



**Arizona Federation  
of Republican Women**  
*Engaging and Empowering Women Since 1924*

**BOARD OF DIRECTORS  
2018  
DIRECTORY  
PLUS  
LEADERSHIP GUIDE & BYLAWS**

**<http://www.azfrw.com>**

*Members Only Resource Page is hidden. It may be accessed by clicking on the AzFRW logo near the bottom of the "About" page of the website.*

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## Welcome Arizona Federation of Republican Women Board of Directors!



*We are **conservative in the best sense of the word**. We believe in **conserving** the rights of the individual, in **conserving** the value of every life, and in **conserving** the liberty and freedom this country fought so hard to earn for its citizens!*

Thank you for being willing to donate your time to serve on the AzFRW Board of Directors! As Officers, Club Presidents, Standing & Special Committee Chairs, we will work TOGETHER to meet the expectations of our members by demonstrating commitment, leadership and enthusiasm.

In order to ensure our success, please read the following:

- AzFRW Handbook in the Directory
- AzFRW Leadership Guide
- AzFRW and NFRW Bylaws

Please visit our website frequently as the master calendar, forms, informational flyers, links and much more will be constantly updated. Clubs should add the AzFRW President, your Region Director and the AzFRW website to club newsletters and websites when possible.

**AzFRW website :** [www.azfrw.com](http://www.azfrw.com)  
**Members Only resource page:** Click on AzFRW logo  
(This will likely change to be User/Password Protected)

Visit the **NFRW website** for additional information. [www.nfrw.org](http://www.nfrw.org)

Register with your personal user name and password.

Enter your email address and click REGISTER ACCOUNT.

Members, if you know your contact ID, you can also activate your website account by clicking the QUICK ACTIVATION BY CONTACT ID.

The AzFRW is the premier organization for connecting our voices within the Arizona Republican Party. We have achieved this reputation by empowering women to be leaders in our communities. We are a TEAM of women with purpose and the AzFRW is a powerful vehicle by which we make a difference!

I am honored to work with a group of talented individuals who are dedicated to our success and in promoting the conservative principles and values which we share.

We are very fortunate to have this opportunity to represent our members and will work hard to meet their expectations. Welcome to the AzFRW TEAM.

With sincere appreciation,  
Loraine B. Pellegrino  
AzFRW President

# ARIZONA FEDERATION OF REPUBLICAN

## PAST PRESIDENTS

2012-2015	Mary Williams	Prescott
2010-2011	Leona Johnston	Fountain Hills
2008-2009	Cyndi Collins	Tucson
2006-2007	Noreen Thomas	Lake Havasu City
2004-2005	Dorothy "Dot" Greener*	Sierra Vista
2002-2003	Barbara McMullen	Scottsdale
2000-2001	Rae Chornenky	Glendale
1998-1999	Marian McClure	Tucson
1996-1997	Ramonia Thomas	Phoenix
1994-1995	Kay Van Sant	Scottsdale
1992-1993	Sharon Giese*	Mesa
1990-1991	Joan Heskett	Phoenix
1988-1989	Norma Steinbrenner	Scottsdale
1986-1987	Dorothee Goodrich*	Phoenix
1984-1985	Vedah Luce*	Sierra Vista
1982-1983	Carolyn Taylor*	Tempe
1979-1981	Dodie Londen*	Phoenix
1977-1978	Elsa Mulhern*	Tucson
1975-1976	Barbara Peck	Tucson
1973-1974	Winifred Hershberger	Tucson
1971-1972	Mrs. Ted Kraft	Portal
1969-1970	Mrs. John Troster*	Phoenix
1968	Mrs. B.B. Stephenson	Sedona
1966-1967	Mrs. Louis Ely*	Kingman
1965	Mrs. Richard Buirke	Kingman
1963-1964	Mrs. Curtis Long	Safford
1961-1962	Mrs. Bert Cross	Phoenix
1959-1960	Wilma Brummett	Kingman
1958	Mrs. Glen McDermid*	Prescott
1956-1957	Mrs. A.H. Dress	Phoenix
1955	Mary Jane Shoun	Phoenix
1953-1954	Mrs. L.A. Romine	Tucson
1952	Mrs. J.E. Thompson*	Superior
1950-1951	Ruth Jeffries*	Tucson
1948-1949	Mae Ricketts*	Phoenix
1946-1947	Mrs. L.F. Miller*	Tucson
1945	Mrs. D. Thurston*	Phoenix
1944	Dr. Grace Zorbaugh*	Tucson
1942-1943	Mrs. Monroe Rand*	Phoenix
1940-1941	Irene Tibolet*	Tucson
1938-1939	Mrs. Thomas Harsell*	Douglas
1937	Kate Reynolds*	Tucson
1935-1936	Eva Robinette*	Tucson
1933-1934	Mrs. Clifford Parsons*	Tucson
1931-1932	Mrs. O.C. Parker*	Tucson
1929-1930	Mrs. Lloyd Cristy*	Phoenix
1927-1928	Mrs. J.S. Murless*	Phoenix
1924-1926	Mrs. J.L.B. Alexander*	Phoenix

\*Deceased

If you know any of these Presidents are deceased, please contact Susan Marcell at 520.559-2494 [LSmarcell2@gmail.com](mailto:LSmarcell2@gmail.com)

# NATIONAL FEDERATION OF REPUBLICAN WOMEN

124 North Alfred Street. Alexandria, VA 22314

703-548-9688 - Fax 703-548-9836

Website: [www.nfrw.org](http://www.nfrw.org) - E-mail: [mail@nfrw.org](mailto:mail@nfrw.org)



## 2018-2019 NFRW EXECUTIVE COMMITTEE

President	Jody Rushton <b>JRushton@nfrw.org</b>	Texas
Past President	Carrie Almond <b>calmond@nfrw.org</b>	Missouri
1 <sup>st</sup> Vice President	Michelle Buckwalter-Schurman <b>mbuckwalter-schurman@nfrw.org</b>	Illinois
2 <sup>nd</sup> Vice President	Eileen Sobjack <b>Esobjack@nfrw.org</b>	Washington
3 <sup>rd</sup> Vice President	Julie Harris <b>jharris@aol.com</b>	Arkansas
4 <sup>th</sup> Vice President	Ann Schockett <b>Aschockett@nfrw.org</b>	New York
Secretary	Frances Taylor	Alabama
Treasurer	Vanessa La Franco <b>vlafranco@nfrw.org</b>	New Jersey
Member-at-Large	Kim Reem <b>kreem@nfrw.org</b>	Iowa
Member-at-Large	Carol Hadley <b>chadley@nfrw.org</b>	California
Member-at-Large	Lynne Hartung <b>lhartung@nfrw.org</b>	Nevada

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**ARIZONA FEDERATION OF REPUBLICAN WOMEN**  
**2018-2019 BOARD OF DIRECTORS**  
*Web Site: [www.azfrw.com](http://www.azfrw.com)*

**A. 2018-2019 AzFRW EXECUTIVE COMMITTEE** (voting member)

**OFFICERS**

President	Loraine Pellegrino 480-577-0291 <b>ARWomen@aol.com</b>	Ahwatukee RW Region VI 1233 E Squawbush Pl Phoenix, 85048-4511
1 <sup>st</sup> Vice President	Donna Tanzi <b>928-710-2030</b> <b>donnatanzi@gmail.com</b>	RW of Prescott Region V 1400 Northridge Drive Prescott 86301-4441
2 <sup>nd</sup> Vice President	Cynthia Love 480-365-8090 <b>Cynthialoves@gmail.com</b>	Paradise RW Region VII 20343 N Hayden Rd, #105 Scottsdale 85255
3 <sup>rd</sup> Vice President	Robyn Cushman 602-989-2710 <b>Az1red@cox.net</b>	Central Republican WoP Region VI 2201 N Central Ave #13D Phoenix, 85004
Secretary	Susan Marcell 602-370-3435 <b>Lsmarcell2@gmail.com</b>	Thunder Mountain RW Region III 8565 E Madera Dr Sierra Vista 85650
Treasurer	Cindy Casaus 602-300-4185 <b>cindy.casaus@gmail.com</b>	Ahwatukee RW Region VI 2367 E. Desert Trumpet Phoenix, 85048-4511

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**A. EXECUTIVE COMMITTEE continued (voting member)**

**REGION DIRECTORS and IMMEDIATE PAST PRESIDENT**

Region I	Joan Harris 928-226-0502 <b>joanharris@reagan.com</b>	Flagstaff RW 4178 S Pheasant Run Dr Flagstaff 86005-7073
Region II	Cheryl Chase 602-502-6571 <b>Chase080@gmail.com</b>	Pinal County RW 49 E Mill Reed Dr San Tan Valley, 85413
Region III	Enid Reinhart 520-378-3635 <b>Appydaz2@msn.com</b>	Thunder Mountain RW 5043 San Mateo St Sierra Vista, 85650
Region IV	Nancy Moschcau 928-486-5325 <b>Nancym3@frontiernet.net</b>	Kingman RW 8007 E Saddlebrook Dr Kingman, 86401
Region V	Patricia Lorenzen 928.778.0673 <b>Patricialorenzen@aol.com</b>	RW of Prescott 5885 W Tita Rd Prescott 86305
Region VI	Nancy Cottle 480-984-8560 <b>nancy@thebrandedimage.com</b>	Mesa RW 8335 E Culver Street Mesa 85207-1341
Region VII	Ruby White 602-920-4771 <b>Rubyred02@centurylink.net</b>	Central RW of Phoenix 5550 E Clinton St Scottsdale 85254
Region VIII	Allison Mary 480-628-2763 <b>allisonamary@gmail.com</b>	Lincoln RW 9275 E Bell Rd <b>Apt #1110</b> Scottsdale 85260
<b>Immediate Past President</b>	Mary Williams 928.227.357 mary@williamsgroup.net	Arrowhead RW PO Box 2445 Prescott 86302

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**AZFRW REGIONS and REGIONAL DIRECTORS (26 CLUBS)**

**Region I - JOAN HARRIS**

Flagstaff RW  
Yavapai County RW

**Region II - Cheryl Chase**

Grande Valley RW  
Pima County RW  
RW of Pinal County  
Oro Valley RW  
Tucson RW

**Region III – Enid Reinhart**

Graham County RW  
Thunder Mountain RW  
Huachuca Area RW

**Region IV – Nancy Moschcau**

Colorado River RW  
Kingman RW  
Lake Havasu RW  
London Bridge RW  
Rio Colorado RW  
Yuma County RW

**Region V – Pat Lorenzen**

RW of Prescott

**Region VI- Nancy Cottle**

Ahwatukee RW  
Chandler RW  
Mesa RW  
Tempe RW

**Region VII – Ruby White**

Arrowhead RW  
Central RW of Phoenix

**Region VIII - ALLISON MARY**

Lincoln RW  
Palo Verde RW  
Paradise RW



**B. APPOINTED OFFICERS (voting member)**

Chaplain	Gayle Salter 602-214-7480 <b>dancer2129@live.com</b>	Arrowhead RW 18155 N Sterling Dr Surprise, 85374-3311
Historian	TBD	
Parliamentarian	Rae Chornenky 602-818-4879 <b>rlc@chornenkylaw.com</b>	Arrowhead RW 6329 W Pinnacle Peak Rd Glendale 85310

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**C. CLUB PRESIDENTS (voting member)**

Ahwatukee RW Club #13004105 Est. 2005	<b>Cindy Casaus</b> 602-300-4185 <b>cindy.casaus@gmail.com</b>	Region VI 2367 E. Desert Trumpet Rd Phoenix, 85048
Arrowhead RW Club #13000293 Est. 1993	<b>Arlene Goldblatt</b> 623-583-7738 <b>amgold60@yahoo.com</b>	Region VII 15000 N. 88th Ave. Peoria, 85381
Central RW of Phoenix Club #130000558 Est. 1958	<b>Lei Lani Forrest</b> 602-418-1917 <b>swp2013@cox.net</b>	Region VII 4107 E Earll Dr Phoenix, 85018
Chandler RW Club #13000676 Est. 1976	<b>Lisa Askey</b> 602-320-9291 <b>lisa@rocketchics.com</b>	Region VI 2301 E Indian Wells Dr Chandler, 85429-4163
Colorado River RW Club #13000766 Est. 1966	<b>Lynda Neitz</b> 928-754-5598 <b>jlneitz@citilink.net</b>	Region IV 4290 Mercer Rd Bullhead City, 86429
Flagstaff RW Club #13000847 Est. 1947	<b>Joan Harris</b> 928.226.0502 <b>joanharris@reagan.com</b>	Region I 4178 S Pheasant Run Dr Flagstaff, 86004
Graham County RW Club #13001054 Est. 1954	<b>Barbara Stailey</b> 928-428-0518 Email Mary Morse	Region III <b>tweety1261952@earthlink.net</b>

