literacy
 - ___ Campaign
- ___ Our club contributed at least one book, tape, or video to a school, community, institution or library through the Mamie Eisenhower Library Project in 2012 (2 points)
- ___ Our club participated in the OFRW "Caring for America" project in 2012 (5 points)
- ___ Our club sent members to the 2012 OFRW Spring Conference (3 points)
- ___ Our club sent members to the 2012 OFRW Fall Conference (3 points)
- ___ Our club sent a nomination for the National Pathfinder Scholarship and/or Dorothy Kabis Internship (2 points)

___ Total Club Function Points

Finance

- ___ Our club set goals and planned a budget (1 point)
- ___ Our club set aside funds to help send delegates to state or national federation meetings, conferences or conventions (3 points)
- ___ Our club was a sponsor or had individual members as sponsors or patrons for the OFRW Spring or Fall Conference in 2012 (5 points per conference)
- ___ Our club donated a basket for the silent auction for the OFRW Spring or Fall Conference in 2012 (5 points per conference)

Awards (Continued)

Club Name _____

- Our club contributed to the OFRW Cardinal Fund (5 points)
- Our club had individual members who contributed to the OFRW Cardinal Fund (2 points per member who contributed to Cardinal Fund)
- Our club contributed to the County Republican Executive Committee to help elect Republican Candidates (2 points)
- Our club contributed to individual candidates' campaigns (2 points)
- Our club helped start or financially support a Teen Republican or College Republican group (2 points)

Total Finance Points

Media Documentation

- Our club notified our members about upcoming meetings and activities by telephone network, newsletter, newspaper, email or other means available (3 points)
- Our club submitted articles to the OFRW newsletter or website (1 point per article)
- Our club notified news media of upcoming meetings and events by press release or other means (2 points)
- Our club sends articles and photographs to the media following events (*Article does not have to have been published. Send copy of submission for documentation*). (2 points)
- Our club issues a club newsletter or bulletin (**choose only one**)
 - 3 times per year (2 points)
 - 6 times per year (3 points)
 - 7 or more times per year (4 points)
- Our club records the club's history and important dates and events in a scrapbook, press book or facsimile to be passed to future members (4 points)

Total Media Documentation Points

Program

- Our club held a program or workshop in the following areas: (1 point. each)
 - Legislative
 - Community Issues
 - Political Education
 - Campaign Activities

Awards (Continued)

Club Name _____

Points for Increasing Membership:

_____ Our club increased our membership in 2012 from _____ members to _____ members
(5 points)

Points for Retaining Members - *Count only one of the following criteria:*

_____ Our club had 70% of our 2011 members renew in 2012 (2 points)

_____ Our club had 80% of our 2011 members renew in 2012 (4 points)

_____ Our club had 90% of our 2011 members renew in 2012 (6 points)

_____ **Total Membership Points**

Total Your Club's Points:

- _____ Club Function
- _____ Finance
- _____ Media Documentation
- _____ Program
- _____ Campaign
- _____ Membership

_____ **Grand Total**

We believe our club qualifies for: (check one)

_____ Bronze Award (60-72 points)

_____ Silver Award (73-85 points)

_____ Gold Award (86-99 points)

_____ Diamond Award (over 100 points)

I hereby certify that our club has completed the items for which we have taken points.

Club President's Signature

CLUB AND INDIVIDUAL MEMBERSHIP AWARD

↳ The three clubs showing the greatest increase in membership in the following categories will receive an award Do not include associate members in total. Please provide documentation of membership increase.

- a. Clubs up to 50 members in 2011
- b. Clubs 51 to 100 members in 2011
- c. Clubs over 100 members in 2011

↳ The individual who recruited the most new members in 2012 will receive an award.

