



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

BOARD OF DIRECTORS
2023
DIRECTORY & LEADERSHIP GUIDE
azfrw.com

This Directory and its contents are for the exclusive use of the members. It shall not be reproduced in any manner for the use of outside sources.

CONTENTS

Page

1.	WELCOME LETTER
2.	AzFRW PAST PRESIDENTS
3.	NFRW EXECUTIVE COMMITTEE
4.	REPUBLICAN PARTY
4.	UNITED STATES SENATE
4.	UNITED STATES HOUSE OF REPRESENTATIVES
5.	ARIZONA STATE GOVERNMENT
7.	AzFRW LEADERSHIP GUIDE
31.	AzFRW BYLAWS
46.	AzFRW MASTER DOCUMENT DIRECTORY
48.	THE REPUBLICAN OATH

Welcome Arizona Federation of Republican Women Board of Directors!



Thank you for your willingness to donate your time and talents to serving on the Arizona Federation of Republican Women (AzFRW) Board of Directors for the 2022-2023 term.

Together our Officers, Club Presidents, Standing and Special Committee Chairs will increase the effectiveness of women in the cause of good government through political participation, help promote an informed electorate through political education and work for the election of Republican Party nominees. As leaders, we are committed to fulfill all the objectives of the AzFRW and will encourage our members across the state to help us carry out our mission and ensure the overall success of the AzFRW.

To ensure our success, please read and familiarize yourself with the enclosed AzFRW Leadership Guide and Bylaws as well as the National Federation of Republican Women (NFRW) bylaws that are located on their website.

Visit our website regularly to access the most up-to-date information including the master calendar, event flyers, forms and other links.

AzFRW website: www.azfrw.com

Click on AzFRW logo on the About the AzFRW Page to access the Members-Only section.

Visit the National Federation of Republican Women (NFRW) website for additional information and to submit club activity articles to the News Center.

NFRW website: www.nfrw.org

Register with your personal username and password.

To activate your account, enter your email address and click Register Account.

If you know your contact ID, click on Quick Activation by Contact ID.

Add links to these websites on your club website, newsletters and emails and add the AzFRW President and your Region Director to club distribution lists if possible.

The AzFRW is the premier political organization for connecting our voices within the Republican Party of Arizona. We have achieved this reputation by empowering women to be leaders in our communities. I am honored to work with such an amazing group of leaders who are dedicated to the success of our AzFRW, making a difference in our community and the future of our great State and Country. I look forward to working with each one of you, thank you for being a part of the AzFRW team!

With sincere appreciation,
Cindy Casaus
AzFRW President

ARIZONA FEDERATION OF REPUBLICAN WOMEN

PAST PRESIDENTS

2016-2019	Loraine Pellegrino	Ahwatukee
2012-2015	Mary Williams	Prescott Valley
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*	Phoenix
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

To note changes, please contact AzFRW Secretary Allison Mary at 480-628-2763 or allisonamary@gmail.com.

NATIONAL FEDERATION OF REPUBLICAN WOMEN

124 North Alfred Street. Alexandria, VA 22314

Phone: 703-548-9688 Fax: 703-548-9836

Website: www.nfrw.org - E-mail: mail@nfrw.org



2022-2023 NFRW EXECUTIVE COMMITTEE

President	Eileen Sobjack esobjack@nfrw.org	Washington
Past President	Ann Schockett ann@woodmeregop.com	New York
1 st Vice President	Vanessa La Franco vanessanfrw@gmail.com	New Jersey
2 nd Vice President	Michelle Buckwalter-Schurman mschurman@nelsonkilgus.com	Illinois
3 rd Vice President	Carol Hadley Chadley824@aol.com	California
4 th Vice President	Julie Harris jjonharris@aol.com	Arkansas
Secretary	Marilyn Harris Marrilynharris44@aol.com	Colorado
Treasurer	Keri Abernathy keriabernathy@hotmail.com	Mississippi
Member-at-Large	Monica Kozlowski mbkozlowski@gmail.com	Indiana
Member-at-Large	Karen Newton karencnewton@gmail.com	Texas
Member-at-Large	Heidi Parker Martin hmartin@prolog-inc.com	Louisiana

J. REPUBLICAN PARTY

Republican National Committee (RNC)

	202-863-8500	310 First Street SE
	202-863-8820 (f)	Washington, DC 20003
	info@gop.org	www.rnc.org

Chairman	Ronna McDaniel	Michigan
Co-Chairman	Thomas Hicks Jr.	Texas

Arizona National Committeewoman	Lori Klein Corbin <i>Member of Palo Verde RW</i>
------------------------------------	---

Arizona National Committeeman	Tyler Bowyer
----------------------------------	--------------

Republican Party of Arizona

	602-957-7770	17767 N. Perimeter Drive
	602-224-0932 (f)	Scottsdale, AZ 85255
	info@azgop.org	www.azgop.org
Chairman	Jeff DeWit	jeff.dewit@azgop.org

K. UNITED STATES SENATE

Senator	Mark Kelly (D) Hart Senate Office Building, Suite 516 Washington DC 20510 Phone: 202-224-2235 E-mail: contact@kelly.senate.gov
---------	--

Senator	Kyrsten Sinema (I) 825B&C Hart Senate Office Building Washington, DC 20510 Phone: 602-598-7327 Email: contact@sinema.senate.gov
---------	---

L. U S HOUSE OF REPRESENTATIVES

District 1	David Schweikert (R) 14500 N. Northsight, Ste. 221 Scottsdale, AZ 85260 480-946-2411 480-946-2446 (f)	1526 Longworth HOB Washington, D.C. 20515 202-225-2190 202-225-0096 (f) www.schweikert.house.gov
------------	--	---

District 2	Eli Crane (R) 122 N. Cortez Street Prescott, AZ 86301	1229 Longworth HOB Washington, D.C. 20515 202-225-3361 www.crane.house.gov
------------	--	--

District 3	Ruben Gallego (D)	www.gallego.house.gov
District 4	Greg Stanton (D)	www.stanton.house.gov
District 5	Andy Biggs (R) 2509 S. Power Rd. Ste. 204 Mesa, AZ 852009 480-699-8239 480-699-4730	1318 Longworth HOB Washington, D.C. 20515 202-225-2635 202-225-4386 (f) www.biggs.house.gov
District 6	Juan Ciscomani (R) 1636 N. Swan Road Tucson, AZ 85712	1429 Longworth HOB Washington, D.C. 20515 202-225-2542 www.ciscomani.house.gov
District 7	Raul M Grijalva (D)	www.grijalva.house.gov
District 8	Debbie Lesko (R) 12515 W Bell Rd. Ste. 104 Surprise, AZ 85378 623-776-7911 623-776-7832	1113 Longworth HOB Washington, D.C. 20515 (202) 225-4576 www.lesko.house.gov
District 9	Paul Gosar (R) 6499 S. Kings Ranch Road, #4 Gold Canyon, AZ 85118 928-214-6055 928-214-6124 (f)	2057 Rayburn HOB Washington, D.C. 20515 202-225-2315 202-226-9739 (f) www.gosar.house.gov