**C. CLUB PRESIDENTS continued (voting member)**

Grande Valley RW Club #13004508 Est. 2008	<b>Irene Littleton</b> 520.840.4064 <b>irene7235@gmail.com</b>	Region II 1669 E Gabrilla Dr Casa Grande, 85122
Huachuca Area RW Club #13001260 Est. 1960	<b>Sue Mitchell</b> 520-803-6561 Cell 605-237-3653 <b>mquailsue@hotmail.com</b>	Region III 1889 E. Choctaw Dr. Sierra Vista 85650
Kingman RW	<b>SueAnn Mello-Keener</b> 928-530-7179 <b>Sueann.mello@mohavecounty.us</b>	Region IV 4349 Rising Sun Kingman 86401
Lake Havasu RW Club #13001470 Est. 1970	<b>Sue Donahue</b> 928-846-0512 <b>Sdonahue488@gmail.com</b>	Region IV 1966 Thrasher Dr Lake Havasu City, 86404
Lincoln RW Club#13004507 Est. 2007	<b>Joanne Hagen</b> 480-947-0364 <b>jhagan@scnm.edu</b>	Region VIII 8219 E Jackrabbit Rd Scottsdale, 85250-6641
London Bridge RW Club 13001685 Est. 1985	<b>Ginny Buckalew</b> 928-453-1302 <b>twobucks1@frontiernet.net</b>	Region IV 451 Mate Lane Lake Havasu City, 86406
Mesa RW Club #13001774 Est. 1974	<b>Lisa Godzich</b> 480-363-4238 <b>lgodzich@gmail.com</b>	Region VI 7738 E Obispo Ave Mesa, 85212
Oro Valley RW Club #13002276 Est. 1976	<b>Linda Arnold</b> 520-444.6066 <b>lavatuc@gmail.com</b>	Region II 180 W Lind Vista Blvd Tucson, 85737
Palo Verde RW Club #13002374 Est. 1974	<b>Cheryl Pelletier</b> 480-406.9227 <b>cheryl.pelletier@reagan.com.</b>	Region VIII 8418 N 80 <sup>th</sup> Pl Scottsdale, 85258
Paradise RW Club #13002494 Est. 1968	<b>Dianna Marsh</b> 480-635-1855 <b>dmarsh21@cox.net</b>	Region VIII 2226 E Beachcomber Dr Gilbert 85234
Pima County RWC Club #13002524 Est. 1924	<b>Susan K Smith</b> 520-275-3443 <b>susansmith3443@gmail.com</b>	Region II 8710 Little Oak Ln Tucson, 85704

***C. CLUB PRESIDENTS continued (voting member)***

RW of Pinal County Club #13003601 Est. 2001	<b>Alida Wilkes</b> 520-818-2969 <b>alidatucson@gmail.com</b>	Region II 37440 S Desert Star Dr Tucson, 85739
RW of Prescott Club #13002642 Est. 1942	<b>Pat Lorenzen</b> 928.778.0673 <b>Patricialorenzen@aol.com</b>	Region V 5885 W Tita Rd Prescott 86305
Rio Colorado RW Club #13003701 Est. 2001	<b>CoraLee Schingnitz</b> <b>coraleemoen@gmail.com</b>	Region I Yuma, 85365-1158
Tempe RW Club #13002847 Est. 1947	<b>Stephanie Stocker</b> 480-329-0245 <b>sjournalizer@gmail.com</b>	Region VI 4724 W Del Rio St Chandler, 85226
Thunder Mtn RW Club #13002972 Est. 1972	<b>Kathy Dolge</b> 602.510.8986 <b>Kathy@Dolgefamly.net</b>	Region III 3607 Camino Bella Rosa Sierra Vista 85650
Tucson RW Club #13003184 Est. 1984	<b>Roslyn Bayard</b> 520-760-0167 <b>RozP62@cox.net</b>	Region II 11100 E Calle Vaquereo Tucson, 85749
Yavapai County Club # Est.	<b>Alex Harris</b> 928-899-6022 <b>alexharrispc@gmail.com</b>	Region I P O Box 1541 Chino Valley 86323
Yuma RW Club #13003547 Est. 1947	<b>Terre Munk</b> 928-257-9788 <b>marter@roadrunner.com</b>	Region I 263 E 30 <sup>th</sup> St Yuma, 85364

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***D. NFRW BOD AzFRW MEMBERS (voting member)***

MELP Literacy	Leona Johnston	Paradise RW
Caring for America	Dee Lee dleeski@reagan.com	Paradise RW

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**E. AZFRW STANDING COMMITTEE CHAIRMEN** (voting member)

Americanism	Priscilla Poesse 480-460-2460 <b>mrs.aquila@cox.net</b>	Ahwatukee RW
Arrangements	Kathy Dolge 602-510-8986 <b>arrangements@azfrw.com</b>	Thunder Mountain RW 3607 Camino Bella Rosa Sierra Vista, 85650-9409
Budget	Susan Marcell 602-370-3435 <b>LSmarcell2@gmail.com</b>	Thunder Mountain RW
Bylaws	Mary Williams 928-227-3507 <b>mary@williamsgroup.net</b>	Paradise RW
Campaign	Lisa Godzich 480-363-4238. <b>lgodzich@gmail.com</b>	Mesa RW
Financial Review	Linda Rizzo 480-314-1510 <b>lrizzomail@aol.com</b>	Palo Verde RW
Legislative	Rae Chornenky 602-818-4879 <b>rlc@chornenkylaw.com.</b>	Arrowhead RW
Literacy (MELP)	Nancy Kay Arnold 602.996.3142 or 602-999-3736 <b>nancykayarnold@gmail.com</b>	Lincoln RW
Literacy co-chair	Leona Johnston <b>ljohnstonfh@outlook.com</b>	Paradise RW
Membership	Cynthia Love 480-365-8090 <b>Cynthialoves@gmail.com</b>	Paradise RW
Nominating	Mary Baumbach 602-206-1189 <b>maryb85044@yahoo.com</b>	Ahwatukee RW
Program	Donna Tanzi 928-710-2030 <b>donnatanzi@gmail.com</b>	RW of Prescott
Publicity & PR	TBD	

Scholarships	Jan Stephenson 480-488-1139 <b>stephensonaz@cox.net</b>	Palo Verde RW
Ways & Means	Robin Cushman 602-989-2710 <b>Az1red@cox.net</b>	Central RWoP

***F. SPECIAL COMMITTEE CHAIRMEN (non-voting member)***

Armed Services	Sue Mitchell 520.803.6561 <b>mquailsue@hotmail.com</b>	Huachuca Area RW
Awards Co-chairs	Pat Moomey 928-771-0272 <b>moomey.pat@gmail.com</b>	RWOP 7815 N. Fair Oaks Drive Prescott, 86428
	Barb McMullen 480-948-4252 <b>barbmcmullen@cox.net</b>	Paradise RW .
Caring for America	Esther Pratt 623-875-3542 <b>ecpratt@bevancharities.com</b>	Arrowhead RW
Communications	Handled by the President this term.	
Dodie Londen Liaison	Lisa Askey 602-320-9291 <b>lisa@rocketchics.com</b>	Chandler RW
AzFRW 2019 Convention	Mary Baumbach 602-206-1189 <b>maryb85044@yahoo.com</b>	Ahwatukee RW
Day at the Legislature 2018	Sue Donahue 928-846-0512 <b>Sdonahue488@gmail.com</b>	Lake Havasu RW
Dodie Londen Liaison	Lisa Askey 602-320-9291 <b>lisa@rocketchics.com</b>	Chandler RW
NFRW Regents Program	Pat Kaufman 480-386-2777 <b>patiamiam@gmail.com</b>	Lincoln RW 7436 E Tuckey Lane Scottsdale, 85250-4640

Sergeant at Arms Carol Jacobsen Ahwatukee RW

Webmaster Handled by the President this term.

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***G. NOMINATING COMMITTEE (non-voting member- elected by regions at convention )***

Region I Beverly Granillo Yavapai County RW  
928.308.1624  
**Bestbuyhomesinc@live.com**

Region II Mary Preble Pima County RW  
520-409-9269  
**marypreble@msn.com**

Region III Zanetta Boughan Thunder Mtn RW  
520-459-7320  
**zboughan@earthlink.net**

Region IV Anita Romero London Bridge RW  
928-554-3112  
**ladyuni52@gmail.com**

Region V Linda Nichols RW of Prescott  
520-780-9713  
**lknichols360@yahoo.com**

Region VI Mary Baumbach, Chair Ahwatukee RW  
602-206-1189  
**maryb85044@yahoo.com**

Region VII Jan Webb Central RW of Phoenix  
602-318-1010  
**AzNani@cox.net**

Region VII Linda Rizzo Palo Verde RW  
480-314-1510  
**lrizzomail@aol.com**

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## **H. CLUB BOARD ROSTERS**

### **Region I-Rim Country**

#### **Flagstaff RW**

President:	Joan Harris 928-226-0502	joanharris@reagan.com
1st Vice President	Lorri Hull 928-853-7018	lorrihull4053@gmail.com
2 <sup>nd</sup> Vice President	Jean Ferguson 928-526-4237	nn7d@msn.com
3rd Vice President	Lillie Moore 703-608-2333	lilly4moore@yahoo.com
Secretary:	Catherine (Katy) Smith 928-600-0273	azmaji@msn.com
Treasurer	Trudy Wieber 928-774-7787	tolentrudy@live.com

#### **Yavapai County RW**

President	Alex Harris 928.899.6022	alexharrispc@gmail.com
1st Vice President	Kennedy Klagge 928.713.5562	kennedyklagge@gmail.com
2nd Vice President	Beverly Granillo 928.308.1624	bestbuyhomesinc@live.com
3 <sup>rd</sup> Vice President	Maryann Suttles 928-713.3036	Emailvotesuttles@Q.com
Secretary	Myrna Liberman 928.379.5639	myrna01@gmail.com
Treasurer	Deb McCasland 928.713.5198	dmccasla60@gmail.com

### **Region II-Tucson Area**

#### **Grande Valley RW**

President	Irene Littleton 520-840-4064	irene7235@gmail.com
1 <sup>st</sup> Vice President	Glenda Bird 520.858.2792	kbird627@yahoo.com
2 <sup>nd</sup> Vice President	open	

## ***H. CLUB BOARD ROSTERS continued***

Secretary	Barbara Vaade 520-421-7311	mcvaade@earthlink.net
Treasurer	Sandra Knapp 480-626-8126	sjknapp_az@msn.com

**Oro Valley RW**

President	Linda Arnold 520.444.6066	lavatuc@gmail.com
1st Vice President	Shellie Simler 908.334.8149	sksimler@me.com
2nd Vice President	Onita Davis 908.334.8149	onitad@att.net.
3rd Vice President	Lee Eby 520.575.6667	candleby@comcast.net
Secretary	Bev VanHorn 520.403.5931	bevsellstucson@gmail.com
Treasurer	Libby Sullivan 520-742-0071	leesu47@aol.com

**Pima County RW**

President	Susan K Smith 520.275.3443	susanksmith3443@gmail.com
1 <sup>st</sup> Vice President	Debe Camos-Fleenor 520.250.1755	DebeFleenor@allstate.com
2 <sup>nd</sup> Vice President	Michelle Ludwig 520.668.7661	michelleludwig1@gmail.com
3 <sup>rd</sup> Vice President	Dolores Johntson 520.861.1841	dajohnston2011@gmail.com
Secretary	Norma Corella 602.332.3904	normacorella4@gmail.com
Treasurer	Beth Ford 520-247-4651	deford1@comcast.net

**RW of Pinal County**

President	Ailda Wilkes 520.818.2969	Aildatucson@gmail.com
1 <sup>st</sup> Vice President	JoAnn Evans 520.818.9496	jbevans1955@gmail.com
2 <sup>nd</sup> Vice President	Myrlis Carter-Dahman 520.760.5986	radahman@sect.net
3 <sup>rd</sup> Vice President	Sharon Powers 520.825.2397	jspbreck56c@gmail.com

***H. CLUB BOARD ROSTERS continued***



Secretary	Darla Grove 520-818.1144	ggrove7@earthlink.net
Treasurer	Jeri Taylor 520-441-2011	taylorjeri@aol.com

**Tucson RW**

President	Ann Holden 520.888.8543	ann.holden@gmail.com
1st Vice President	Donna Alu 520.888.0015	donnaalu@msn.com
2nd Vice President	Linda Landry	
3rd Vice President	Ann Hollis 520.749.3573	annhollis@usa.net
Secretary	Dorothy Niemi 520.207.5914	niemicat@msn.cm
Treasurer	Roz Bayard 520.760.0167	rozb62@cox.net

**Region III-SE Arizona**

**Graham County RW**

President	Barbara Stailey 928-428-0518	barbarastailey@cableone.net
Vice-President	Mary Morse 928-485-0439	tweety126952@earthlink.net
Secretary	open	
Treasurer	Pamela Anderson 928-432-5403	pamelaanderson440@ymail.com

**Huachuca Area RW**

President	Sue Mitchell 520-803-8917	mquailsue@hotmail.com
1 <sup>st</sup> Vice President	Suzanne Johnson 520.459.3669	suzanne.v.johnson@cox.net
2 <sup>nd</sup> Vice President	Brenda Malarchik 520-255-0353	brendalm9090@gmail.com
Secretary	Sharon Lake 520-458.0801	felburg@msn.com
Treasurer	Nancy Goldcamp 520-458-3923	ngoldcamp@cox.net

***H. CLUB BOARD ROSTERS continued***

### **Thunder Mountain RW**

President	Kathy Dolge 602.510.8986	Kathy@Dolgefamilly.net
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# AzFRW

# **Leadership Guide**

**(Officers & Committee Chairs)**

*Updated 2018*  
*Loraine Pellegrino*  
*President*

**Preface**

*The information contained herein is for 2018. Subsequent use will require the manual be updated in entirety. This is an informational document of general practices, guidelines and forms currently in use; as well as serving to supplement the Bylaws which intentionally tend to be lacking in specifics for certain job descriptions. This manual does not replace any of AzFRW's published documents or policies but rather offers a helpful explanation or starting point to assist new local and state leaders to be successful with the goal of professional, well run organizations on all levels. Thank you for all you do!*

**Lorraine Pellegrino**  
**AzFRW President**

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*\*Club Presidents are voting members of the AzFRW Board of Directors and should review the Board of Directors Section*



## Understanding our “tri-level” Organization...Clubs, AzFRW and NFRW

Club members remit annual dues to their Club. Of the dues amount received, Clubs then send \$14 for each Active member on to AzFRW. AzFRW retains only \$4 per member, forwarding \$10 per member to the NFRW. Every Republican Woman who joins a local “Federated” club automatically joins AzFRW and NFRW. Clubs also remit a nominal annual “Service Charge” on top of dues. The NFRW Annual Service Charge fee is \$15 per Club and AzFRW annual is \$10 per Club. Club Service Charges fees are due with the First Quarter (Q1) Report in January each year.