Number of members recruited: _____

Member's name: _____

Return completed forms by January 31, 2013 to Award Chairs:

Beth West
310 East Main Street
Blanchester, Ohio 45107
(937) 783-4450
bethwest@ohfrw.com

or

Sally Hole Zeiter
305 East Maple
Greenville, OH 45331
(937) 423-2391
sallyzeiter@ohfrw.com

OFRW Directory of Club Membership



Please list members alphabetically by last name. Total due per member is \$15 (\$5 for OFRW and \$10 for NFRW). There is a once a year \$15 club service fee due to NFRW before March 1. Dues may be submitted by check or via Pay Pal. Please be sure to include each member's email address so they will receive updates from OFRW and NFRW. You may also submit your membership roster via website at <http://www.ohfrw.com>. Make all checks payable to Ohio Federation of Republican Women

Questions? Call OFRW office at (614) 456-2054

Mail to: OFRW, 211 South Fifth Street, Columbus, OH 43215

Club Name	County
Club #	Report #: <input type="text"/> Date: <input type="text"/>
Last Name	Email Address
First Name	Telephone
Address	City <input type="text"/> Zip <input type="text"/>
Last Name	Email Address
First Name	Telephone
Address	City <input type="text"/> Zip <input type="text"/>
Last Name	Email Address
First Name	Telephone
Address	City <input type="text"/> Zip <input type="text"/>
Last Name	Email Address
First Name	Telephone
Address	City <input type="text"/> Zip <input type="text"/>

Member Roster—Page 2

Page 2 of Report #: _____

Club Name: _____

Last Name		Email Address	
First Name		Telephone	
Address		City	Zip
Last Name		Email Address	
First Name		Telephone	
Address		City	Zip
Last Name		Email Address	
First Name		Telephone	
Address		City	Zip
Last Name		Email Address	
First Name		Telephone	
Address		City	Zip
Last Name		Email Address	
First Name		Telephone	
Address		City	Zip

Print out as many forms as necessary to list all of your members. Change report number for each submittal:

Has your club approved the establishment of a web presence? Yes No **Make checks payable to: OFRW**

OFRW Fax: (614) 358-0581

If Yes, list URL: _____

Questions? Call OFRW at: (614) 456-2054 Mail to: OFRW, 211 South Fifth Street, Columbus, OH 43215 Visit our Website at: www.ohfrw.com



OFRW Club Directory of Elected Officers

All clubs must complete and return this form to the OFRW by January 12 EACH YEAR - even if there are returning officers from the previous year
 All clubs must mail the \$15 service fee by March 1 each year. Please mail to OFRW, 211 South Fifth Street, Columbus, OH 43215

Club Name	County
Club #	Date:
President*	Email Address
Phone	Fax
Address	City
	Zip
1st VP	Email Address
Phone	Fax
Address	City
	Zip
2nd VP	Email Address
Phone	Fax
Address	City
	Zip
3rd VP	Email Address
Phone	Fax
Address	City
	Zip
Treasurer	Email Address
Phone	Fax
Address	City
	Zip
Secretary	Email Address
Phone	Fax
Address	City
	Zip

Reporting form for Club Officers – Page 2

Club: _____ Date: _____ Officer Form – Page 2

Complete this form, save it to your computer, print it out and mail it in - along with your payment.

Has your club approved the establishment of a web presence? Yes No * OFRW emails will be sent to President or Designee

If Yes, list URL: _____

Questions? Call OFRW at: (614) 456-2054 Email to: office@ohfrw.com Visit our Website at: www.ohfrw.com

Mail completed form to:
Ohio Federation of Republican Women
211 South Fifth Street
Columbus, Ohio 43215

Fax Completed form to:
(614) 358-0581

Make checks payable to: Ohio Federation of Republican Women

About the NFRW

Who We Are

- NFRW is the largest women's partisan political organization in the country. The National Federation of Republican Women is a national grassroots political organization composed of about 1,800 Clubs in 50 States, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands and boasts approximately 95,000 members.

- NFRW is self-supporting

While officially an affiliate of the Republican National Committee, the NFRW is self-supporting. Approximately 1 /3 of NFRW's operating budget comes from membership dues and club service charges. Another 1/3 comes from major donor programs such as the Capitol Regents, the Regents and the Federation Trust. The final 1/3 is raised through direct mail solicitation.

- NFRW has two basic membership levels

Membership at the Local Level - NFRW has state federations with many unit clubs in towns and cities across the US and its territories. It is a great network and a good way to meet other women who are interested in politics. Dues at the local level vary.

Membership at the National Level - Those who wish to keep abreast of issues affecting women at the national level can join NFRW as National Associate Members for \$50.00. To become a National Associate Member send a check for \$50.00 payable to:

National Federation of Republican Women
124 N. Alfred Street
Alexandria, VA 22314

- NFRW recruits, educates, trains, supports and elects Republicans. NFRW concentrates its efforts in the areas of education, communication, legislative action, candidate recruitment, campaigning and fund raising.