M. ARIZONA STATE GOVERNMENT

Arizona State Capitol Complex		1700 W Washington St Phoenix, 85007
Information Desk		800-352-8404
Governor	Katie Hobbs 1700 W Washington St Phoenix, AZ 85007	www.azgovernor.gov 602-542-4331 800-253-0883
Secretary of State	Adrian Fontes 1700 W Washington St Phoenix, AZ 85007	www.azsos.gov 602-542-4285
State Treasurer	Kimberly Yee 1700 W Washington St Phoenix, AZ 85007	www.aztreasury.gov 602-604-7800 877-365-8310

Attorney General	Kris Mayes 2005 N. Central Avenue Phoenix, AZ 85004	www.azag.gov 602-542-5025 800-352-8431
Superintendent of Public Instruction	Tom Horne 1535 E Jefferson St Phoenix, AZ 85007	www.ade.state.az.us 602-542-5460 800-352-4558
Senate President	Warren Petersen 602-926-4136 Email: wpetersen@azleg.gov	www.azleg.gov
Speaker of the House	Ben Toma 602-926-4221 Email: btoma@azleg.gov	www.azleg.gov



AzFRW

Leadership Guide

(Officers and Committee Chairs)

Cindy Casaus
President
2023

Preface

The information contained herein is for 2023. 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 the 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!

Cindy Casaus
AzFRW President

Table of Contents

Preface & Table of Contents	8
Understanding the Tri-Level Structure	9
Understanding the Board of Directors & Executive Committee*	11
AzFRW President	13
AzFRW 1st Vice President - Programs Chair	15
AzFRW 2nd Vice President - Membership Chair	16
AzFRW 3rd Vice President-Ways & Means Chair	17
AzFRW Secretary	18
AzFRW Treasurer	19
AzFRW Region Directors	21
AzFRW Committee Descriptions	23

**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 \$24 for each Active member on to AzFRW. AzFRW retains only \$4 per member, forwarding \$20 per member to the NFRW. Every Republican Woman who joins a local “Federated” club automatically joins the Arizona Federation of Republican Women (AzFRW) and National Federation of Republican Women (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 membership report submission.

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 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 (typically 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 membership filing deadline established by NFRW. For both the State and 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 total membership recorded by the membership deadline. 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.

All officers must comply with these documents.

In the case of NFRW and AzFRW, Bylaws may only be amended at Conventions every two years by the voting body.

AzFRW members may propose amendments to NFRW Bylaws or the AzFRW Bylaws by following the guidelines for submitting on the respective websites.



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

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 III, Section 2, Item B-3*) They also may not 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, refer to most current edition of Roberts Rules of Order for additional information and guidance.

Our State Parliamentarian, your Region Director and 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.

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. Each member of the Board of Directors shall be an Active club member in good standing. Voting Board members are the Executive Committee, the Appointed Officers, Arizona's National Committeewoman, the Past Presidents of AzFRW, AzFRW Club Presidents, AzFRW Standing Committee Chairs and any members serving as NFRW Officers, Chairs or Committee Members. State Meetings are Board of Directors meetings and are open to all active 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 voting members of the Executive Committee is comprised of 14 elected officers who are the AzFRW President, 1st, 2nd and 3rd Vice Presidents, Secretary, Treasurer, the eight Region Directors and Immediate Past President. 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, or other Policies. Bylaws, Standing Rules and Policies should always be carried by all Executive Committee members.

- Per the AzFRW Bylaws (Article V, Section 2, Item A-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, “No sale of materials shall be made, and no materials may be distributed at AzFRW Meetings or events without prior approval of the AzFRW President.” Adopted February 10, 2018.
- 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 a 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 2) 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)*
- She shall then schedule Region Directors to serve as "hosting regions" for State Meetings.
- President shall make Committee Appointments prior to the February State Meeting.
- Shall prepare 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.

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 the 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.

Working through the State & National Awards Process:

- Working with 1st Vice President and the Awards Chair, the 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 AzFRW Awards forms during the first year and have them ready for presentation at the Winter Meeting of the odd (Convention) year.
- Consider an Awards Workshop as part of the convention year Winter State Meeting so that all clubs may be mentored to properly complete both state and national forms.

Working through the Banking and Finances: (see Treasurer's Section)

- 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 X, Section 3, Item E-2)*
- Online access codes for QuickBooks Online shall be changed to any new officers.
- AzFRW incoming and outgoing Presidents will meet with Treasurer as necessary to accomplish signature changes at the bank no later than the first week in January, preferably in December. 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 complete the proposed budget for the first meeting. *(AzFRW Bylaws, Article IX, Section 3, Item D)*

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 1st. *(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)*
- AzFRW members with NFRW master database access are the President & Treasurer.
- It is important that membership submissions 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 membership dues remittances and counts.

Transitioning the committees:

- Traditionally, there has been a joint transition meeting immediately after convention, but Process determined by the incoming President-Elect.
- Incoming President needs to appoint 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.

AzFRW 1st Vice President - Programs Chair

Per the AzFRW Bylaws, the 1st 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. 1st 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 and the biennial Convention.
- To be fully knowledgeable of AzFRW Bylaws and all other related documents such as Standing Rules, policies, budget etc.
- She shall serve as a member of the Budget committee.
- The AzFRW 1st Vice President and President shall coordinate the agendas for the State Meeting events including introductions of officials and dignitaries and introduction of guest speakers. They may utilize a Mistress of Ceremonies, implement assigned tables and in general, vary the formats 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 2nd 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 3rd Vice President shall serve as the Ways & Means Chair. Fundraising takes time, commitment and above all enthusiasm to create and implement various fundraising opportunities for AzFRW to achieve our budgetary goals and beyond. Her duties shall include:

- She shall serve 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. This includes 50/50 Opportunity Drawings 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 the Silent Auctions or Raffle Events are well planned, staffed 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.
- 3rd Vice President is responsible for providing all tickets, ticket drawing bags and other supplies needed for all 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 and assist with 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 Patriotic Angels Program, vendor tables 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. This information is needed for the: AzFRW report submitted to NFRW by January 1st annually, AzFRW Directory the Secretary is responsible for publishing and distributing at the first Board of Directors Meeting of the each year and AzFRW Treasurer to have an accurate officer listing to request and follow up on club membership reports.
- Shall assist the President to issue “Call to Meeting” or other 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.
- Secretary shall call the roll at all meetings to ascertain the required quorum has been met.
- Record 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 Directors 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.
- 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

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 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 taxes are filed timely with the IRS and/or State of Arizona. Filings are reviewed by the President prior to submission and are prepared by a professional tax preparer.