The AzFRW State President serves as Arizona’s member to the NFRW Board of Directors and attends the NFRW meetings during her term. NFRW holds two meetings in even years and one in the odd year which is usually combined with a Legislative Day at the U.S. Capitol. Conventions for both NFRW and AzFRW occur every two years and are held in the fall of odd years. Conventions are more extensive than regular meetings and legal business such as elections and bylaws amendments for the corporations are handled by the voting body which is established through the Delegate credentials process.

For the NFRW biennial convention, the State President and one Delegate per club (usually the Club President but not necessarily) have voting status. Other Arizona members serving NFRW in various official capacities may also have voting status. In addition, each state sends their elected Delegates-at-Large and Alternates-at-Large to the NFRW Convention, the number for which is determined by the state membership totals as of the third quarter (Q3) of the convention year. For either State or National Convention, credentials requirements must be met to preserve voting status.

AzFRW State Meetings are held three times in even years and twice in odd years with the third meeting of the odd year being the biennial AzFRW Convention. For State Meetings only, Club Presidents may send a proxy (with duly executed proxy form) to represent their club if they cannot attend. Club Presidents should do their best to attend all meetings or make sure their club is represented.

For State and National Conventions, proxies are not permitted. Properly credentialed Alternates may substitute in the event of an emergency. For the AzFRW State Convention, Clubs are entitled to representation by means of their voting Delegates and Alternates in addition to their President or her Alternate and the number is based upon Q3 membership numbers. Refer to appropriate Bylaws for more details on AzFRW Delegates and Alternates or NFRW Delegates-at-Large and Alternates-at-Large. Please be aware that whether it is for AzFRW State Convention or NFRW Convention, all who have voting privileges must comply with the credentialing and registration requirements to preserve their voting rights!

Each organization is governed by their documents which include their Bylaws, Standing Rules and other Policies or Procedures.

As directors for a corporate entity, all officers must comply with these documents and follow them to the letter.



Each new term, NFRW reviews the AzFRW Bylaws for compliance and advises of any necessary or recommended



Local  
Club

Each term, AzFRW reviews all the local Club Bylaws for compliance and advises of any necessary or recommended changes.

All Club Bylaws and Objects shall be consistent with those of the NFRW. (*AzFRW Bylaws, Article I, Section 2*) They also may not be in conflict with NFRW.

As a leader, when a question or issue arises, your first response should be:

***“What do the Bylaws say?”***

If the local Club Bylaws are not clear, AzFRW Bylaws prevail.

If the AzFRW Bylaws are not clear, refer to NFRW and to Roberts Rules Of Order (most current) for additional information. Our State Parliamentarian, your Region Director or other State Officers are always available to assist when Clubs run into issues.

Remember, club bylaws, standing rules or policies may not be in conflict with AzFRW or NFRW and must be lawful.

If you find discrepancies or errors in your Club Bylaws or other documents, determine the proper manner to remedy or update your documents.

Bylaws are intentionally not very specific. They are the frame of your structure and only changed with difficulty. Standing Rules, or other policies, comprise the décor of your structure and are far more easily changed. When amending Bylaws, try to avoid extensive specifics, for you will be anchored to them.

**Bylaws MUST be respected and followed!**

## **AzFRW Executive Committee & General Leadership Guidelines**

### **Understanding The AzFRW Board of Directors**

## **and Executive Committee**

- The Board of Directors is the governing body for the AzFRW. Voting Board members are the Executive Committee, the Appointed Officers, Arizona's National Committeewoman, the Immediate Past President of AzFRW, AzFRW Club Presidents, AzFRW Standing Committee Chairs and any members serving as NFRW Officers, Chairs or Committee Members. The AzFRW Board of Directors meets during our State Meetings and the meeting is open to all members to attend.
- The AzFRW Board of Directors is quite large and the Executive Committee serves as a smaller guiding force on behalf of the AzFRW Board of Directors. The Executive Committee makes recommendations to the Board for their approval and/or action. Examples would include the Budget, Standing Rules or other document updates, etc.
- The Executive Committee is comprised of 14 elected officers who are the AzFRW President, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Vice Presidents, Secretary, Treasurer and the eight Region Directors. The Parliamentarian also attends all Executive Committee Meetings. Other officers or guests may sometimes be invited to attend or be present, but do not have voting privileges.
- The decision power of the Executive Committee is limited by the bylaws. The guiding vision of the President and the members of the Executive Committee is intended to create a spirit that will positively energize the organization.
- Executive Committee members should realize that they are at all times setting an example in their demeanor, attire and message.
- Discussions in Executive Committee are sometimes sensitive, always considered confidential and never discussed with anyone outside of the Executive Committee. Executive Committee Minutes are also confidential and are distributed only to Executive Committee members.
- Parliamentary procedures shall be followed for all AzFRW meetings.

In addition to such other duties or responsibilities as may be requested by the President, or as defined in such other documents as Bylaws, Standing Rules or Financial Policies, the Executive Committee shall:

- Read and become familiar with all published AzFRW documents including Bylaws, Standing Rules and Financial Policies. The most current versions of all documents may be found online in the Master Document Directory. Bylaws, Standing Rules and Policies should be carried by all Executive Committee members at all times.
- Per the AzFRW Bylaws (Article V, Section 3, Item 1) the President is the official representative of the Federation. Accordingly, all communications, plans or events shall be pre-approved by the President prior to implementation. Per our Standing Rules, "All special

projects at AzFRW Board meetings require prior approval of the AFRW President.” Adopted October 26, 2002. This shall include private “in suite” parties of more than 6 people.

- Submit any expense reimbursements or mileage reimbursements within 60 days. Other than mileage, receipts are to be provided for all expense requests per AzFRW reimbursement policies. Expenses submitted later than 60 days will not be reimbursed.
- Submit newsletter articles, State Meeting or other documents, Convention Reports or any other such items requested in a timely manner and by the deadline dates as published or requested.
- Executive Committee members are expected to attend all Executive Committee meetings. If unable to attend, they should submit their request to be excused by contacting the President with a copy to the Secretary.
- Unless officially excused, State Officers and all Committee Chairs are expected to attend all State Meeting events. This is as a professional courtesy to our guest speakers, to our 1st Vice President for her hard work in arranging quality programs and to properly represent the Federation with the presence of duly elected officers in a formal gathering of members, guests or elected officials.
- AzFRW is a 527 Political Organization. We are non-profit, but we are not tax exempt. According to NFRW, all Clubs are also 527 Political Organizations.
- All in-state travel for AzFRW Officers, other than the President, shall be pre-approved by the President prior to officers accepting speaking requests or scheduling any visits. This is accomplished by use of the Speaker Request Form.
- It is our job as the Arizona Federation of Republican Women to educate, encourage, motivate, mentor and inspire our leaders and members on the local level statewide.

**AzFRW President’s**



**Responsibilities**



Per the AzFRW Bylaws (Article V, Section 3) many of the President's duties are clearly defined including the fact that she is the official representative of the Federation. Therefore, all communications, or miscommunications, are her responsibility. All communications flow to the President for approval prior to distribution. In addition to the responsibilities defined in the bylaws, President is also responsible for:

**Generating the Master Calendar for the coming two years:**

- This is a top priority and should be done as quickly as possible as everyone is waiting for dates to be provided so they may schedule their club events.
- Once dates are set and/or simultaneously, firm up meeting locations with venues.
- Additionally, to be determined by no later than the summer meeting of the odd year, is the location for the first meeting of the new term. *(This is relevant as the major metropolitan areas are in peak "tourist season". Room rates become very expensive and hotels are booked up if location is not secured well in advance)*
- The President shall then schedule Region Directors to serve as "hosting regions" for State Meetings.
- President shall make Committee Appointments prior to the February State Meeting.
- President shall prepare her Program of Action per the AzFRW Bylaws for the February State Meeting.
- President shall review Standing Rules and all policies and procedures for updating as necessary at the February Winter Meeting.
- Work with editor to establish calendar deadline dates, calls for reports etc.
- Work with the newsletter editor to publish and distribute the Winter Newsletter announcing the February meeting in a timely manner. *(Generally, early registration discount expires 2 weeks after the posting/publication date. Hotel rooms block and other registration dates are driven by the hotel and/or Arrangements Chair).*

**Determining the AzFRW Convention dates:**

- Once the Convention Chair has been appointed, ascertain the next Convention location which should be resolved by no later than the summer meeting of the even year and requires the Board's approval.
- Follow up with Convention Chair to ensure that reports and updates as well as recommendations of previous committees have been evaluated and/or incorporated.
- All AzFRW dates revolve around NFRW dates to avoid conflicts. Once the NFRW dates are known, and the AzFRW Convention dates are selected, you will then need to use an online day counter to calculate the days from the Convention Opening Session date to establish such requirements as Bylaws report, Nominating Committee report, and publishing deadline for Call to Convention etc.
- It is generally recommended to schedule the Summer Meeting in Conventions year to be held in May before members scatter for the summer and many clubs go dark. It is important to provide a coaching session to guide club presidents through the awards processes for both state and national. It is also critical to review the credentials requirements for both conventions as well as accomplishing the election of Arizona's NFRW Delegates-at-Large and Alternates-at-Large prior the NFRW Credentials deadlines. *(Refer to the AzFRW Bylaws, Article X and XI).*

- Once calendar dates are established, work with Arrangements Chair and Newsletter Editor to set and publish other deadlines. Advise Webmaster so she may update website calendar.

#### **Working through the State & National Awards Process:**

- In conjunction with 1<sup>st</sup> Vice President and the Awards Chair, the AzFRW leadership team shall set the course for the content of the meetings, speakers and workshops. Jointly, they shall endeavor to meet required guidelines for the NFRW Heitman Award to maintain Arizona's history of top tier recognition as well as to motivate and educate our members.
- State Achievement Award Chair should revise and update as needed the AZ Awards forms during the first year and have them ready for presentation at the Winter Meeting of the odd (Convention) year. *(Historically, changes after that date confused the clubs who did not go to the website for the most recent updates).*
- Consider an Awards Workshop as part of the convention year Summer State Meeting so that all clubs may be mentored to properly complete both state and national awards forms. The goal is lots of awards, not frustrated club presidents.

#### **Working through the Banking and Finances (also, see Treasurer's Section, Page 13-16)**

- President shall ensure that checkbooks and other records are delivered to the Financial Review Chair timely to accomplish required financial reviews prior to the first meeting each year. *(AzFRW Bylaws, Article VII, Section 2)*
- Online access codes for QuickBooks Online shall be changed to any new officers.
- AzFRW incoming and outgoing Presidents will meet with the various account Treasurers as necessary to accomplish signature changes at the bank by no later than the first week in January, preferably in December. For Operating Account, Chase Bank will need a copy of the Convention Minutes reflecting the election of the new officers Also, be sure former signatories are removed.
- President shall work with the Budget Committee (see Budget Committee) to accomplish the proposed budget in time for the first meeting. *(AzFRW Bylaws, Art VII, Section 2-F)*

#### **Timely delivery of the new officers NFRW reports and paperwork....**

- President shall ensure that the new AzFRW Officers Report is submitted to NFRW in a timely manner which is on or before January 1<sup>st</sup>. *(The Secretary will update and send out a "Club Officers Update" form to all clubs in November with follow ups as needed in December. All Clubs should report their new officers as soon as possible)*
- Current AzFRW members having access to the NFRW master database are:
  - President
  - AzFRW Treasurer

*Note: As of Fall 2015, NFRW is still dealing with issues on their new database. Until the system is running smoothly, AzFRW Treasurer is the only authorized data entry person and clubs shall continue to remit their quarterly reports to her. Once the NFRW system is accurate, Clubs will be phased in to enter their own information and updates with oversight by the AzFRW Treasurer.*

- It is important that the Q1 membership upload to NFRW be accomplished timely.

NFRW Board and Committee Members not reported by the NFRW Winter meeting in March would not be in good standing. Accordingly, they would not be published in the NFRW directory and/or their voting rights, if any, might be affected.

- Additionally, the membership upload tends to find errors in the form of duplicates or associates which affect the accuracy of the dues remittances and membership counts.

#### **Transitioning the committees...**

- Traditionally, there has been a joint transition meeting immediately after convention but it seems to be a time when everyone is in a hurry to hit the road. Process TBD by the incoming President-elect.
- Incoming President needs to assign Chairs and define her goals with them. It's difficult to transition a new team the same day you are elected, let alone have all the decisions and appointments made, which are technically not approved until the first State Meeting and it is partly why this General Instructions Guide was created. Outgoing Chairs should turn over all materials as well as a summary report with their recommendations.
- Consider scheduling sufficient time for all committees to meet during the first Winter State Meeting of a new term.
- Additionally, the President should try to diversify appointments endeavoring to utilize members from various parts of the state which will hopefully create more involvement as well as more effective communications.