History

of the
National Federation of Republican Women

Republican women's clubs have existed for at least 100 years and were inspired by the Republican Platform of 1872, which said, "The Republican Party is mindful of its obligation to the loyal women of America for their noble devotion to the cause of Freedom." Republican women's clubs were off and running. The oldest club on record was founded in Salt Lake City in 1899.

Under the direction of Miss Marion E. Martin, then Assistant Chairman of the Republican National Committee and National Committeewoman for Maine and with the encouragement of Republican National Chairman, John D. M. Hamilton, an organizational meeting took place in Chicago on November 4, 1937. Thirty-eight women members of the Republican National Committee met to discuss the "desirability" of federating.

The National Federation of Republican Women was founded at a conference held at the Palmer House in Chicago, September 23-24, 1938. The delegates adopted rules for governing the establishment of a National Federation of Republican Women's Clubs, to promote education along political lines and to encourage the following purposes:

"To foster and encourage loyalty to the Republican Party and the ideals for which it stands; to closer cooperation between independent groups and the regular party organization, which are working for the same objectives, namely sound government. To promote interchange of ideas and experiences of various clubs to the end that the policies which have proven particularly effective in one state may be adopted in another; and to encourage a national attitude and national approach to the problems facing the Republican Party. "

The organization originally was known as the National Federation of Women's Republican Clubs of America (NFWRC). The name was changed in January 1953, to the National Federation of Republican Women (NFRW).



The NFRW Emblem

The seal of the national Federation of Republican Women is the American Eagle, king of birds, holding a quill pen and standing guard over our most treasured tool of democracy-the ballot box. Adopted at the biennial convention in 1944, it portrays the Federation's interest in the protection and integrity of our electoral process. The American Eagle is adopted from the great seal of the United States. The quill is symbolic of the power of words, especially as contained in the Declaration of Independence and the Constitution of the United States.

OFRW and NFRW Committee Glossary

of

General Information

This glossary defines the **purpose** of the committees of the NFRW, the OFRW and unit Clubs:

- (*) Indicates NFRW committees. The NFRW is further defined in the most recent NFRW Leader Guide and at the NFRW Website: www.nfrw.org
- (#) Indicate OFRW committees.
- Those without an (*) or (#) are Club committees.
- All committees are listed in alphabetical order.

Achievement Award[#]

To recognize the annual work and achievement of unit clubs at the State and National level. OFRW presents annual awards while the *NFRW awards are presented at the Biennial Convention.

Americanism^{*}

To inspire respect for the American flag and our country. Traditionally she leads the Pledge of Allegiance at all regular meeting, responsible for the proper display of the flag, sponsoring patriotic essay contests and teaching the rules of flag etiquette.

Annual Meeting

The annual meeting is generally held for the election of officers and only qualified, dues-paying members of the club can vote.

Auditor

Responsible for ascertaining the actual financial status of the organization, detect and prevent errors and make certain that standard accounting procedures are followed.

Barbara Bush Literacy Program^{*}

Established by the NFRW in honor of First Lady Barbara Bush. It is designed to educate club members about illiteracy and to help eradicate this issue by participating in the "Read to Me" project.

Glossary (continued)

Betty Rendel Scholarship*

Established by NFRW in honor of NFRW Past President Betty Rendel. It is an annual scholarship of \$1,000 designed for an undergraduate Republican woman who is currently enrolled in college coursework.

By-laws

To review the by-laws to determine if they meet the present needs of the organization.

Campaign Committee*

To coordinate the Club's activities with the campaigns of local, county, and state organizations to WIN ELECTIONS.

Cap Alert/Telephone*

Comprehensive Advocacy Program (CAP) is a NFRW education/action program designed as a grassroots lobbying force to activate members nationally to respond to action on Republican policies and initiatives. It uses a telephone pyramid network to accomplish its function.

Cardinal Program[#]

To solicit contributions to raise operating money for the OFRW. Invite members, elected officials and other Republicans to annually contribute \$100.00. A reception is held annually in recognition of their contribution. Donors listed on programs.

Caring for America*

To activate members to organize and implement community service projects for the Club.

Chaplain

To give the invocation and benediction at Club functions.

Corresponding Secretary

To promote personal communication of the organization to members and all other organizations.