Banking Accounts

- 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. Once the Presidents signatures are changed, the Treasurer 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 State President and 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.
- Hard copies of bank statements should be mailed to the President and the Treasurer should download her statement copy online.
- The President and Treasurer have online access to all bank accounts.
- 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 Account at Chase Bank**

Signatories: AzFRW President and AzFRW Treasurer

- *This account does not have checks and is used to process incoming credit or debit card payments made via the Square.*
- *Funds flow in from Square transactions, are reconciled and are then transferred electronically to the Operating or other account.*
- *Transactions are recorded in the QuickBooks online register.*

3) **AzFRW Business Debit Account at Chase Bank**

Signatories: AzFRW President and Treasurer

- *Debit cards are issued on this account to the President and the Treasurer so that 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 Business Debit Account in accordance with the pre-approved Budget as needed to pay anticipated electronic bills.*

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 the Treasurer.
- Monthly, all account bank statements shall be sent to the outside bookkeeping service who will reconcile all with the QuickBooks Online entries.
- Any outstanding AzFRW checks that are issued to Clubs or members for any reason shall be followed up on by the 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.
- If requested, Treasurer should bring change funds for Ways & Means, or other events.
- Treasurer should bring Square to each meeting to process transactions.

Outside Bookkeeping:

- AzFRW uses a professional bookkeeping service to assist our volunteer AzFRW Treasurer to ensure our income & expenses are properly coded and recorded in the online QuickBooks chart of accounts.
- They oversee the accuracy in our QuickBooks data entry; and reconciles the online registers monthly for all bank accounts.
- They work with the Treasurer to keep things in good order and may recommend changes or corrections to the Chart of Accounts in conjunction with the Treasurer.
- Three people have access to our QuickBooks Online: The President, Treasurer, and bookkeeper.

Treasurer Documents of Importance:

- Financial Policies & Procedures
- Request for Reimbursement Form
- Treasurer's Report Form (*aka Membership Report –Treasurer will update and send out prior to each quarter. Club member information is confidential*)
- Voucher Form (*Treasurer will update and send out prior to each report*)
- Scholarship Donation Form
- Memorial Scholarship Contribution Form
- About AzFRW Quarters (*for the current year*)

REGION DIRECTOR RESPONSIBILITIES

In addition to those duties enumerated in the Bylaws (Article V, Section 2, Item G), 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.
- Ask the question, “*What do your Club bylaws say?*” If their club bylaws are silent, then Roberts Rules (most current) will prevail. All club actions must be lawful.
- 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.
- 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. Clubs must also submit same to the AzFRW Bylaws Committee for their biennial review. Region Director to work with her clubs to facilitate any recommended changes per the review and re-submit revised documents.

- Region Director's notebook should contain a section for each Club, their documents mentioned above, their most current newsletter, upcoming event flyer and a roster of the current Club officers. This notebook should be passed on to the next Region Director.
- Region Directors 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 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 3rd VP and Arrangements Chair will coordinate with the Region Director(s) as to Silent Auction or Drawing donation needs, volunteer needs etc. Region Directors should let their Clubs know they will need help in all areas. Region Director(s), 3rd 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. AzFRW President to be informed of region meetings/events as soon as possible so she may try to attend. Joint Regional Events are encouraged!
- AzFRW will reserve time at the Winter 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 with any questions earlier 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 Form & Membership Report (*Treasurer sends updated each time*)
 - *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.
- 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.

ELECTED & APPOINTED OFFICERS, CLUB PRESIDENTS & STANDING COMMITTEE CHAIRS Voting Members of the AzFRW Board of Directors

- **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 AzFRW functions. 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, 1st Vice President, 3rd Vice President and Hosting Region Director(s). 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. Will negotiate and discuss contract options with the venue although final contracts for AzFRW must be signed by the President. 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. Tracks registered dignitaries and provide a list to the President for proper introductions.
- **Awards (Standing):** 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.
- **Bylaws (Standing):** Reviews all club bylaws biennially, making recommendations to club Presidents of necessary changes and following up to ensure changes were made. 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. Accept for consideration amendments from members for revisions to State or National and shall be authorized to accept, edit or reject proposed amendments. Submit proposed amendments to the AzFRW Executive Committee and final report to the President. Assists new Clubs with the composition of bylaws by providing a sample outline of satisfactory bylaws to any group establishing 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 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.
- **Club Presidents (Members of the AzFRW Board of Directors)**: 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 January 1st - December 31st and all Club officers assume their duties on January 1st. All Clubs are 527 political organizations and clubs may not conflict with AzFRW or NFRW. Please review AzFRW Board of Directors section in this document.
- **AzFRW Convention Committee (Standing)**: 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.
 - **Elections**: Tellers Committee facilitates election voting if necessary.
 - **Program**: Coordinates Speakers/Workshops and any other programs needed.
 - **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.
 - **Rules**: Prepares the Rules/Guidelines for Convention.

Other Convention committees may include:

- **Arrangements**: this may be a slight duplication with the Chair.
- **Awards**: Recognize all award recipients in all categories.
- **Forms**: Updates must be done before sending requests to dignitaries and others.
- **Fundraising**: Secure ads for program guide, sponsors, and items for fundraising.
- **Dignitaries/Guests**: Generates contact list to be used for advertising and sponsor opportunities and dignitary check-in and seating. Coordinate with Program Editor.
- **Program Guide**: Includes required reports, proposed bylaws amendments, final agendas, resolutions, etc.
- **Sergeant at Arms**: Convention seating is by voting Delegates from each Region. Ensures that enough seating by region is prearranged, assist in maintaining floor decorum and microphone control, assist with 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.
 - Volunteers: coordinates all volunteers including Registration, Credentials, etc.
- **Historian (Appointed Officer)**: Functions as the official photographer to create a photo history of the term. Historian is 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.