**DEFINE YOUR GOALS,  
TRAIN AS NEEDED  
AND DELEGATE WHENEVER & WHEREVER POSSIBLE!**

### **AzFRW 1st Vice President - Programs Chair**

Per the AzFRW Bylaws, the 1<sup>st</sup> Vice President shall serve as the Programs Chair. Her duties shall include:

- Serving as the right hand of the President. Together they will plan and implement programs for the State Meetings and AzFRW biennial convention as well as other desired goals. 1<sup>st</sup> Vice President shall be fully cognizant of the functioning of the organization as well as ongoing plans and be fully prepared to assume duties of the President if necessary.
- Overseeing programs, workshops & speakers to meet Awards goals and ensure that AzFRW continues to qualify as a top recipient for the NFRW Heitman Award, and well as any other categories.

- Make suggestions for programs as well as scheduling all speakers and workshops.
- To write personal thank you notes to all speakers and presenters following State Meetings or biennial Convention.
- To be fully knowledgeable of AzFRW Bylaws and all other related documents such as Standing Rules, Financial policies, budget etc.
- It is recommended she serves as a member of the Budget committee.
- The AzFRW 1<sup>st</sup> Vice President and President shall coordinate the agendas for the State Meeting banquet events including introductions of officials and dignitaries and introduction of guest speakers. They may utilize a Mistress of Ceremonies, implement assigned tables if desired and in general, vary the formats as needed to keep routines fresh and interesting.
- Perform other duties as may be assigned to her by the President or Executive Committee.

### **AzFRW 2nd Vice President - Membership Chair**

Per the AzFRW Bylaws, the 2<sup>nd</sup> Vice President serves as the Membership Chair. Her duties shall include:

- Assists all AZFRW Clubs to boost their membership by providing ideas to promote success including researching programs and ideas utilized by other clubs or states that have worked successfully. Be aware of and promote any NFRW membership programs. Prepares various recognition awards at each state meeting that recognize clubs in a positive manner such as:  
*Club with Most Members Present*  
*Club with Most First Timers in Attendance*  
*Club Who Attained Better Than the Previous Year's Quarterly Number*  
*Club State Meeting Mileage Award*  
*Clubs who Attained Special Milestones (such as topping 50, 75 or 100 members)*
- To recognize, welcome, tend, mentor and educate First Time Attendees at State Meetings including preparation of a Welcome Packet for First Timers which could include informational materials about AzFRW or the NFRW. Introduce them and take a group photo for inclusion in the next state newsletter.
- To track and recognize club milestones such as a club attaining 50 or 100 Members coordinating with the President to present a special certificate to recognize their achievement at the next state meeting. We all want to share successes!

- Assist Clubs to bring back former members by providing Clubs with their prior years database lists as well as offering other helpful retention ideas such as “you have been missed postcards” or phone bank calling parties providing resources to prior year membership lists that club may have lost.
- Assist Clubs with ideas and suggestions for Membership Events to grow their numbers as well as other ideas for club membership brochures, event flyers, etc.
- Assist the President as requested to identify and charter new clubs.
- Work in conjunction with the Treasurer to lead a Membership/Treasurer’s workshop, as time permits, at various State Meetings. In particular, training to be emphasized at the first meeting of each year when we have many new officers if such training has not previously taken place in the form of statewide regional leadership training events.
- To track all membership recognitions given to all clubs during the term for inclusion in the biennial Convention Book report for membership.
- Per the AzFRW bylaws perform other duties as may be assigned to her by the President or Executive Committee.

### **AzFRW 3rd Vice President - Ways & Means Chair**

Per the AzFRW Bylaws, the 3<sup>rd</sup> Vice President shall serve as the Ways & Means Chair. Fundraising takes time, commitment and above all enthusiasm to create, implement and innovate various fundraising opportunities for AzFRW to achieve our budgetary goals and beyond. Her duties shall include:

- Serving as a member of the Budget Committee so she may offer input to the budget under consideration as well as her ideas for “making it happen”.
- To be responsible for implementing ideas and other special opportunities or events for raising funds as needed to meet budget requirements. This includes 50/50 Split the Pot Raffles at each State Meeting as well as other new and innovative ideas she may bring to the table.
- To coordinate with the Hosting Region Director(s) and the Arrangements Chair so that Silent Auctions or Raffle Events are well planned for, well stocked and successful. The AzFRW Arrangements Chair will be responsible for coordinating necessary tables with the hotel. All must function as a team to ensure a seamless event. In addition, if there are special Live Auction items, she must ensure that the President and Editor are aware so publicity and time may be arranged.

- 3<sup>rd</sup> Vice President is responsible for providing all raffle tickets, ticket drawing bags or bid sheets as needed for 50/50's, Silent Auctions or other fundraising events she has planned. She shall prepare a schedule of volunteers needed and advise the hosting Region Director(s) as to number of volunteers she will need to set up, assist and accomplish fundraising events.
- Contact the Treasurer in advance if a change fund/bank will be required.
- Ways & Means Chair oversees the AzFRW name badge sales, the Angels Program and the "Women & Friends in Business" advertising sponsors.
- Assist as needed with other AzFRW special projects.
- Fundraising proceeds from all events should be remitted to the AzFRW Treasurer for deposit within 48 hours of the event along with a summary report for same. Treasurer and Ways & Means Chair should always reconcile their numbers.
- Per the Bylaws, perform such other duties as may be assigned to her by the President or Executive Committee.

### **AzFRW Secretary**

Some duties for the Secretary are defined in the AzFRW bylaws. In addition, she shall:

- Update and distribute the CLUB OFFICERS UPDATE FORM to all Clubs in the fall of each year. *(Needed for the AzFRW report of same due to NFRW by January 1<sup>st</sup> of each year, for the annual AzFRW Directory the Secretary is responsible for publishing and for the AzFRW Treasurer to have accurate new officer information to request the Q1 membership report).*
- Shall issue "Call to Meeting" notices as requested by the President. Secretary will also send out and tally any electronic votes taken between meetings.
- Secretary assists the President with preparation of the meeting agendas for Executive Committee and Board of Directors meetings. Once agenda is set, she prepares necessary copies and/or sends out email advance copies. In addition, Secretary should ensure that any actions taken between meetings are included in the next meeting agenda for ratification.
- Secretary shall call the roll at all meetings to ascertain the required quorum has been met.
- Records Minutes for all Executive Committee Meetings. The Executive Committee Minutes are forwarded to Executive Committee members only. Normally, the

President shall be sent a copy for her review prior to distribution to the rest of the committee.

- Following the Executive Committee Meeting, Secretary will work with the President as needed to finalize the agenda for the Board of Directors Meeting the following day with the recommendations and other business to be brought forward.
- Records Minutes for all Board of Director Meetings. The minutes are forwarded to all Board Members and, once accepted by the Board, posted in the Members Only section of the website. Normally, the President shall be sent a copy for her review prior to distribution to the Board.
- Secretary shall handle any general correspondence as needed to assist the President and perform such other duties as may be assigned by the President or Executive Committee.
- Update the Master Documents Directory and keep the most current copy of all related documents as approved by the Board. Per the Bylaws, perform such other duties as may be assigned to her by the President or Executive Committee.

### **AzFRW Treasurer & Convention Treasurer**

The Treasurer is responsible for the financial stability and security of the organization. Her duties are enumerated in the Bylaws as well as various financial policies documents and include:

- Treasurer serves on the Budget Committee and on the Biennial Credentials Committee.
- Treasurer shall pay bills in a timely manner, produce an easily understood Financial Report for the Executive Committee & Board of Directors in advance of all meetings.
- Treasurer shall monitor compliance with the approved Budget and bring any areas of concern forward to the President and/or Executive Committee for their evaluation.
- Shall maintain AzFRW in current and good standing with the Corporation Commission, the Secretary of State (trade name) or other entities including insurance.
- To ensure the membership numbers reported to NFRW are accurate and timely, to facilitate and verify the accuracy of the NFRW database upload.
- To ensure that taxes are filed timely with the IRS and/or State of Arizona. Said filings are to be reviewed by the President prior to submission and shall be prepared by a professional tax preparer.
- Treasurer works with the bookkeeper entering the QuickBooks Online check register entries for all AzFRW bank accounts.

**Banking account signatures...**

- The outgoing and incoming Presidents will need to meet at a convenient branch to accomplish signature changes for the President who, per the AzFRW Bylaws, shall be a signatory to all accounts. This may be any branch in Arizona as they are all online. Once the Presidents signatures are changed, the Treasurer's or other signatories will also need to be added or deleted as appropriate. It may be the same day or involve more than one trip to a branch that is convenient.
- Each bank seems to have their own policies for adding or removing signatures. Plan to take a copy of the Convention Minutes reflecting the election results for President and State Treasurer. It may also be a good idea to provide them with an official AzFRW letter directing the change. Be sure to delete former signatories from the accounts, which may or may not require them to sign.
- NO checks or deposit slips should have any personal addresses printed on them. They should all just say the name of AzFRW and whatever fund it is such as AzFRW Operating Account or AzFRW Convention Fund.
- Hard copies of bank statements should be mailed to the President and each Treasurer downloads her statement copy online.
- The President has online access to all bank accounts and each Treasurer should have online access for her particular fund.
- All should be recording transactions in the check registers of the actual checkbook.
- AzFRW has three banking accounts and their signatories are:

1) **AzFRW Operating Account at Chase Bank**

Signatories: AzFRW President and AzFRW Treasurer

- *There shall be absolutely NO debit card access to this account due to balances maintained in this account.*
- *Corporate debit/credit fraud must be reported to the bank within 24 hours per bank policy which poses an undue responsibility on the President and Treasurer.*

2) **AzFRW Square Fund Account at Chase Bank**

Signatories: AzFRW President and AzFRW Treasurer

- *This account actually does not even have checks and is used to process credit/debit income from the Square.*
- *Funds flow in from Square transactions and are then transferred electronically to the Operating or other account.*
- *This account is returned to a service charge free balance of \$1500 after each event.*
- *Transactions are recorded in the QuickBooks online register.*

3) **AzFRW Online Services Account at Chase Bank**

Signatories: AzFRW President and Treasurer

- *This is a newly opened account which has a small balance held in the account.*
- *Debit cards are issued on this account to the President and the Treasurer so that automatic online payments may be made for such recurring items as QuickBooks Online, Constant Contact, GoDaddy Website hosting & software, possible NFRW Registration fees and so on.*



- *Treasurer is authorized to transfer funds as necessary between the Operating Account and the Credit Card Account in accordance with the pre-approved Budget to maintain a minimum balance in this account as to be service charge free.*
- 4) **AzFRW Convention Fund at Chase Bank**  
 Signatories: AzFRW President, AzFRW Convention Treasurer, AzFRW Convention Chair
- *There shall be NO debit card access to this account.*
  - *All income and expenses relating the convention including any mileage expenses are paid out of the Convention Fund.*
  - *Following the convention, all bills/expenses are paid and the books receive their financial review. At that point, a decision is made, usually as part of the budget process, as to how much to retain in the account as “seed money” for the next convention. The remainder of the proceeds flow into the Operating Account and are then shown on the budget under projected income.*
  - *Current financial policies say a minimum of \$3,000 will remain in the Convention Fund however, as part of the 2018-2019 Budget, we will leave additional funds on deposit in this account.*
- 5) **AzFRW 2015 Fund at National Bank of Arizona**  
*This account was closed and all funds were moved into Operating at the end of 2015 as per Financial Policies.*

**General Financial Responsibilities in addition to any other Financial Policies:**

**All banking accounts:**

- Transactions shall be entered in QuickBooks Online with the appropriate codes.
- Check registers shall be reconciled each month by their respective Treasurer.
- Monthly, all account bank statements shall be sent to Personal Finances Simplified LLC/Rebecca Davis who will reconcile all with the QuickBooks Online entries.
- Any outstanding AzFRW checks for any account that are issued to Clubs or members for any reason shall be followed up on by their appropriate Treasurer should checks fail to clear within 30 days.

**State Meetings:**

- Treasurer, Arrangements Chair and President will coordinate as to hotel bill, advance deposits previously paid and review bill prior to payment.
- Treasurer should always bring Chase Operating Account checkbook to State Meetings.
- Treasurer should also bring ample Reimbursement Forms. *(She does not need to issue checks at the meetings if she is pressed for time but should have the forms available)*
- If requested, Treasurer should bring change fund for Ways & Means, or other events.
- Treasurer should bring Square to each meeting to process and credit transactions.

**Membership Dues Credits:**

- Sometimes dues are overpaid as members inadvertently join two clubs and are converted to Associate status in one or the other. It is preferred that Membership dues

shall not be allowed to “float” as a future credit. This causes confusion and a lack of true clarity with regard to our finances and membership numbers.

- If NFRW has been overpaid for membership dues, a refund check shall be requested.
- If pending NFRW report is due and prior credit has not been issued, the credit amount shall be deducted from the pending report to NFRW.
- If AzFRW member Clubs have overpaid dues, they shall be issued a refund check once Membership Chair and Treasurer reconcile the correct membership number.
- Prompt resolution of membership duplicates/associates is very important. AzFRW Treasurer will resolve any member discrepancies and when the quarterly report is balanced, will forward copies to Executive Committee.

