



*OREGON FEDERATION
OF
REPUBLICAN WOMEN*

*BYLAWS
STANDING RULES
POLICY & PROCEDURES
2017*

AMENDED APRIL 28, 2017

BYLAWS
of the
OREGON FEDERATION OF REPUBLICAN WOMEN

ARTICLE I - Name

The name of this organization shall be Oregon Federation of Republican Women (hereinafter referred to as OFRW)

ARTICLE II - Objectives

The objectives of this organization shall be:

- To promote an informed public through political education and activity;
- To increase the effectiveness of women in the cause of good government;
- To facilitate cooperation among the National and State Federation of Republican Women and the Republican Women's Clubs;
- To foster loyalty to the Republican Party and to promote its principles and candidates in all elections, including Republicans in non-partisan elections;
- To support the objectives and policies of the Republican National Committee and the Oregon Republican State Central Committee and to work for the election of the Republican party nominees.

ARTICLE III - Membership

Section A. Local Clubs

- 1) Membership in the OFRW shall be through local clubs in Oregon consisting of ten or more registered Republican women who form a permanent organization, adopt bylaws in compliance with the NFRW bylaws, pay State and NFRW dues and service charges, and hold at least five (5) meetings within a twelve-month period if unusual circumstances prohibit more frequent meetings.
- 2) Membership is open to all Republican women and Republican men regardless of race, color, creed, or ethnic background, as long as, they comply with the responsibilities of

membership, believe in the principals of the Republican Party and intend to support its candidates.

- 3) Local club associate members.
 - a) Republican women who have primary membership as an active member of any club in OFRW are eligible for associate membership in any club in OFRW upon payment of annual dues, shall not hold office, vote, or be counted for the purpose of determining the number of delegates to National and State meetings or conventions.
 - b) Republican men are eligible for associate membership only upon payment of the required annual dues. They may attend meetings but cannot make motions, have a voice or vote, be on committees, hold office, or be counted for the purpose of determining the number of delegates to NFRW or OFRW meetings and conventions. As associate members, they do not become members of OFRW or NFRW.
- 4) A member shall be counted from one club only for delegate representation to an OFRW or NFRW meeting or convention. She may not serve as a delegate or alternate from another club.
- 5) Club officers shall serve their terms based on the calendar year, January 1 --- December 31.

Section B. New Local Clubs.

- 1) Application for new club membership shall be sent to the President of the OFRW accompanied by:
 - a. a list of names and officers, including addresses, zip codes, and telephone numbers;
 - b. dues per capita and service charges;
 - c. bylaws which shall be in compliance with the NFRW and the OFRW bylaws.
- 2) New clubs shall organize under the provisions of these bylaws until such time as the club has prepared their own.
- 3) New local clubs shall be accepted into membership only after approval of their bylaws by the OFRW Executive Committee, and payment of OFRW and NFRW dues and service charges in compliance with OFRW and NFRW deadlines.
- 4) The word "Republican" shall be included in the title of all clubs. The word "Federation" shall not be used in the club's titles, but may use the word "federated."
- 5) The bylaws of all clubs shall be in compliance with NFRW and OFRW Bylaws.

Section C. Removal from Membership.

- 1) Clubs may be removed by a two-thirds (2/3) vote of the Executive Committee following 30-day notice in writing for the following reasons:
 - a. Non-payment of dues for the full membership and current service charge;
 - b. Failure to support the complete slate of Republican candidates;
 - c. Supporting a candidate of any opposing party;
 - d. Failure to support bylaws of the NFRW and OFRW;
 - e. Affiliation with a political organization which is not officially recognized as part of the NFRW and OFRW and the National and Oregon State Republican Committees.
- 2) An individual member may be removed from membership by a two-thirds (2/3) vote of the Executive Committee following a 30-day notice in writing by the Oregon Federation of Republican Women Executive Committee for any reason stated in Section C. or conduct subject to disciplinary action for offenses tending to injure the good name of the organization or another member, or behavior that disturbs the organization's well-being or hampers it in its work.

Section D. Reinstatement to Membership.

- 1) A club so removed from membership may be reinstated by a two-thirds (2/3) vote of the Executive Committee and upon proof of their compliance with the bylaws of this organization and correction of the condition for which they were removed from membership.
- 2) A member so removed by Section C. 2. may be reinstated after two (2) years by a two-thirds (2/3) vote of the OFRW Executive Committee.