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 members for letters, testimony and call-in to radio and TV public interest shows.
 - Provide periodic updates on AzFRW website regarding upcoming key issues.
 - 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 contact members, write letters to legislators and newspapers, attend hearings, or even testify on key issues.
- **Membership (Standing - 2nd VP is Chair, see 2nd 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 - 1st VP is Chair, see 1st 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 as appropriate. 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, 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
- **Region Directors: (Elected Officer, See Region Directors section)**
- **Scholarship (Standing)**: Chair and committee publish information on all AzFRW and NFRW Scholarship programs. They solicit applicants through the various Arizona college and high school campuses, receive and screen applicants to determine AzFRW's scholarship recipients. They also evaluate and determine the Arizona nominee for the various NFRW scholarships. 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 - 3rd VP is Chair, see 3rd VP section)**

SPECIAL COMMITTEE CHAIRS
Non-Voting Members of the AzFRW Board of Directors

- **Armed Services (Special)**: Encourage Clubs to support military programs and projects. Can be done by putting a list together of organizations for Clubs to support. Identify members who are veterans to submit to the NFRW 'Member Spotlight.' Inform Clubs of developments within the Department of Defense, Veterans Administration and Military agencies.
- **Budget (Special)**: Required Committee members include the Budget Chair, Treasurer, President, 1st, 2nd and 3rd Vice Presidents and other members appointed by the President. Shall review past term expenditures and current requests to meet anticipated needs in the coming term. They shall come to an agreement of biennial budget amounts based on discussions with committee chairs and anticipated income. Chair shall confirm the budget is balanced and all monies detailed and enumerated as required by standard accounting practices. Chair will 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.
- **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 and share ideas that work to encourage participation. Participates on the Awards Committee.
- **Communications Director (Special)**: Assists the President and Executive Committee as needed to distribute timely reminders to the membership via Constant Contact. Also works closely with the Public Relations Chair, Social Media Chairs and the NFRW Team. All communications from Chairs should be submitted to Comms Director for electronic delivery. Shall submit all communications to the President for her approval prior to distribution.
- **Financial Review (Special)**: 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.
- **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.

- **Literacy (Special)**: Donates books or media that reflect Republican philosophy, or present outstanding Republican personalities that have historical significance to local public or school libraries. (Prior to donating a book, you should consult with the librarian or recipient receiving your selection. This will avoid duplication and ensure that the book or media is desired). Submits donations for recognition in September, MELP month. Participation in the MELP book project is recognized by NFRW Achievement Awards program and they will supply bookplates, or you may supply your own. Clubs donate books to libraries in memory of members who have passed away as a permanent and fitting gift. Establish AzFRW goals for the coming year. Recently, the Committee created a video about how our members were making a difference in Arizona schools with donations of books, flags, mentoring and reading which was shown at our biennial Convention. The Committee also presents a "Teacher of the Year" award every two years at the Convention.
- **Newsletter Editor (Special)**: The AzFRW newsletter 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.
 - **1st VP-Programs**: Details on the pending State Meeting speakers and workshops
 - **2nd VP-Membership**: 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.
 - **3rd VP-Ways & Means**: Information on fundraising plans and events including a list of all current Angels sponsors.
 - **Region Directors Reports**: Highlights of your region's achievements or events in a primarily 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 and NFRW key dates.
 - **Upcoming State Meeting Details**: Registration details and form, hotel information and speaker information.
 - **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.
- **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 articles for the AzFRW newsletter.

- **Patriotic Angels (Ways & Means Committee)**: The AzFRW Angels is part of overall fundraising for the Federation and under the 3rd Vice President. Members who choose to be supportive Patriotic Angels contribute an amount per year as determined by the 3rd Vice President and for which they receive a commemorative recognition item, are publicized in our newsletters and programs and may be invited to special events throughout the year.
- **Sergeant at Arms (Special)**: Shall assist the Arrangements Chair to ensure that enough seating and meeting room arrangements are as they should be for meetings. Further, working with Americanism Chair, shall 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.
- **Social Media**: Facebook, Instagram & Twitter, are 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/tweet!

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

Instagram: Posts should highlight AzFRW and Club activities and not contain personal opinions. Information disseminated should be newsworthy, accurate and informative.

Twitter: Tweets and re-tweets should not contain personal opinions. Information disseminated should be newsworthy, accurate and informative.

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 Social Media 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. All posts and tweets should be germane and relevant to the objectives of the AzFRW and in keeping with our Bylaws.

- **Vendor Tables (Ways & Means Committee)**: A subcommittee of the Ways & Means Committee; Chair will work with the Arrangements Chair to identify the number of tables permissible and secure the proper amount of space needed at each Board of Directors meeting for vendor tables. She will compile a list of vendors and candidates that might be interested in purchasing tables and send out the vendor table registration form to them and Clubs. She will track table sign-ups and will be the point of contact for all vendors during registration and onsite at the meetings.
- **Webmaster (Special)**: Ensures items on the AzFRW website are updated on a regular basis. Solicits and receives information from members of the Executive Committee. Coordinates with RPAZ 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.

The preceding descriptions are intended as starting or talking points for committees to fulfill or improve their areas of responsibilities and success. They are subject to changes as determined by the Board of Directors during 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 Cindy Casaus
Mobile: 602-300-4185
Email: president@azfrw.com

Website resources for additional and up-to-date information, forms, etc.:

National Federation of Republican Women (NFRW)

www.nfrw.org

Register with your personal username and password.
To activate your account, enter your email address and click Register Account.
If you know your contact ID, click on Quick Activation by Contact ID.

Arizona Federation of Republican Women (AzFRW)

www.azfrw.com

Click on AzFRW logo on the About Page to access the Members-Only section or you may go direct: www.azfrw.com/members-only.html



ARIZONA FEDERATION OF REPUBLICAN WOMEN

Chartered under the National Federation of Republican Women since 1940

BYLAWS

ARTICLE I –NAME

Section I

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

Section 2

The bylaws and objects of the AzFRW shall be consistent with those of the National Federation of Republican Women (NFRW).

ARTICLE II –OBJECT

Section I

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 and National Committees.
- E. Work for the election of Republican Party nominees.

ARTICLE III – MEMBERSHIP

Section I

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 NFRW club.