#### **Personal Finances Simplified LLC/Rebecca Davis:**

- AzFRW uses a professional bookkeeper to assist our volunteer treasurers to ensure our income & expenses are properly coded and recorded in the online QuickBooks chart of accounts. QuickBooks profit & loss financial reports are also required by most accountants for the tax preparation.
- Rebecca Davis oversees the accuracy in our QuickBooks data entry; and reconciles the online registers monthly for all bank accounts.
- She works with the State Treasurer to keep things in good order and may make recommend changes or corrections to the Chart of Accounts in conjunction with the Treasurer.
- Three people have access codes to our QuickBooks. President, Treasurer and Rebecca Davis. Conv. Treasurer shares a code with the President as we are limited to 3 codes on our plan.

#### **Treasurer Documents of Importance:**

- Financial Policies (*various accounts*)
- Reimbursement Forms for various bank accounts
- Treasurer’s Report Form (*aka Membership Report –Tres will update and send out prior to each quarter. This is a confidential document*)
- Scholarship Remittance Form
- Memorial Contribution Form
- Voucher Form (*Treasurer will update and send out prior to each report*)
- NFRW Quarterly Report Form
- About AzFRW Quarters (*for the current year*)
- Angels Sponsor List and Advertising Sponsors (*or as named for each term*)

## **REGION DIRECTOR RESPONSIBILITIES**

In addition to those duties enumerated in the Bylaws (Article V, Section 3-E), the Region Director shall:

- Serve as the leadership training resource between Clubs and AzFRW and are therefore expected to be knowledgeable on subjects such as club function, awards processes, club bylaws requirements in addition to ongoing state or national projects or events. The Region Director should be the “go to” resource for Club officers for all their issues and questions, researching as needed to obtain answers when necessary.
- Review the Awards forms with clubs to maximize points in their programs planning. Encourage your clubs to invite the AzFRW Officers to attend and/or to speak. AzFRW Officers are not expected to automatically attend club meetings or events. It is considered proper protocol for the club to extend an invitation to a state officer. Please utilize the Speaker Request form when Officers will be part of your Program.
- Ask the question, “*What do your Club bylaws say?*” If their club bylaws are silent, then AzFRW bylaws will prevail. If AzFRW bylaws are silent, Roberts Rules (most current) will prevail. NFRW may also be researched. All club actions must be lawful.
- Each year, we have many Clubs with brand new officers, some of whom were not even club members a year ago. Most have no concept about our tri-level organizational structure. It is the job of the Region Director and our State Meetings to welcome, train, assist and mentor our club leaders. Always remember, we start fresh each year. To some, mentioning an item may be a reminder, but to others it will provide welcome guidance. Region Directors should communicate with all Club presidents in her region at least once per quarter in addition to frequent visits to Clubs and emails.
- Obtain a copy of each of her region Clubs current Bylaws, Standing Rules and/or other rules or policies for notebook. She shall submit same to the AzFRW Bylaws Committee for their biennial review and/or work with her clubs to facilitate any recommended changes per the review and re-submit revised documents to Bylaws region member.
- **Region Director’s notebook** should contain a section for each Club, their documents mentioned above, perhaps their most current newsletter or upcoming event flyer and a roster of the current Club officers. This notebook should be passed on to the next Region Director.
- RD’s are responsible for generating a Region Report for each newsletter per deadlines requested by the President. Photo reports and/or bullet points are far more interesting than line after line lengthy paragraphs. Be sure to add names/captions to any photographs as well as the event being shared or planned. The goal is an interesting and visual report showing Republican Women being involved and making a difference in their various communities across Arizona. Late reports will be shown as “report not submitted”.
- Assist as Hosting Region(s) for one State Meeting during the term. The 3<sup>rd</sup> VP and Arrangements Chair will coordinate with the Region Director(s) as to Silent Auction or Raffle donation needs, volunteer needs etc. Region Directors should let their Clubs know they will need help in all areas. Region Director(s), 3<sup>rd</sup> Vice President and

Arrangements Chair should work as a team for the State Meeting to coordinate volunteers, activities, tables needed etc.

- By no later than the AzFRW Winter Meeting of the even year, Region Directors shall have contacted their Clubs, introduced themselves and begun tentative arrangements for a Regional Meeting or event in the coming two years as well as obtaining a copy of all club documents. Region Meetings or events should preferably be scheduled during the even year or early in the odd year due to conventions. AzFRW President to be informed of all region meetings or event dates as soon as possible to avoid conflicts and so she may try to attend. Joint Regional Events are encouraged!
  - AzFRW will reserve time at the Summer Meeting prior to Awards deadlines to coach and mentor club presidents as needed so forms are properly completed and submitted to maximize awards for their clubs and AzFRW. Region Directors should plan to attend this meeting and should contact the Awards Chair sooner with any questions sooner if necessary.
  - Region Directors shall review forms and other procedures with their clubs incoming leadership each year and generate an annual checklist of items that may be shared with future Region Directors to help new club officers get a good start. Such items to be covered might include:
    - Proxy forms (*and importance of attending state meetings*)
    - Voucher forms & membership report (*Tres sends out updates each time*)
    - About AzFRW Quarters for the current year
    - Club Update form (*Secretary sends out. Due every fall as soon as known!*)
    - Assisting with program recommendations to optimize club awards
    - Protocol, meeting agendas (*make meetings professional, it matters!*)
    - Where do they need help or are overwhelmed?
    - AzFRW Bylaws, Standing Rules etc
- Goal:** Create a Region Directors Notebook that contains all club bylaws, current officers, newsletters or pending events AND the reference documents above, all of which may be found on the AzFRW website. Region Directors are leaders and mentors and should be prepared when they visit their clubs, especially for the first visit with new officers.
- If Region Directors are aware they have clubs who are not in attendance at a State Meeting, they should pick up the information packets from Registration or the Secretary. These should be mailed or hand delivered to their clubs as quickly as possible. Please do not delay weeks until your next club visit. Encourage club attendance.

## **AzFRW Committee Descriptions**

A brief descriptive overview of committee responsibilities and goals follows. It is intended as a starting point of reference for incoming Officers, Chairs and Club Presidents and is not a complete list as additional duties or responsibilities may evolve or be assigned by the President. **Standing Committee Chairs, Appointed Officers & Club Presidents are all voting members of the AzFRW Board of Directors.** Special Committee Chairs have a voice, but do not vote. All Standing Committees Chair positions listed in bylaws must be filled.

- **Americanism (Standing):** Leads the Pledge of Allegiance at each meeting or appoints someone to do so. Responsible for the proper display of the flag at all functions of the organization. Promotes patriotism at State Meetings, in the newsletter or the website which may include various information on our flag or history. Other ideas might include donations of patriotic books to libraries or schools, sponsoring patriotic essay contests for schools, presenting flags where a need is found and so forth as well as ongoing efforts to **Support Our Troops.**
- **Arrangements (Standing):** Works closely with the President, 1<sup>st</sup> Vice President, 3<sup>rd</sup> Vice President and Hosting Region Director(s). She is responsible to secure prospective venues for State Meetings, arrange event details including menu options, meeting rooms, vendor/candidate tables or AV needs. She will coordinate with the Hosting Region Director(s) to confirm necessary volunteers or assistance. She will negotiate and discuss contract options with the venue although final contracts for AzFRW must be signed by the President or the Treasurer. Arrangements Chair is the central registration point and shall generate an excel spreadsheet of attendees, creating or submitting list to appropriate person for generation of the meeting name tags. She shall also track registered dignitaries and provide a list to the President for proper introductions.
- **Budget (Standing):** Required Committee members include the Budget Chair and Treasurer. Recommended others include the President, 1<sup>st</sup> Vice President, 3<sup>rd</sup> Vice President and sufficient other members as desired. Committee shall review past term expenditures and current requests to meet anticipated committee needs in the coming term. They shall come to an agreement of biennial budget amounts based on discussions with committee chairs and anticipated income. Budget Chair shall follow up on any items still to be determined, confirm the budget is balanced and all monies detailed and enumerated as required by standard accounting practices. Budget Chair will then present the proposed Biennial Budget to the Executive Committee and upon their approval, to the full Board of Directors at the first Board meeting of the- new term.
- **By-Laws (Standing):** Reviews all club bylaws every two years making recommendations as needed or required by NFRW and following up to ensure compliance for any mandatory items. Review the AzFRW Bylaws to ensure our state bylaws reflect any changes in the NFRW bylaws as well as for any other updates that may be needed in addition to receiving suggestions from members for revisions to State or National. Assists new Clubs with the composition of bylaws by providing a sample outline of satisfactory bylaws to any group establishing a new Club. Notify the Executive Committee of approval of bylaws prior to President's signature signing off the notification to NFRW of request to charter a new Club.

- **Campaign (Standing)**: The campaign committee ebbs and flows with the political cycle. In an election year it may be involved with various Republican campaigns ongoing around the state by providing volunteers to assist. AzFRW does not have a separate Political Committee and does not make financial contributions. Clubs must form required legal political committees prior to raising funds if they desire to help a particular candidate or issue. Campaigns is also responsible for tracking member volunteer hours for Club participation in the NFRW and AzFRW Awards.
- **Chaplain (Appointed Officer)**: Shall provide spiritual leadership with invocations or benedictions as requested to reflect our reverence for God, our respect for America and her history as well as honoring our troops. Chaplain shall also serve as the “Sunshine Chair” and will send sympathy, get well or encouragements cards from AzFRW to members as needs occur. Shall provide copies of prayers to the President in advance of events. If Chaplain cannot attend, she shall issue her proxy to Assistant Chaplain.
- **Asst Chaplain**: Shall assist the Chaplain as needed. The two chaplains should jointly share responsibilities for prayers at meetings and events with each handling some of the responsibilities.
- **Club Presidents (AzFRW Board Members)**: Club Presidents are their Club’s official representative and voting members of the AzFRW Board of Directors. Club Presidents are expected to attend State Meetings or send their Club proxy. Club presidents are responsible to ensure compliance with all bylaws requirements which may include financial reviews/audits, bonds, nominating committee procedures and election procedures. All Clubs have a fiscal year of Jan 1-Dec 31<sup>st</sup> and all Club officers assume their duties on Jan 1<sup>st</sup>. All Clubs are 527 political organizations and clubs may not be in conflict with AzFRW or NFRW. Please review AzFRW Board of Directors section in this document.
- **Financial Review (Standing)**: Annually, the Operating Account for AzFRW is required to be reviewed. A simple financial review is performed to ensure that checks and deposits are being properly recorded, deposits are being made timely and bank account is being reconciled monthly. This is done by a committee of three members who may not be members of Executive Committee. In addition, should there be a vacancy in the office of Treasurer, books are reviewed prior to turning over to the new treasurer, or at any other time as directed.
- **Historian (Appointed Officer)**: Functions as the official photographer to create a photo history of the term. Historian responsible for photographing meetings and other events, putting photos in an orderly fashion in a scrapbook/DVD/thumb drive format as per the President’s request. She should send pictures to Public Relations Chair, Newsletter & Website Editors for possible media releases and should also take the First Timers Photo taken at each State Meeting. President shall be responsible to forward note cards or other correspondence to the Historian if she would like them scanned for inclusion in the history.

- **Legislative (Standing)**: Educates and informs AzFRW members on key proposed legislation or newly enacted laws. Encourage and support AzFRW members to take an active part in the public policy process. May provide written or oral testimony or editorials on specific legislation at the direction of the AzFRW to raise awareness of legislative issues. Works with Day at the Legislature Chair to implement and coordinate the biennial AzFRW Day at the Legislature for spring during even years or other legislative networking opportunities.

**Continued...**

**Ideas for Legislative Committee could include:**

- Legislative committee members will timely advise AzFRW Clubs in their region of key issues and legislative “alerts” by e-mail list or phone tree.
  - Educate members on how and when to influence legislation and policy issues.
  - Conduct research and provide “talking points” on key legislation to AZFRW members for letters, testimony and call-in to radio and TV public interest shows.
  - Provide periodic updates on AzFRW Web Page regarding Legislative Update – key issues for upcoming week.
  - Provide a Legislative Report at end of session.
  - Implement a Call to Action for crucial key issues to alert the membership.
  - Encourage local Clubs and individual members to voice support or opposition.
  - Organize visits to legislators and their staffs during the legislative session particularly when key legislative votes are pending.
  - Committee members...at least one member from each AzFRW Region who are active, willing volunteers to make contact with members, write letters to legislators and newspapers, attend hearings or even testify on key issues.
- **Literacy (Standing)**: Donates books or DVD’s that reflect Republican philosophy, or present outstanding Republican personalities that have historical significance to local public libraries or school libraries. (Prior to donating a book, you should consult with the local librarian or recipient regarding your selection. This will avoid duplication and confirm the book, tape, or video is desired). Submits book donations for recognition in September, MELP month. Participation in the MELP book project is recognized by NFRW Achievement Awards program and they will also provide MELP bookplates for presentations, or you may provide your own. Many clubs donate books with bookplates to local libraries in memory of members who have passed away as a fitting and permanent gift. Establish AzFRW goals for the coming year. In recent years, AzFRW Literacy Committee also created a video about how our members were making a difference in Arizona schools...with donations of books, flags, mentoring, reading and more which was shown at our biennial Convention. AzFRW Literacy Committee also presents a “Teacher of the Year” award every two years at convention.
  - **Membership (Standing-2<sup>nd</sup> VP is Chair, see 2<sup>nd</sup> VP Section)**