Glossary (continued)

Dorothy Andrews Kabis Internship*

Established by the NFRW in honor of NFRW Past President Dorothy Andrews Kabis. It offers four young women the opportunity to spend six weeks working in the Washington, D.C. office of the NFRW

Finance Chair

To assist the President and Treasurer in the production of a proposed yearly budget.

Historian

Keeping the official history activities of the Club.

Hospitality

Welcoming members to meetings and events.

Leadership[#]

Steward of the organization. Helps recruit, educate, train, and support officers of the club. Fosters and encourages loyalty to the organization and the Republican Party. Assist with workshops, seminars, etc. to help impact the personal growth of the officers and members.

Legislative

To monitor major bills at the national and state level.

MELP*

Mamie Eisenhower Library Project (MELP) is a NFRW program to promote citizenship education in communities by donating books and videotapes to community organizations. In 1961, the NFRW established MELP as a memorial honoring our former first lady. This committee nationally compiles a list of books, tapes and videos reflecting Republican philosophy and beliefs. Each unit club is encouraged to donate a book, tape or video after consulting with the local librarian.

Consult with the NFRW about the list and request a NFRW MELP bookplate that you will place in the item that will be donated. The bookplate has a place to type in the Club name, etc. Participation in this project is one of the requirements for the NFRW Achievement Award given at the NFRW Biennial Convention.

Glossary (continued)

Membership

Retention and expansion of the membership increases stature and prestige of the organization and broadens the scope of the Club's activities.

National Federation of Republican Women (NFRW)*

National organization that exists to positively promote the Republican principles and programs to the public through the political process by the collective force of the power of women. NFRW provides leadership assistance and direction to State Republican Women organizations.

NFRW Convention Page*

Each State is entitled to one young girl page (age 15-17) at the NFRW Biennial Convention.

NFRW Convention Delegates*

Elected representatives from unit clubs for the NFRW biannual convention to elect officers and to establish programs and policies.

National Pathfinder Scholarship*

Established by NFRW in honor of Nancy Reagan's efforts in the prevention of drug and alcohol abuse. Two annual scholarships of \$2,500 each are designed for women presently studying in various fields relating to substance abuse.

Ohio Federation of Republican Women (OFRW)#

Promote the Republican principles and programs to the public through the political process by the collective force of the power of women. To provide leadership assistance and direction to unit Republican Women's Clubs throughout the State.

Outreach#

To increase the racial and cultural diversity of the GOP by actively seeking and sharing our principles and goals with women from different cultures.

Glossary (continued)

Parliamentarian

To provide a procedure, give advice, and render opinions that will enable each member to present their views courteously and fairly and to enable the organization to make decisions in an orderly manner.

Photographer

To maintain a visual record of the Club's activities.

Protocol

A code of political manners that guides the way for a smooth-running organization.

Program Chair

To motivate, stimulate, educate members at scheduled meetings.

Public Relations

To promote the public awareness of the activities of the organization.

Recording Secretary

Maintain an accurate written record of meetings.

Registration/Credentials[#]

To determine eligibility in the organization to participate in club proceedings. At all meetings, where a fee is charged, a list of paid registrations and a list of pay at the door registrations is necessary from the treasurer. The lists, and money, are turned over to the treasurer after the event. All 'no shows' are billed by the treasurer, making sure that only full paid dues member's votes are counted at a meeting where major voting will be carried out.

Resolutions[#]

To express the opinion, wish, or resolve of the organization through a written format.

Senior Americans

To educate and motivate the membership on issues/programs concerning the elderly.

Glossary (continued)

Telephone

To activate members to respond to Club activities as directed by the President through a telephone pyramid.

Treasurer

Custodian of all the funds of the organization.

Tribute to Women[#]

To publicly recognize women who have done outstanding work in their club and/or community. This is an OFRW program held every two years (even). A letter is sent out to all Club Presidents asking them to nominate someone from their club. A statewide event is held honoring these women for their work and dedication.

Vice President - First

To execute the duties of the President in her absence and to perform other such duties as may be assigned by the President.

Vice President - District[#]

Overall responsibilities of providing information and assistance to the unit clubs in their districts and to act as a liaison between the OFRW and the unit clubs.

Volunteer[#]

To provide assistance to the OFRW President in the office.

Ways and Means/Fundraising

To raise funds and to create enthusiasm for the Club.

*Manual Compiled by Mary Anne Christie
Edited and reformatted by Lyn Bliss / 2012*