Section 2

- A. Admission of new clubs to the AzFRW shall be subject to approval, by majority vote, of the AzFRW Executive Committee.
- B. To affiliate with the AzFRW a club shall:

1. Have an Active membership of at least ten (10) women.
 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 NFRW.
 4. Have paid the required per capita dues for each ACTIVE member of AzFRW.
 5. Have the word "Republican" in its title.
 6. Submit a written application and a copy of its bylaws to the AzFRW President.
- C. No AzFRW or Local Club elected officer, Local Club-or Local Club Active or Associate member who, in their official capacity
1. Publicly advocates a split party ticket or for a candidate running on an opposition ticket, including in non-partisan races, shall be admitted to, or continued in, membership; or who
 2. Publicly advocates for any Republican candidate in a contested race including in non-partisan races, shall be admitted to, or continued in, membership; or who
 3. Affiliates with any organization which is not officially recognized by the NFRW as working in concert with the NFRW and the Republican National Committee shall be admitted to, or continued in, membership; and
 4. These shall apply only to public advocacy on the part of AzFRW members and/or AzFRW officers and/or Local Club officers using their AzFRW and/or Local Club officer or member status or capacity. Individual Active or Associate members may support, as an individual, any Republican candidate of their choice.

Section 3

- A. Associate membership in an AzFRW local club is open to registered Republican women who hold Active membership in another federated club. 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 NFRW.

Section 4

- A. A club may be removed from membership and the club have its charter revoked by the AzFRW Board of Directors by a two-thirds (2/3) vote of the votes cast by the Board of Directors present and voting following the report of the investigation by an Investigation Sub-Committee consisting of Executive Committee members appointed by the Executive Committee to gather and present facts and make a recommendation regarding the club's removal provided that
1. Notice of the meeting at which removal will be considered and voted upon has been sent to each member of the Board of Directors and to the accused club no later than ten business days prior to the meeting date;
 2. The Notice informed the accused club and members of the Board of Directors of each charge against the accused club and the Investigation Subcommittee's findings and recommended action on each charge;
 3. The Notice informs of the following sequence of actions to be taken at the meeting to be held in Executive Session:
 - a. Reading of each charge and the Investigation Subcommittee's findings on each;

- b. Response entered by accused to each charge ("admit" or "deny" only);
 - c. Opening statements by both sides
 - i. Investigation Subcommittee first
 - ii. accused club second
 - d. Presentation of case by Investigation Subcommittee then presentation of defense by accused club;
 - e. Closing arguments by Investigation Subcommittee then the accused club; and
 - f. Vote of the Board of Directors on each charge separately.
- B. A Local Club may be removed for cause on any of the following grounds:
- 1. Failure to pay dues by the required deadline;
 - 2. Publicly advocating for opposition party candidates;
 - 3. Publicly advocating against the party ticket or publicly advocating a split ticket; or
 - 4. Working against the expressed ideals and objectives of the AzFRW or the NFRW; or
 - 5. Violation of the bylaw provisions, standing rules or adopted policies of the AzFRW or the NFRW.

Section 5

Any club that is dissolved or defederated shall turn over all monies in its treasury plus its charter to the AzFRW.

Section 6

If an AzFRW club elects to merge with another AzFRW club, all assets remaining after payment of all costs and expenses shall be distributed to the club with which it merges. Its charter shall be returned to the AzFRW.

Section 7

A club which desires to be reinstated shall make written application to the AzFRW Executive Committee. The Executive Committee shall bring its recommendation to the Board of Directors which approves by a two-thirds (2/3) vote of the votes cast.

ARTICLE IV-DUES AND FISCAL YEAR

Section 1 – Club Dues & Service Fee

- A. AzFRW dues shall be as recommended by the Executive Committee to the Board of Directors which shall approve by a majority of votes cast.
- B. Active club member dues, NFRW and AzFRW service charges shall be paid to the AzFRW along with other required data by deadlines specified.

Section 2 – FISCAL YEAR

The fiscal year shall be January 1 through December 31.

ARTICLE V – OFFICERS AND THEIR DUTIES

Section I - OFFICERS

- A. 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. Appointed Officers: Chaplain; Historian; Parliamentarian; shall be appointed by the President with approval of the Executive Committee, for a term which coincides with that of the President.
- C. All elected and appointed officers shall be Active club members in good standing. The nominee for President shall have served as a member of the Executive Committee.
- D. Vacancies in an elective office other than a vacancy in a Region Director position which shall be filled per Article VI, Section 5, Item B. shall be filled by the Board of Directors at its next regular meeting after the vacancy occurs or at a special meeting called for that purpose, provided that notice of the meeting including announcement of the vacancy and the means by which members may be nominated to fill that vacancy, is sent to members of the Board of Directors no later than ten days prior to the meeting date. If more than one candidate is nominated to fill the vacancy, the vote shall be by written or electronic ballot.
- E. Within two (2) weeks after an officer or chairman has been replaced, she shall deliver to her successor all materials pertaining to her office.
- F. Officers shall serve a term of office of two years or until their successors are elected. Officers may run for only one consecutive term of office.

Section 2 - 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. Fill vacancies in appointed offices or chairmanship positions, subject to approval of the Executive Committee by majority vote at its first meeting following the creation of the vacancy;
 - 5. Be a signatory on all 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;
 - 8. Appoint delegates-at-large or alternates-at-large to the NFRW Biennial Convention if the Federation quota is not filled;
 - 9. Designate a representative for the AzFRW, if necessary;
 - 10. Submit a program of action to the Board of Directors for approval;
 - 11. Approve all materials prior to being printed or distributed;
 - 12. Accept the written resignation of any elected, appointed or chairmanship position;
- and

13. Replace, subject to the approval of the Executive Committee, appointed officers, or committee chairs or members who fail to perform the duties of that office or miss more than two (2) consecutive meetings.
- B. The First Vice President shall:
1. Perform the duties of the President in her absence;
 2. Serve as Program Chair; and
 3. Perform such other duties as are assigned by the President, the Executive Committee or the Board of Directors.
- C. The Second Vice President shall:
1. Perform the duties of President in the absence of both the President and First Vice President;
 2. Serve as Membership Chair; and
 3. Perform such other duties as are assigned by the President or the Board of Directors.
- D. The Third Vice President shall:
1. Perform the duties of President in the absence of both the President, First and Second Vice Presidents;
 2. Serve as Ways & Means Chair; and
 3. Perform such other duties as are assigned by the President, the Executive Committee or the Board of Directors.
- E. The Secretary shall:
1. Record minutes of all meetings of the AzFRW, the Executive Committee and the Board of Directors and send to the President the minutes within fifteen (15) days after each meeting;
 2. Maintain a current list of AzFRW officers, committee chairs and members, and of all clubs and their officers;
 3. Be custodian of all Federation records and materials;
 4. Record minutes of all proceedings of the AzFRW Biennial Convention and send to the Convention Minutes Committee within two (2) weeks of the convention's close; and
 5. Perform such other duties as directed by the President or Executive Committee or the Board of Directors.
- F. The Treasurer shall:
1. Be custodian of all AzFRW funds and deposit them in a timely manner into financial institutions approved by the Executive Committee;
 2. Be a signatory on all AzFRW accounts;
 3. Be bonded or insured as determined by the Executive Committee;
 4. Send a reminder statement for remittance of dues to each Club;
 5. Collect NFRW and AzFRW dues and service charges from the Clubs and send required remittances to NFRW in accordance with deadlines;
 6. Disburse funds as directed by the Executive Committee or Board of Directors;
 7. Submit a written report at each meeting of the Executive Committee and Board of Directors;
 8. Make available complete financial records to the Financial Review Committee for the annual review or as requested by the Executive Committee;