- **Nominating Committee (Standing)**: Members are elected by Region at the AzFRW biennial convention. Committee will review and/or update the candidate application form and any other relevant forms or procedures. Per bylaws, they will recruit qualified nominees for each office, conduct interviews and make a recommendation of one final nominee for each elected office per the Bylaws. Deadlines and timelines are further defined in the AzFRW bylaws. All applicants will promptly be notified of Nominating Committees recommendations. The nominating committee makes recommendations and does not propose a “slate”.
- **Parliamentarian (Appointed Officer)**: Shall attend all meetings of the Executive Committee and Board of Directors acting as advisor to the President. Parliamentarian should endeavor to facilitate, as requested, training for Clubs on Parliamentary procedures and to work in close conjunction with the President on the State Convention procedures. She also advises the Nominating Committee in their duties and assists the Bylaws Committee as an advisor. Parliamentarian only votes when voting is by written ballot.
- **Programs (Standing- 1<sup>st</sup> VP is Chair, see 1<sup>st</sup> VP Section)**
- **Public Relations (Standing)**: Promotes AzFRW events with the goal of generating news coverage. Maximize impact through personal telephone calls and/or visits to news media to discuss functions and/or coordinate with 1st Vice President to communicate with the offices of scheduled speakers to maximize press coverage including media interviews with a guest speaker. Invite local media to events. Work with Arrangements Chair to facilitate seating of news media and their other special needs for meeting functions. By working with President and 1st Vice President and planning in advance, the committee can schedule news releases and conferences for particularly significant events and report meetings and special projects to the media on a regular basis. Develop a mailing contact list of news media people and current. Local Clubs are encouraged to contact the Chairman of the Public Relations committee for assistance in promoting their club events with local media. Provide assistance for Clubs with writing press releases or guidance in their local communities. Positive and consistent Public Relations is critical for growth and new members
- **Scholarship (Standing)**: Chair and committee publish information on all AzFRW and NFRW Scholarship programs. They solicit applicants through the various Arizona college campuses, receive and screen applicants to determine AzFRW’s scholarship recipients. They also evaluate and determine the Arizona nominee for the various NFRW scholarships. To generate a master list of our AzFRW Clubs who also sponsor local scholarships. Scholarship Committee also oversees the AzFRW Dodie Londen TARS award recipient. Funds for AzFRW scholarships are derived in part from the AzFRW Operating Budget and partly from club donation gifts to AzFRW Scholarships. Committee should endeavor to reach out to clubs to publicize the need for assistance with scholarship programs in the form of donations or memorial contributions.
- **Secretary (Elected Officer, see Secretary section)**



- **Treasurer (Elected Officer, see Treasurer section)**
- **Ways & Means (Standing-3<sup>rd</sup> VP is Chair, see 3<sup>rd</sup> VP section)**
- **Awards (Special)**: Promotes Club participation in the NFRW and AzFRW awards program. Provides information as to any changes in the NFRW Awards program to the Executive Committee. Committee is also responsible for State Awards program, providing awards information to Club Presidents and Executive Committee. Notifies Clubs of timeframe for awards to meet all deadlines. Works with program committee for awards recognition at AzFRW Convention.
- **AzFRW Patriot Angels (Ways & Means Committee)** The AzFRW Angels is part of overall fundraising for the Federation and under the 'wings' of the 3<sup>rd</sup> Vice President. Members who choose to be supportive Patriot\_Angels contribute an amount per year as determined by the 3<sup>rd</sup> Vice President in the Budget process and for which they receive a commemorative recognition item and are publicized in our newsletters and programs. Patriot Angels may also have a special event at some time during the year.
- **Caring for America (Special)**: Based on the belief that problems can be solved more effectively through the generosity and combined energies of individuals rather than through dependency on government programs. Suggest (and track) both club and state community service projects ensuring they are marketing Republican values and Republican Women, as well as sharing ideas that work to encourage participation. Participates on the Awards Committee.
  - A. **Communications Director (Special)**: Assists the President and Executive Committee as needed to distribute timely reminders to the membership via Constant Contact. Will also work closely with the Public Relations Chair, Facebook and Twitter Chairs as well as the NFRW 2015 Team. All ongoing communications from Chairs should be submitted to Communications Chair for electronic delivery. Communications Director shall submit all communications to the President for her approval prior to distribution.
- **AzFRW Convention Committee (Special)**: Oversees all details of the AzFRW Biennial Convention and coordinates same. Refer to the Bylaws and prior convention books for more details but the following committees are required:
  - **Credentials**: Must have 5 members, Treasurer shall be one.
  - **Rules**: Prepares the Rules/Guidelines for Convention.
  - **Program**: Coordinates Speakers/Workshops and any other programs needed.
  - **Elections**: Tells Committee facilitates election voting if necessary.
  - **Resolutions**: Solicits and resolves submitted Resolutions; drafts others as may be directed and/or prepares the courtesy resolutions. Shall also bring forward any NFRW Resolutions passed that AzFRW may wish to consider.

**Other convention committees may include:**

- Arrangements *(this may be a slight duplication with the Chair)*
  - Volunteers *(coordinates all volunteers including Registration, Credentials, other)*
  - Programs *(speakers, workshops etc)*
  - Convention Book *(consists of the required reports, seek out advertising sponsors, proposed bylaws amendments and more)*
  - Convention Program Guide...*contains the final agenda(s), Resolutions, any last minute changes. (May be a separate book or insert*
  - Awards Committee *A major function of the Convention is to recognize all award recipients in all categories.*
  - Convention Forms *Requires updating for every convention. Must be completed and in place before sending out advertising requests to dignitaries and others to avoid overloading the Editor.*
  - Fundraising *Ads for Convention Book, auctions and all fundraising events.*
  - Dignitaries/Guests *Need to generate a mailing list which may include the advertising opportunity flyer. Coordinate with Book Editor. Special registration table, Pages to assist with seating.*
  - Sergeant at Arms: *Convention seating is by voting Delegates from each Region. Sgt at Arms shall ensure that sufficient seating per Region is prearranged, assist in maintaining floor decorum and microphone control, assist with any standing or hand votes as needed.*
  - Teller Committee: *Prepares paper ballots if needed following the close of nominations; serves to count the ballots should ballot elections be required. Parliamentarian should be available to advise. Recommend 3 Tellers minimum and an odd number is good.*
- 
- **Leadership Circle (Special):** In 2014, the Leadership Circle was created consisting of past presidents of AzFRW or another State and Officers who have served on the NFRW. Their experience and expertise have been sought and utilized when possible. Mentors to all new club and state officers to teach Federation procedures, protocol and governing documents to assist them to better perform their responsibilities. Identify leadership needs and associated problems. Work with clubs, AzFRW and NFRW leadership to solve problems. Share leadership skills, ideas and training to offer encouragement and support. Assist with any club issues as well as assisting with establishing new Clubs and following through for training.
  - **Region Directors:** See Region Directors section.
  - **NFRW Regent's Liaison (Special):** Must be a NFRW Regent. Enthusiastically endorses the Regent program. Initiates contact with women to renew their membership and looks for potential women to join the Regent program. Submits periodic articles to the AzFRW Newsletter or website.
  - **Newsletter Editor (Special):** The AzFRW Bulletin is a vital part of our communications with members and is emailed to all members approximately one month ahead of State Meetings.

It is also posted on the AzFRW website. The newsletter should contain, but is not limited to the following:

- President's Message: Should be placed in a prominent place and is her direct link to members. Its length is negotiable.
- 1<sup>st</sup> VP-Programs: Details on the pending State Meeting Speakers and Workshops
- 2<sup>nd</sup> VP-Membership Update: Ideas to grow membership and possibly, space permitting, highlights on new members names and their Clubs. Photo of First Timers from most recent meeting with their names and clubs.
- 3<sup>rd</sup> VP-Ways & Means: Information on fundraising plans and events including a list of all current Angels sponsors.
- Region Directors Reports: Highlights of your regions achievements or events in a primarily a pictorial format with captions & names of members shown.
- Legislative Update: This should contain any items of interest or calendar events of importance to AZFRW members.
- Calendar of Events: Including AZFRW, NFRW key dates.
- Upcoming State Meeting Details: Registration form, hotel information and speaker information. (President, 1<sup>st</sup> VP and Arrangements jointly pull this information together)
- Women & Friends in Business: Advertising section of our members & friends in business...wouldn't you rather do business with a Republican?
- Scholarship: Information on current status as well as any Memorial Gifts received to the Scholarship Funds.

Note: With the frequent use of Constant Contact, the Newsletter may consist of the President's Message, Call to Meeting and the Registration Form. TBD by the President.

- **Sergeant at Arms (Special)**: Sgt at Arms shall assist the Arrangements Chair to ensure that sufficient seating and meeting room arrangements are as they should be for meetings. Further, working with Americanism Chair, she shall also ensure the flag is properly presented for all meetings. Sergeant at Arms shall also maintain decorum during meetings and assist with any standing or hand count votes as needed. Her duties are most important during biennial convention events.
- **Webmaster (Special)**: Ensures items on the AZFRW website are updated on a regular basis and deletes outdated. Solicits and receives information from members of the Executive Committee. Coordinates with AZ GOP and NFRW to ascertain that information on their sites is current and correct for AzFRW particularly at the beginning of each year when officers change.
- **Social Media (Facebook & Twitter)**: AzFRW Social Media is currently administered by the President.

It is imperative that Club presidents appoint a knowledgeable and responsible administrator to oversee these powerful media tools. How do you wish your club to be represented? Think before you post. Think before you tweet!

Social Media Administrators under any club name or the AzFRW should be mindful of our Bylaws. Clubs and Club Presidents do not endorse candidates in a Primary.

Club Facebook groups and pages should not post heavily in favor of one candidate over another. Individual members may post what they wish, however, administrators are asked to monitor and remove inflammatory or inaccurate posts.

**Facebook** - The AzFRW Page is public. AzFRW Group Page is closed. This is highly suggested to control content and privacy.

Club Facebook groups and pages should not post in favor of one candidate over another. Individual members may post what they wish, however, administrators are asked to monitor and remove inflammatory or inaccurate posts. All posts should be germane and relevant to the objectives of the AzFRW and in keeping with our Bylaws.

**Twitter** - Tweets should not contain personal opinions. Information disseminated should be newsworthy, accurate and informative. Tweets should be germane and relevant to the objectives of the AzFRW and in keeping with our Bylaws.

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*The preceding descriptions are intended as starting or talking points for committees to accomplish or improve their areas of responsibilities and success. They are subject to changes as determined by the Board of Directors during the course of the term.  
If you have other great ideas, please bring them forward!*

*Thank you for your involvement and dedication.  
Truly, you are making a difference & leading the way across Arizona!*

*President Loraine Pellegrino  
H: 480-460-7101  
C: 480-577-0291  
Email: president@azfrw.com*

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***Website resources for additional information, forms etc:***

**National Federation of Republican Women (NFRW)**

**www.nfrw.org** MEMBER ONLY

User: **federation**

Password: **nfrw1938**

**AzFRW www.azfrw.com**

**NEW Members Only Documents page:**

Think “About AzFRW”

Go to “About” page and then click on the AzFRW logo about midway down the page *or* you may go direct:

**www.azfrw.com/members-only.html**

**ARIZONA FEDERATION OF REPUBLICAN WOMEN  
A MEMBER OF THE NATIONAL FEDERATION  
OF REPUBLICAN WOMEN SINCE 1940**

**BYLAWS**

**ARTICLE I –NAME**

Section 1

The name of this organization shall be the Arizona Federation of Republican Women (hereinafter called the **AzFRW**).

Section 2

The Bylaws and Objects of the AzFRW shall be consistent with those of the National Federation of Republican Women (hereinafter referred to as NFRW).

**ARTICLE II – OBJECT**

Section 1

The object of the AzFRW shall be to:

- A. Promote an informed electorate through political education.
- B. Foster loyalty to the Republican Party and promote its ideals.
- C. Increase the effectiveness of women in the cause of good government through political participation.
- D. Support the object and policies of the Republican State Committee.
- E. Work for the election of Republican Party nominees.

Section 2

It shall be the policy of the AzFRW to refrain from supporting any candidate in a primary election contest. This applies only to the AzFRW and its clubs. Individual members may support any Republican candidate of their choice.

**ARTICLE III – MEMBERSHIP**

Section 1

Active membership in the AzFRW shall be through affiliated local clubs and shall be open to any woman who is currently registered as a Republican, in the State of Arizona, who upholds the object of the AzFRW, and pays the required dues. Active membership shall not be held in more than one club.

## Section 2

- A. Admission of new clubs to the AzFRW with all privileges shall be subject to the approval, by majority vote, of the AzFRW Executive Committee.
- B. To affiliate with the AzFRW a club shall:
  - 1. Have a membership of at least ten (10) women who are currently registered as Republicans in the State of Arizona.
  - 2. Have formed a permanent organization which holds meetings no less than six (6) times during each year.
  - 3. Have adopted Bylaws which are in conformity with those of the AzFRW and the National Federation of Republican Women.
  - 4. Adopt a term of office for officers from January 1 through December 31.
  - 5. Have paid the required per capita dues for each ACTIVE member of AzFRW.
  - 6. Have the word "Republican" in its title.
  - 7. Submit a written application and a copy of its Bylaws to the AzFRW President and to the Regional Director.
- C. No local club that advocates a split party ticket or supports a candidate running on an opposition ticket shall be admitted to, or continued in, membership.
- D. No club that affiliates with any organization which is not officially recognized by the National Federation of Republican Women as working in concert with the NFRW and the Republican National Committee shall be admitted to or continued in membership

## Section 3

- A. Associate membership in a club is open to registered Republican women who hold active membership in another Arizona club or who are registered Republicans in another state. Associate members cannot hold office, vote, or be counted for the purpose of determining the number of delegates to national and/or state conventions.
- B. Republican men are eligible for associate membership upon payment of the required dues to the local club. They cannot hold office, have a voice, vote, or be counted for the purpose of determining the number of delegates to national or state conventions. Men who are associate members in local clubs do not become members of the AzFRW nor the National Federation of Republican Women.