9. Serve as a member of the Budget Committee and the Credentials Committees;
 10. Comply with all state election and other reporting or filing requirements; and
 11. Perform such other duties as may be directed by the President, the Executive Committee or the Board of Directors.
- G. The Region Director shall:
1. Represent her Region on the Executive Committee and the Board of Directors, and be the AzFRW liaison in educating, recruiting, and advising clubs on AzFRW activities and policies;
 2. Conduct AzFRW workshops within her Region, or a combination of Regions, at least once each term;
 3. Visit each club in her Region at least twice per year;
 4. Be a member of a club within the Region which she represents; and
 5. Assist the Arrangements Chair and 3rd Vice President when Board of Directors meetings are hosted by her Region.
- H. The Chaplain shall offer invocations, blessings and benedictions.
- I. The Historian shall prepare a history of the activities of the Federation during her term of office.
- J. The Parliamentarian shall attend all meetings of the AzFRW, Executive Committee, Board of Directors and Bylaws Committee; advise officers, committee chairs and all AzFRW members regarding parliamentary procedure and application of AzFRW Bylaws and rules.

ARTICLE VI – NOMINATIONS, ELECTIONS, VACANCIES AND REMOVALS

Section I – Nominating Committee

- A. The Nominating Committee shall consist of one (1) member from each Region and shall be elected by ballot by the delegates from that Region at the Biennial Convention. 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 Parliamentarian shall instruct them in their duties and shall conduct election of a Chairman, Vice Chairman and Secretary.
- C. A member of the Nominating Committee shall not serve a consecutive term.
- D. In the absence or inability of the Nominating Committee Chairman to serve, the Vice Chair shall perform the duties of Chairman.

Section 2-DUTIES

The Nominating Committee shall:

- A. Establish a date not less than ninety (90) days prior to the Biennial Convention but no earlier than the AzFRW Board of Directors meeting preceding the Convention for nominee recommendations to be submitted.
- B. Secure names of prospective nominees from clubs of each Region.
- C. Submit the name of one eligible candidate for each elected office with their written consent. The immediate past President shall not be eligible to serve as an officer on the Executive Committee.

- D. Nominate no more than two (2) persons from any one Region to serve on the Executive Committee without approval of the Executive Committee.
- E. Submit their report to the AzFRW President no later than eighty (80) days prior to the Convention date and report shall be included in the Official Call to the Biennial Convention.
- F. Make its report on the first day of the Biennial Convention.

Section 3 – NOMINATIONS

Nominations may be made from the floor only at the time immediately following the Nominating Committee's report to the Convention. Candidates who wish to be nominated from the floor shall provide their written consent to the President and must confirm receipt by her prior to nominations from the floor.

Section 4 – ELECTIONS

- A. Officers shall be elected by ballot and by majority vote on the second day of the Biennial Convention. When there is only one candidate for an office, the President may declare election by acclamation upon closing of nominations.
- B. Elected officers shall take office on January 1st following their election.
- C. Officers shall deliver to their successors all materials pertaining to their office upon completion of their terms.

Section 5 – VACANCIES AND REMOVALS

- A. Vacancies in an elective office shall be filled by the Board of Directors at its next regular meeting or at a special meeting called for that purpose, provided that notice of the meeting including announcement of the vacancy and the means by which members may be nominated to fill that vacancy, is sent to members of the Board of Directors no later than ten days prior to the meeting date. If more than one (1) candidate is nominated to fill the vacancy, the vote shall be by ballot.
- B. Vacancies in Region Director or Nominating Committee, with the exception of the Nominating Committee Chairman, shall be filled by vote of the Presidents of that Region prior to the next AzFRW Board of Directors Meeting.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1 – VOTING BODY

The voting body of the Executive Committee shall consist of the elected officers and the AzFRW Immediate Past 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, committee chairs and committee members, except as otherwise provided for in these Bylaws.

- C. Direct disbursements of funds.
- D. Approve the institutions to which funds are to be deposited.
- E. Approve the budget submitted by the Budget Committee and make recommendation regarding adoption to the Board of Directors.
- F. Approve Standing Rules or other policies and make recommendation regarding adoption to the Board of Directors.
- G. Review proposed bylaws amendments or other recommendations submitted by the Bylaws Committee and make recommendation to the Board of Directors regarding proposal of each to Biennial Convention delegates.
- H. Approve the recommendations of the Convention Committee of the site and date of the Biennial Convention.
- I. Approve new club bylaws as required by NFRW.
- J. Review the report of the Financial Review Committee in time for presentation at the first AzFRW Board of Directors meeting of each year and prior to presenting books to a new Treasurer.

Section 3 – MEETINGS AND NOTICE

- A. The Executive Committee will meet prior to each meeting of the Board of Directors, or at the call of the President, or upon written request of any four (4) members of the Executive Committee.
- B. A meeting or any business of the Executive Committee or subcommittee it appoints may be conducted in person, by telephone or other electronic means. If conducted by telephone or electronically, any business transacted shall be announced and entered into the minutes at the Executive Committee's next regular meeting.
- C. Notice of the time, place and purpose of Executive Committee meetings shall be sent by the President or her designee electronically or via traditional mail to each member of the Executive Committee not less than four (4) days prior to any meeting.

Section 4 – QUORUM

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

ARTICLE VIII – BOARD OF DIRECTORS

Section 1 – ELIGIBILITY

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

Section 2 – VOTING BODY

- A. The voting members of 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. Past Presidents of the AzFRW.
 - 5. The National Committeewoman.
 - 6. Any AzFRW Active members in good standing appointed by the NFRW President to serve on an NFRW committee or elected to the NFRW Nominating Committee and who thus becomes a member of the NFRW Board of Directors.
 - 7. The President of each AzFRW club in good standing, or her duly authorized proxy carried by an Active member in good standing of that club.
- B. A roll call of voting members shall be taken and entered into the minutes at each Board of Directors meeting.
- 1. Each member shall be entitled to only one (1) vote.
 - 2. Forms for proxy voting must be submitted to the AzFRW 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 and Associate members in good standing shall be invited to attend meetings of the Board of Directors.

Section 3 – DUTIES

- A. The Board of Directors shall:
- 1. Act as the governing body of the AzFRW between Biennial Conventions.
 - 2. Approve the program of action as submitted by the President.
 - 3. Adopt the two-year budget as recommended by the Executive Committee.
 - 4. Adopt proposed Standing Rules and other policies.
 - 5. Approve proposed bylaws amendments for recommendation to the Delegates to the Biennial Convention.
 - 6. Divide the State into Regional divisions.
 - 7. Fill vacancies in elected office other than Region Director or the Nominating Committee.
 - 8. Elect the delegates-at-large and alternates-at-large to the NFRW Biennial Convention.
 - 9. Review and file the Financial Review at the first meeting each year.
 - 10. Select the site and date of the Biennial Convention from the recommendations submitted by the Executive Committee.

Section 4 – MEETINGS AND NOTICE

- A. The Board of Directors shall meet no less than twice each year and shall meet within 24 hours preceding the AzFRW Biennial Convention. The President may call additional meetings and shall call a meeting upon written request of no less than seven (7) members of the Board of Directors.
- B. A meeting or any business of the Board of Directors may be conducted in person, by telephone or other electronic means. If conducted by telephone or electronically, any business transacted shall be announced and entered into the minutes at the Board of Director's next regular meeting.
- C. The Fall meeting shall be designated as the Annual Meeting.
- D. Notice of the time, place and purpose of Board of Directors meetings shall be postmarked, or

sent electronically by the President or her designee, to each member not less than ten (10) days prior to meetings.

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 I

- A. Only Active club members in good standing 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 officer and Standing Committee Chair shall submit a written report for the Biennial Convention.
- D. Upon vacating office, Committee Chairs shall deliver to her successor all committee materials.
- E. A meeting or any business of any AzFRW committees may be conducted in person, by telephone or other electronic means. If conducted by telephone or electronically, any business transacted shall be announced and entered into the minutes at the body's next regular meeting.
- F. Notice of the time, place and purpose of Standing or Special Committee meetings shall be postmarked, or sent electronically, by the Committee Chairman or her designee, to each member of the Committee not less than four (4) days prior to each meeting.

Section 2 – STANDING COMMITTEES

The Standing Committees shall be:

Americanism	Convention
Arrangements	Legislative
Awards	Nominating
Bylaws	Publicity/Public Relations
Campaign	

Section 3 – DUTIES

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

- A. Nominating Committee: see Article VI, Sections 1-3
- B. Convention Committee: see Article XI.
- C. The Bylaws Committee shall:
 - I. Consist of one member from each region plus the Parliamentarian.

2. Accept for consideration amendments from members. Deadline to submit amendments shall be forty-five (45) days prior to the AzFRW Board of Directors meeting preceding the Biennial Convention. The Committee shall be authorized to accept, edit or reject proposed amendments.
 3. Submit proposed amendments it deems necessary to the AzFRW Executive Committee.
 4. Submit its final report to the President no later than ninety (90) days prior to the Convention date.
 5. Review Standing Rules and Policies and Procedures prior to first Executive Committee and Board of Directors meetings of the new term of office and submit recommendations to Executive Committee for Board of Directors.
 6. Biennially be provided copies of each club's bylaw for review and notify club Presidents of necessary changes in club bylaws. Copies of these notices shall be furnished to the Federation President.
 7. Be provided copies of subsequent amendments to those club bylaws reflecting changes accomplished.
 8. Within two (2) weeks of the close of Convention, the Bylaws Chair shall redraft the bylaws to reflect changes or amendments approved at Convention, and submit updated bylaws to the Secretary.
- D. The Budget Committee shall:
1. Consist of the Budget Chair, Treasurer, President, 1st Vice President, 2nd Vice President and 3rd Vice President and others appointed by the President.
 2. Contact all Committee Chairs for input and needs for the coming term in conjunction with the President's goals and Program of Action and review prior Treasurer Reports for comparisons.
 3. Establish a two-year budget in time for presentation first to the Executive Committee and then to the Board of Directors at the first meeting of the new term.
- E. The Financial Review Committee shall:
1. Consist of no less than two (2) members.
 2. Perform an annual financial review in time for presentation at the first Executive Committee Meeting for any amendments and for approval and then to the first Board of Directors Meeting of the new term for any amendments and adoption.
 3. Perform a financial review prior to taking of office by new Treasurer, and at the request of the Executive Committee, Board of Directors or Treasurer.

Section 4 – QUORUM

A majority of the elected or appointed and approved members of any committee shall constitute a quorum.

ARTICLE X - NFRW CONVENTION

- A. At the last meeting preceding the ninety (90) day deadline before the NFRW Convention, the AzFRW Board of Directors, by plurality vote, shall elect delegates-at-large and alternates-at-large to the NFRW Biennial Convention, pursuant to NFRW Bylaws as follows:
 - 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 NFRW 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-at-large.

ARTICLE XI – AzFRW CONVENTION

Section I - CONVENTION DATE

- A. 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. The Convention shall be held in the fall and shall not conflict with the NFRW biennial Convention.
- B. Club proposals to host the Convention shall be submitted to the Convention Chair.

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. The Call shall include the reports of the Bylaws and Nominating Committees.

Section 3- DELEGATE STATUS

- A. Each delegate and alternate shall be an Active club member in good standing whose dues have been paid to the AzFRW as of September 30th 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 six (6) months prior to the convention.

Section 4 – VOTING BODY

If properly credentialed, the voting body shall be:

- a. The Elected Officers.
- b. The Appointed Officers.
- c. The Chairman of Standing Committees, or in their absence the Vice Chairman if credentialed as an alternate.
- d. The Past Presidents of the AzFRW.
- e. If an Active club member in good standing, the Arizona National Committeewoman.
- f. The AzFRW Active members in good standing appointed by the NFRW President to serve on an NFRW committee or elected to the NFRW Nominating Committee.

- g. The President, or her credentialed alternate, of each club in good standing.
- h. The club delegates.