## Section 4

A club may be removed from membership and have its charter revoked by the AzFRW Board of Directors by a two-thirds (2/3) vote for the following reasons.

- A. Failure to pay dues by the required deadline
- B. Failure to maintain the required status.
- C. Advocating a split party or supporting opposition candidates.
- D. Failure to support the party ticket or working against the expressed ideals and object of the AzFRW or National Federation of Republican Women.

## Section 5

Any club no longer functioning as an organization shall turn over all monies in its treasury, plus its Charter, to the AzFRW.

## Section 6

In the event of the dissolution of an AzFRW club that elects to merge with another AzFRW club, all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the club to which it is merging. Its Charter shall be returned to AzFRW.

## Section 7

A club which desires to be reinstated shall make a written application to the AzFRW Executive Committee. If requested by the club, a hearing shall be granted wherein it may provide proof of compliance with the AzFRW and National Federation of Republican Women Bylaws. The Executive Committee shall bring their recommendation to the Board of Directors for approval by a two-thirds (2/3) vote.

# **ARTICLE IV – DUES AND FISCAL YEAR**

## Section 1 - CLUB DUES

- A. The annual AzFRW dues for each Active Member shall be as determined by the NFRW and the AzFRW.
- B. Annual dues shall be paid to the state treasurer quarterly for individual membership received by the clubs during that quarter.
- C. In addition, National Federation of Republican Women service charge of \$15.00 per club shall be paid annually to the state treasurer.
- D. The clubs shall send dues and the National Federation of Republican Women service charge, in accordance with the National Federation of Republican Women deadlines, to the state treasurer with a list of names, addresses, zip codes + 4, primary contact number and email addresses for each active member.
- E. New clubs which affiliate with the AzFRW during the last four months of the year shall pay one dollar (\$1.00) per member for the balance of the year, plus five dollars (\$5.00) per member national dues.

## Section 2 – FISCAL YEAR

The Fiscal Year shall be January 1 through December 31.

## ARTICLE V – OFFICERS AND THEIR DUTIES

### Section 1

- A. The ELECTED OFFICERS of the AzFRW shall be President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, and a Director from each Region.
- B. The APPOINTED OFFICERS shall be a Chaplain, Historian and Parliamentarian.
- C. All officers shall be ACTIVE members in good standing of a club. The nominee for President shall have been a member of the Executive Committee for not less than two (2) years.
- D. Each officer shall submit a written report at the Biennial Convention.

### Section 2 - APPOINTMENTS

- A. The appointive officers shall be appointed by the President, subject to the approval of the Executive Committee, for a term which coincides with that of the President.
- B. Within two (2) weeks after an appointed officer has been replaced, she shall deliver to her successor all materials pertaining to her office.

### Section 3 – DUTIES

- A. The President shall:
  - 1. Be the official representative of the AzFRW.
  - 2. Preside at all meetings of the AzFRW, the Board of Directors, and the Executive Committee.
  - 3. Conduct such other business as may be directed by the convention, the Board of Directors, or the Executive Committee.
  - 4. Name the appointive officers, all Standing and Special Committees, subject to the approval of the Executive Committee, except as specifically provided for in these Bylaws.
  - 5. Be a signatory on the AzFRW financial accounts.
  - 6. Be bonded or insured as determined by the Executive Committee.
  - 7. Issue the Call for the Biennial Convention no later than forty-five (45) days prior to the convention. The Call shall include the reports of the Bylaws and Nominating Committees.
  - 8. Be authorized to appoint delegates-at-large to the National Federation of Republican Women Biennial Convention only if the Federation quota of delegates is not filled from the list of delegates and alternates.
  - 9. Be authorized to designate a representative for the AzFRW, if necessary.
  - 10. Fill vacancies in appointive offices and committees subject to the approval of the Executive Committee.
  - 11. Submit a program of action to the Board of Directors for approval.



B. The Vice Presidents shall:

1. In order of rank, perform the duties of the President in her absence or inability to serve.
2. Act as chairman of a Standing Committee; the First Vice President to chair a Program Committee, the Second Vice President to chair the Membership Committee, and the Third Vice President to chair the Ways and Means Committee.
3. Perform such other duties as may be assigned to them by the President or Executive Committee.

C. The Secretary shall:

1. Keep accurate minutes of all meetings of the AzFRW, the Board of Directors, and the Executive Committee. A copy of the minutes shall be sent to the President within fifteen (15) days after each meeting.
2. Maintain an up-to-date file of all officers and committees of the AzFRW, and of all clubs and their officers.
3. Be custodian of all records and other materials pertaining to her office.
4. Perform such other duties as directed by the President or Executive Committee.
5. Keep accurate minutes of all proceedings of the AzFRW Biennial Convention. A copy of the minutes shall be sent to the appointed approval committee within two (2) weeks of the convention's close.
6. Conduct a roll call of voting members at the Board of Directors meetings.

D. The Treasurer shall:

1. Be custodian of all AzFRW funds other than convention funds.
2. Be a signatory on all AzFRW accounts other than convention funds.
3. Be bonded or insured as determined by the Executive Committee.
4. Collect all funds, give a receipt, and deposit them in an institution approved by the Executive Committee.
5. Send a statement for dues to each club.
6. Collect dues (State and National) and National Federation of Republican Women service charges from the clubs and transmit the amounts to National Federation of Republican Women in accordance with National Federation of Republican Women deadlines.
7. Disburse funds as directed by the Executive Committee or Board of Directors.
8. Reimburse covered expenses up to the budgeted amount as per current AzFRW Financial Policies.
9. Submit a written report at each meeting of the Executive Committee and Board of Directors.
10. Submit a financial review as may be requested by the Executive Committee.
11. Be a member of the Budget and Credentials Committees.
12. Serve no more than two (2) consecutive terms.
13. Perform such other duties as may be directed by the President or the Executive Committee.
14. Be responsible for acting as Agent of Record for the Federation with the Arizona Corporation Commission.

E. A Regional Director shall:

1. Represent her Region on the Executive Committee and on the Board of Directors, and be the AzFRW liaison in educating, recruiting, and advising clubs as to the AzFRW activities and policies.
2. Provide AzFRW workshops within her Region or within a combination of Regions at least once each term.
3. Visit each club in her Region at least twice each year.
4. Serve no more than two consecutive terms.
5. Be a member of a club within the Region which she represents.
6. Assist the Arrangements Chairman as needed when the Board of Directors meeting is hosted by her Region.

F. Chaplain shall perform the duties of her office as requested by the President.

G. Historian shall prepare a history of the activities of the Federation during her term of office.

H. Parliamentarian shall:

1. Attend all meetings of the AzFRW, Board of Directors, Executive Committee, and Bylaws committee.
2. When requested, advise the President, Board of Directors, Executive Committee, officers, committees, clubs, or members on parliamentary questions concerning the AzFRW or clubs.
3. Vote only when the vote is by ballot.
4. Instruct the Nominating Committee in its duties.

## **ARTICLE VI – NOMINATION, ELECTIONS, AND VACANCIES**

### **Section 1 – NOMINATING COMMITTEE**

- A. The Nominating Committee shall consist of one (1) member from each of the Regions, nominated from the floor by a delegate from that Region, and shall be elected by ballot by the delegates from that Region to the Biennial Convention. A majority vote shall be required to elect. If there is only one nominee for a Region a voice vote may be taken.
- B. Not later than the first AzFRW Board meeting after their election, the members of the Nominating Committee shall be called together by the Parliamentarian, who shall instruct them in their duties and shall serve as the temporary chairman for the election of a permanent chairman and a vice chairman of the committee.
- C. A member of the Nominating Committee shall not serve two (2) consecutive terms.

## Section 2 – DUTIES

The Nominating Committee shall:

- A. Establish a date not less than ninety (90) days prior to the Biennial Convention for nominee recommendations to be submitted.
- B. Secure names of prospective nominees from clubs of each Region, and, in addition, actively seek the candidacy of qualified women throughout the clubs.
- C. Submit the name of one eligible candidate for each elective office. The candidate for President shall have served no less than two (2) years as a member of the Executive Committee. The immediate past president shall not be eligible to serve as an officer on the incoming Executive Committee.
- D. Have secured the consent of the nominee to serve, if elected.
- E. Select no more than two (2) persons from any one Region to serve on the Executive Committee. An exception may be made to this rule on the recommendation of the Nominating Committee and with the approval of the Executive Committee.
- F. Arrive at the choice of the committee by majority vote.
- G. Include the report of the committee in the Official Call to the Biennial Convention. The report shall be sent to the AzFRW President no later than eighty (80) days prior to the Convention date.
- H. Make its report on the first day of the Biennial Convention.

## Section 3 – NOMINATIONS

- A. Nominations may be made from the floor only at the time immediately following the Nominating Committee's report.
- B. The written consent to serve if elected must be secured from each nominee prior to nominations from the floor.

## Section 4 – ELECTIONS

- A. The elective officers shall be elected by ballot the second day of the Biennial Convention for a term of two (2) years or until their successors are elected. Only those delegates within a Region shall vote for the Regional Director to represent that Region. When there is only one candidate for an office, a voice vote may be taken on the first day. A majority of the votes cast for eligible candidates shall constitute an election.

- B. Elected officers may serve two (2) consecutive terms in the same office.
- C. Elected officers shall assume their duties on January 1st following their election.
- D. The retiring officers shall deliver to their successors all materials pertaining to their office upon completion of their terms.

**Section 5 – VACANCIES**

- A. A vacancy in an elective office shall be filled by the Board of Directors at a regular meeting or at a special meeting called for that purpose. If more than one (1) candidate is nominated to fill the vacancy, the vote shall be by ballot, and a majority vote shall be required to elect.
  - 1. In the absence or inability of the Nominating Committee Chairman to serve, the Vice Chair shall assume that position. All Regions shall be represented on the Nominating Committee.
  - 2. If a vacancy occurs in a Regional Directorship, or on the Nominating Committee, with the exception of the Nominating Committee Chairman, a committee of the Presidents of that Region may submit one (1) name for consideration to the Executive Committee, and in turn, the Executive Committee will consider that name for submission to the Board of Directors.
- B. Vacancies in appointive offices shall be filled by the President subject to the approval of the Executive Committee.

**ARTICLE VII – EXECUTIVE COMMITTEE**

**Section 1**

The Executive Committee shall consist of the elected officers and the immediate past AzFRW President.

**Section 2 – DUTIES**

The Executive Committee shall:

- A. Conduct the business of the Board of Directors between meetings of that body.
- B. Approve appointments of the appointed officers and of the committee members, except as otherwise provided for in these Bylaws.
- C. Direct disbursements of funds.
- D. Approve the institutions where funds are to be deposited.
- E. Act on the budget submitted by the Budget Committee for recommendations to the Board of Directors.

- F. Act on Standing Rules submitted by the Bylaws Committee for recommendation to the Board of Directors.
- G. Approve the amount of the expenses of all officers and Standing and Special Committee Chairman.
- H. Submit the recommendations from the Convention Committee to the Board of Directors for approval by a majority vote of the site and date of the Biennial Convention which shall be held in the fall of odd-numbered years.
- I. Approve new local club Bylaws as required by National Federation of Republican Women.
- J. Provide for an annual financial review twelve (12) months after serving in office and immediately prior to presenting books to the new Treasurer.
- K. Any member of the Executive Committee or Committee Chair who fails to perform the duties of that office or misses more than two (2) consecutive meetings may be replaced by the President subject to the approval of the Board of Directors.

#### Section 3 – MEETINGS

- A. The Executive Committee, presently in office, shall meet in the Convention city prior to the Convention, and following the Convention the newly elected officers will meet with the outgoing officers.
- B. The Executive Committee will meet prior to the meeting of the Board of Directors, on the call of the President, or upon written request of any four (4) members of the committee.

#### Section 4 – QUORUM

A majority of members of the Executive Committee shall constitute a quorum.

### **ARTICLE VIII – BOARD OF DIRECTORS**

#### Section 1

Each member of the Board of Directors shall be an active member in good standing of a club.

#### Section 2

- A. The Board of Directors shall consist of:
  1. The Elected Officers.
  2. The Appointed Officers.
  3. The Chairman of Standing Committees or the Vice Chairman in the Chairman’s absence.
  4. The Immediate Past President.

5. The National Committeewoman and any members of the Federation who may be serving on the National Federation of Republican Women Board of Directors.
  6. The President, or her duly authorized proxy, of each club in good standing in the Federation.
- B. A roll call of Board of Director members shall be taken at each Board meeting.
1. Each member shall be entitled to only one (1) vote on each question or election.
  2. Forms for proxy voting must be submitted to the Federation Secretary before the meeting is called to order.
  3. This voting body shall be seated in a section apart from others who are in attendance.
- C. All ACTIVE members shall be invited to attend meetings of the Board.

### Section 3 – DUTIES

The Board of Directors shall:

- A. Be the governing body between meetings of the Federation.
- B. Approve the program of action as submitted by the President.
- C. Adopt the two year budget as recommended by the Executive Committee.
- D. Act on Proposed Standing Rules.
- E. Divide the State into Regional divisions.
- F. Fill vacancies in elective offices and on the Nominating Committee.
- G. Elect the delegates-at-large and their alternates to the Biennial Convention of the National Federation of Republican Women.
- H. Accept the Financial Review at the first Board of Directors meeting after completion of review.
- I. Approve the site and date of the Biennial Convention selected from the recommendation submitted by the Executive Committee.