Section 5 - CLUB DELEGATES TO CONVENTION

- A. Club delegates to the AzFRW Biennial Convention shall be:
 - 1. The Club President or her credentialed alternate.
 - 2. One delegate for each ten (10) active members, or major fraction thereof, in good standing as of the AzFRW third quarter report. The club may select an equal number of alternates.
 - 3. If an alternate is to be elevated, the replaced delegate must relinquish her delegate badge to the Credentials Committee who in turn will provide the alternate with a delegate badge. All delegates and alternates must be prepaid.
 - 4. The Club President shall submit the club's alphabetical list of delegates and a list of alternates (in numerical order of elevation) to the Chairman of the Credentials Committee by the published deadline.
 - 5. Voting members of the Board of Directors and Past Presidents of the Federation may be registered as a delegate by their club President or may register as a delegate themselves by submitting a Delegate Credentials Form and a Convention Registration Form within the required deadlines.
 - 6. There shall be no alternates for the AzFRW Executive Committee.
 - 7. Each delegate shall be entitled to only one (1) vote on each question or election.

Section 6 – CREDENTIALS AND ALTERNATES

- A. At the time of registration, if requested by the Credentials Committee, a member shall present photo identification.
- B. Only a prepaid alternate is eligible to be elevated from alternate to delegate status.

Section 7 – PROXIES

There shall be no proxy voting.

Section 8 – 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 9 – QUORUM

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

Section 10 – COMMITTEES OF THE CONVENTION

- A. A meeting or any business of any AzFRW Convention Committee may be conducted in person, by telephone or other electronic means. If conducted by telephone or electronically, any business transacted shall be announced and entered into the minutes at the Convention Committee's next regular meeting.
- B. Notice of the time, place and purpose of the Convention Committee meetings shall be postmarked, or sent electronically, by the Convention Committee Chairman or her designee, to each member of the Convention Committee not less than four (4) days prior to each meeting.

- C. The Credentials Committee shall:
 - 1. Consist of no less than five (5) members, one (1) of whom shall be the Federation Treasurer.
 - 2. Determine the eligibility of voting members. If, it cannot resolve a question, the Chairman shall bring it to the Convention floor and those delegates present and voting shall decide the question by majority vote.
 - 3. Make their first report immediately after the opening ceremonies. A final report shall be given immediately preceding the opening of the polls and Registration shall be closed from the time of the making of the report until the time the polls are closed. There shall be other reports given at such times as may be requested by the President.
- D. The Rules Committee shall:
 - 1. Draft and submit the Proposed Special Rules of the Convention for inclusion in the Call and the convention program;
 - 2. Immediately following the report of the Credentials Committee, present to the Convention delegates for adoption by two-thirds (2/3) vote of those Delegates present and voting.
- E. The Program Committee shall:
 - 1. Ensure that the convention program is distributed to each delegate at the time of registration;
 - 2. Immediately following the report of the Rules Committee, present the program to the Convention for adoption by majority vote of those delegates present and voting.
- F. The Election Committee shall:
 - 1. Provide the ballots, conduct elections and count ballots providing for adequate tellers and counting process.
 - 2. Accommodate each candidate who 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.
 - 3. Present the Teller's Report which shall be consistent with Roberts Rules of Order.
- G. The Resolutions Committee shall draft courtesy and any other Resolutions and accept proposed Resolutions for considerations with authority to accept edit or reject.
- H. The Convention Minutes Committee shall:
 - 1. Consist of three (3) members appointed by the President to review and approve the minutes of the AzFRW Convention within one (1) month after receiving them from the Secretary.
 - 2. Certify by electronic signature that they have reviewed, noted any corrections and approved the Convention Minutes. The certification shall be attached with the Convention Minutes included in the next Convention Program.

ARTICLE XII – EMERGENCY VOTE

In an emergency, the President shall be authorized to take a vote of the Executive Committee or Board of Directors in person, by telephone or other electronic means. Each member of the voting body shall be given notice and opportunity to vote. The action shall be announced at, and included in the minutes of, the next meeting.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order, Newly Revised*, shall govern the AzFRW in all cases not provided for in these bylaws.

ARTICLE XIV – AMENDMENTS

- A. These bylaws may be amended at the Biennial Convention by two-thirds (2/3) vote of those delegates present and voting, provided proposed amendments or revisions have been submitted with the Call.
- B. Any changes required by changes in the NFRW 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 has been given to each club President.

ARTICLE XV – DISSOLUTION

In the event of dissolution of this organization, by a two-thirds (2/3) vote of the Board of Directors, its assets remaining after payment of all costs and expenses of this State Federation shall be distributed to the NFRW. None of the assets shall be distributed to any member or officer of the AzFRW. The AzFRW name and all rights thereto shall revert to the NFRW.

Adopted: October 22, 2021

Cindy Casaus, AzFRW President



AzFRW Master Documents List

Please be sure you have the most current documents as shown below when searching for information or forms.

Updated February 2023

Document Title:	Last Updated:
AzFRW and NFRW Bylaws	October 2021
AzFRW Standing Rules (Send to Bylaws Committee for further review)	February 2022
AzFRW Financial Policies & Procedures	February 2022
AzFRW Biennial Convention Committee - Policies & Procedures	February 2022
AzFRW Candidate Guidelines	February 2022
AzFRW Proposed Bylaws Amendment Form	February 2022
AzFRW Proxy Form	February 2022
AzFRW Officer Speaker Request Form	February 2022
AzFRW Leadership Guide for Presidents and Officers	February 2022
AzFRW Memorial Contribution Gift Form (Gifts to AzFRW Scholarships in memory of members, family or friends)	February 2022
AzFRW Scholarships Information & Remittance Form	February 2022
Club Update Form (Secretary sends out every Fall to update records)	February 2022
AzFRW Directory Information Change Form	February 2022
Request for Reimbursement Form	February 2023
Treasurer - Quarterly Membership Report (Treasurer emails to clubs)	Contact Treasurer
Treasurer - Voucher Report Form (Treasurer emails to clubs)	Contact Treasurer
Treasurer - Budget (Not posted online, contact Treasurer or Budget Chair for copy)	Contact Treasurer
AzFRW Website Policy	February 2022

AzFRW Website: www.azfrw.com

Members Only Page: Go to "About" page and click on AzFRW logo located mid page

Additionally, some NFRW documents are posted on the AzFRW website but many more resources may be found on the NFRW website: www.nfrw.org

THE REPUBLICAN OATH

- A. 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.**