### Section 4 – MEETINGS

The Board of Directors shall meet no less than twice each year. The President may call meetings as she deems necessary, and shall call a meeting upon written request of no less than seven (7) members of the Board.

- A. The Fall meetings shall be designated as the Annual Meeting.
- B. A Board Meeting shall be held within twenty-four (24) hours preceding the AzFRW Biennial Convention.

### Section 5 – QUORUM

Twenty-five (25) members shall constitute a quorum of the Board of Directors, at least five (5) of whom shall be elected officers.

## ARTICLE IX – COMMITTEES

### Section 1

- A. Only ACTIVE members in good standing of a club shall serve as members of the committees of the AzFRW.
- B. The President shall be a member ex-officio of each committee except the Nominating Committee, and she shall be notified of each committee meeting.
- C. Each Standing Committee shall submit a report at the Biennial Convention.
- D. Upon completion of her term of office, each committee chairman shall deliver to each respective incoming chairman all materials pertaining to the work of the committee.

### Section 2 – STANDING COMMITTEES

The Standing Committees shall be:

Americanism	Literacy
Arrangements	Membership
Budget	Nominating
Bylaws	Program
Campaign	Publicity/Public Relations
Financial Review	Scholarship
Legislative	Ways and Means

### Section 3 – COMMITTEE APPOINTMENTS

The President shall appoint the members of the Standing Committees (except Nominating) and may appoint SPECIAL Committees, subject to the approval of the Executive Committee, unless otherwise specified in these Bylaws. She shall name the chairman of each committee (except Nominating) and insofar as possible, the appointments shall be representative of the Regions.

### Section 4 – DUTIES

The duties shall be as the name of the committee implies, as determined by the Executive Committee, and as stated in these Bylaws.

- A. Nominating Committee: see Article VI, B
- B. Convention Committee: see Article XI, Section 1
- C. Bylaws Committee: see Article IX, Section 4
  - 1. The Bylaws Committee shall consist of one member from each region plus the Parliamentarian.

2. The Bylaws Committee shall accept for consideration suggestions for amendments from members of the Federation individually, or through their clubs up to the last AzFRW Board Meeting preceding the Biennial Convention.
3. The Bylaws Committee shall:
  - a. Submit amendments or a complete revision, as it deems necessary, to the Biennial Convention provided the notice of the proposed amendments has been included with the Call.
  - b. Submit its report to the President no later than ninety (90) days prior to the Convention date.
  - c. Consider proposed amendments suggested by members and clubs. The Committee shall be authorized to accept, edit, or reject them.
  - d. Biennially, the Bylaws Committee shall request copies of each club's Bylaws and review those Bylaws. Additionally, the Committee shall request any subsequent amendments to those Bylaws for review.
  - e. Notify club Presidents of necessary changes in club Bylaws. Copies of these notices shall be furnished to the Federation President.
  - f. Within thirty (30) days from the close of Convention, the Bylaws Chairman shall redraft the Federation Bylaws to reflect any changes or amendments to the Bylaws approved at Convention, and present the updated Bylaws to the Secretary for inclusion with the Convention Minutes.

D. The Financial Review Committee shall:

1. Consist of no less than three (3) members. No member of the Executive Committee may serve on the Financial Review Committee.
2. Perform an annual financial review.
3. Perform financial review upon the request of the Executive Committee, Board of Directors or Treasurer.
4. Perform financial review upon change of Treasurers.

#### Section 5 – QUORUM

A majority of the members of any committee shall constitute a quorum.

### ARTICLE X – DELEGATES

#### Section 1

- A. Each delegate and alternate shall be an ACTIVE member in good standing of a club. The delegates shall be selected from those active members whose dues have been paid to the AzFRW Treasurer as of the third quarter report of the current year.
- B. To qualify for delegate representation to the AzFRW Biennial Convention a club shall have been in good standing for at least three (3) months prior to the convention.



## Section 2-AzFRW CONVENTION DELEGATES

Club delegates to the **AzFRW** Biennial Convention shall be:

- A. The Club President or her accredited alternate.
- B. One delegate for each ten (10) or major fraction thereof, ACTIVE members in good standing of the AzFRW. The delegates shall be selected from the current list of names submitted to the AzFRW with the per capita dues. The club may select alternates from the same list to act in place of delegates who are unable to attend the Convention, providing they relinquish their delegate badge to the Credentials Committee who in turn will provide the alternate with a delegate badge.
  - 1. The Club President is responsible to submit an alphabetical list of delegates and alternates in order of elevation from her club which shall be sent to the Chairman of the Credentials Committee by the date approved by the Convention Committee.
  - 2. All voting members of the Board of Directors and Past Presidents of the Federation have the option of registering themselves for the Convention, providing they submit a DELEGATE credentials form and a Convention registration form within the time lines specified for the Convention.
  - 3. There shall be no alternates for the Federation Executive Committee.
  - 4. Each delegate shall be entitled to only one (1) vote on each question or election.

## Section 3 – NEW DELEGATES

- A. At its last meeting preceding the ninety (90) day deadline before the National Federation of Republican Women Convention, the Board of Directors, by plurality vote, shall elect the delegates-at-large, and their alternates, to the National Convention.
- B. The voting body of the National Federation of Republican Women Convention: (Provisions from the NFRW Bylaws that apply to State Federations and clubs)
  - 1. One delegate and one alternate from each club, provided that the club has been in good standing for at least six (6) months prior to the National Federation of Republican Women Convention.
  - 2. Five (5) delegates-at-large from each State Federation and one additional delegate-at-large for each five hundred (500) hundred members or major fraction thereof in the State Federation, based on the payment of the current year's dues, postmarked ninety (90) days before the Biennial Convention, and an equal number of alternates.
  - 3. Presidents of the State Federations.

## **ARTICLE XI – AzFRW BIENNIAL CONVENTION**

### **Section 1**

A Biennial Convention shall be held in the odd-numbered years at a time and place recommended by the Convention Committee and approved by the Board of Directors to conduct such business as shall properly come before its members. The Convention shall be held in the fall, but shall not conflict with the National Federation of Republican Women Biennial Convention. Invitations to have the Convention in a specific place may be made by the clubs.

### **Section 2 – CALL TO THE CONVENTION**

The Call shall be sent by the President to each member of the Board of Directors postmarked or sent electronically no less than forty-five (45) days prior to the Convention.

### **Section 3 – VOTING BODY (DELEGATES)**

The voting body shall be:

- A. The Elected Officers.
- B. The Appointed Officers.
- C. Chairman of Standing Committees or their Vice Chairman if credentialed as alternates.
- D. Past Presidents of the AzFRW.
- E. The Arizona National Committeewoman.
- F. The AzFRW members, who serve on the National Federation of Republican Women Board of Directors.
- G. The President of each club or her accredited alternate.
- H. One (1) qualified delegate for each ten (10) active members, or major fraction thereof, of each club.

### **Section 4 – CREDENTIALS AND ALTERNATES**

- A. At the time of registration, a member shall present photo identification, if requested by the Credentials Committee.
- B. If needed, an alternate who is replacing a delegate shall be verified by the club's President. Only a prepaid alternate is eligible to be elevated from alternate to delegate status.

### **Section 5 – PROXIES**

There shall be no proxy voting.

### **Section 6 – CONVENTION SEATING**

The members of the voting body shall be seated in a section reserved for them. Non-voting members and visitors shall be seated in a section apart from the voting body.

## Section 7 – QUORUM

The members of the voting body who are in attendance at each meeting of the Convention shall constitute a quorum.

## Section 8 – COMMITTEES OF THE CONVENTION

- A. Credentials: The Credentials Committee shall consist of no less than five (5) members, one (1) of whom shall be the Federation Treasurer.
1. The Committee shall determine the eligibility of voting members. If it cannot resolve a question, the Chairman shall bring it to the Convention floor, and the delegates shall decide the question by majority vote.
  2. The Committee shall be authorized to secure as much additional help as it deems necessary in order to efficiently complete the registration.
  3. The first report of the Credentials Committee shall be made immediately after the opening ceremonies. The report shall be made on the number of delegates registered and shall be given by clubs, not by names. A final report shall be made with a majority vote to accept the report and shall be made immediately preceding the opening of the polls, and registration shall be closed from the time of the report until the time the polls are closed. There shall be other reports at such time as may be requested by the President.
- B. Rules: The Rules Committee shall prepare the Convention rules which shall be presented to the Convention for approval by a two-thirds (2/3) vote immediately following the report of the Credentials Committee. Proposed Rules shall be distributed to each delegate at the time of registration.
- C. Program: The Program Committee shall work closely with the President in preparing the order of business. The program shall be distributed to each delegate at the time of registration and shall be presented to the Convention for approval by majority vote immediately following the report of the Rules Committee.
- D. Elections: The Election Committee shall provide the ballots, the set up of elections, adequate tellers and counting process. For contested races, each candidate may have one observer who is not a candidate herself in the room while the votes are being counted. Teller Committee Chair must be notified in writing of the observer's name prior to opening of the polls or there shall be no admittance. The Teller's Report shall be consistent with Roberts Rules of Order.
- E. Resolutions: The Resolutions Committee shall prepare courtesy resolutions, and its report shall be made at the final meeting of the Convention.
- F. Minutes: A committee of three (3) members appointed by the President shall approve the minutes of the AzFRW Convention within one (1) month after receiving them from the Secretary, who shall provide same within two (2) weeks after the close of the AzFRW convention and the approved Convention Minutes shall be included in the next Convention Book.

G. The Convention Minutes Approval Committee shall certify by signed affidavit that they have reviewed and approved the Convention Minutes.

## **ARTICLE XII – EMERGENCY VOTE**

In an emergency, the President shall be authorized to take a vote by mail, telephone, fax, or email of the members of the Executive Committee or of the Board of Directors. Each member of the voting body shall be contacted and a majority vote shall be required to decide the question. The action shall be ratified at the next meeting.

## **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

Roberts Rules of Order Newly Revised shall govern the proceedings in all cases not provided for in these Bylaws.

## **ARTICLE XIV – AMENDMENTS**

### **Section 1**

A. These Bylaws may be amended at the Biennial Convention by two-thirds (2/3) vote, provided the proposed amendments have been submitted with the Call.

B. Any changes necessitated by changes in the National Federation of Republican Women Bylaws may be made by an amendment adopted by a two-thirds (2/3) vote of the Board at its next meeting, provided that twenty (20) days written notice have been given to all the clubs.

## **ARTICLE XV – DISSOLUTION**

In the event of dissolution of this organization, all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the National Federation of Republican Women. None of the assets shall be distributed to any member or officer of the Federation.

**Adopted October 28, 2017**



**AzFRW Master Documents List**  
**Please be sure you have the most current documents as shown**  
**below when searching for information or forms**  
**Updated Jan 2018**

<i><b>Document Title:</b></i>	<i><b>Last Updated:</b></i>
AzFRW and NFRW Bylaws	Oct. 2017
AzFRW Standing Rules	2018-2019
AzFRW Financial Policies & Procedures	2018-2019
AzFRW Biennial Convention Committee-Policies & Procedures	2018-2019
AzFRW Candidate Guidelines	2017
AzFRW Proposed Bylaws Amendment Form	2018-2019
AzFRW Proxy Form	2018-2019
AzFRW Officer Speaker Request Form	2018-2019
AzFRW Leadership Guide for Presidents and Officers (in Directory)	2018-2019
AzFRW Memorial Contribution Gift Form	2018-2019
AzFRW Scholarships Information & Remittance Form	2018-2019
Club Officers Update Form ( <i>Secretary sends in Fall to update records</i> )	
Reimbursement Form-AzFRW OPERATING Account	2018
Reimbursement Form-AFRW CONVENTION Account	2018
Treasurer- Quarterly Membership Report ( <i>Tres. emails to clubs</i> )	<i>Call Tres</i>
Treasurer- Voucher Report Form ( <i>Tres emails to all clubs</i> )	<i>Call Tres</i>
Treasurer- Budget ( <i>not posted online, contact Tres or Budget Chair for copy</i> )	
AzFRW Website Policy	2018-2019

**AzFRW Website:** [www.azfrw.com](http://www.azfrw.com)

Members Only page: Go to “About” page, click on AzFRW logo mid page

*Additional documents found on NFRW*

**NFRW Website:** [www.nfrw.org](http://www.nfrw.org)

## THE REPUBLICAN OATH

- A. I believe that the proper function of government is to do for the people those things that have to be done but cannot be done, or cannot be done as well by individuals, and that the most effective government is government closest to the people.
- B. I believe that good government is based on the individual and that each person's ability, dignity, freedom and responsibility must be honored and recognized.
- C. I believe that free enterprise and the encouragement of individual initiative and incentive have given this nation an economic system second to none.
- D. I believe that a sound money policy should be our goal.
- E. I believe in equal rights, equal justice and equal opportunity for all, regardless of race, creed, age, sex or national origin. I believe that persons with disabilities should be afforded equal rights, equal justice and equal opportunity as well.
- F. I believe we must retain those principles worth retaining, yet always be receptive to new ideas with an outlook broad enough to accommodate thoughtful change and varying points of view.
- G. I believe that Americans value and should preserve their feeling of national strength and pride, and at the same time share with people everywhere a desire for peace and freedom and the extension of human rights throughout the world.
- H. Finally, I believe that the Republican Party is the best vehicle for translating these ideals into positive and successful principles of government.