Section E. Withdrawal from Membership.

A club wishing to withdraw from the OFRW must notify the membership that a motion to this effect will be made at the coming meeting. If a quorum cannot be obtained, the ballot should be mailed to each member asking her approval or disapproval of the disbanding action. If a quorum can be obtained, the motion can be acted upon.

- 1) The Charter and funds of the club shall be given to the OFRW to keep in trust for three (3) months.

- 2) The club is given three (3) months to try to reorganize. If no action is taken after three (3) months, funds are deposited with the OFRW treasury. If the club is reorganized within three (3) months, the funds of the disbanded club and the Charter are returned. If another group can be organized and assume the name of the disbanded club, the funds are given to the new club.
- 3) A formal letter should be written to the OFRW stating that the above procedures have been followed and the club is officially disbanded and withdrawn.

Section F. Reorganization.

Members of an inactive club may reorganize and apply for membership as a new club.

Section G. Member-at-Large.

Any woman living outside of a community wherein a Federated Republican Women's Club exists may become a Member-at-Large. Dues shall be \$25.00 payable to the OFRW with said Federation paying the necessary dues to the NFRW. Said member shall be entitled to all privileges except voting and holding office.

Section H. OFRW Associate Members.

- 1) A person who contributes \$25.00 annually to the OFRW is a State Federation Associate Member without a vote at any Federation meeting. Said membership cannot be counted for the purpose of determining the number of delegates to NFRW or OFRW meetings or conventions.
- 2) Membership in this classification does not preclude a woman from privileges of regular membership if she is also a member in good standing of a club.

ARTICLE IV - DUES AND SERVICE CHARGE

Section A. Fiscal Year.

The fiscal year of the OFRW shall be from January 1 through December 31.

Section B. State Per Capita Dues.

- 1) Each club shall pay OFRW per capita dues in an amount determined by the OFRW Board of Directors. The Treasurer of the member club shall submit dues to the OFRW Treasurer within 30 (thirty) days after collection.
- 2) Each club President shall be responsible for the distribution of the OFRW Newsletter to her club members. A minimum of two (2) newsletters a year will be provided by the OFRW Newsletter Editor to each club President.

Section C. National Per Capita Dues.

Annual per capita dues for NFRW shall be remitted in an amount determined by NFRW Board of Directors

Section D. Service Charge.

- 1) Each club in good standing will receive all mailings and other services of the NFRW upon payment of the \$15.00 annual service charge by the first meeting of the OFRW Board of Directors. Payment shall be sent to the OFRW Treasurer who will make payment to the NFRW.
- 2) A club dropped from good standing for non-payment of the annual service charge by the first meeting of the OFRW Board of Directors may be reinstated at any time upon payment of the service charge provided per capita dues are current.

ARTICLE V - OFFICERS AND THEIR DUTIES

Section A. Officers.

Elected officers of this Federation shall be President, a First Vice President, a Second Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and a District Director from each District.

Section B. Election of Officers.

- 1) The officers who shall be elected at the Biennial Convention are as follows: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.
- 2) District Directors shall be elected by the clubs within each district at a District meeting and shall be installed at the Biennial Convention.

Section C. Term of Office.

- 1) An officer candidate may not simultaneously run for more than one office.
- 2) Officers shall serve for two years, or until their successors are elected. No officer shall serve more than two consecutive terms in the same office except the Treasurer may serve in the same office with no term limit. The term shall be from January 1 following the election through December 31 two years hence. Installation ceremony does not affect the time at which the new officers assume office.

- 3) Officers shall serve until their successors take office.

Section D. Eligibility

- 1) All elected and appointed officials of the OFRW shall be paid members in good standing of an active club.
- 2) The elected President shall have served a minimum of four (4) years on the OFRW Board of Directors.
- 3) The elected District Director shall have experience on the OFRW Board of Directors.

Section E. Duties of the Officers.

- 1) The duties of the President shall be:
 - a. to preside at all meetings of the Federation, the Board of Directors, and the Executive Committee;
 - b. to appoint all committee except the Nominating Committee with the approval of the newly elected officers;
 - c. to attend all NFRW Board meetings and conventions;
 - d. to be *ex officio* member of all committees except the Nominating Committee;
 - e. to appoint a member with parliamentary knowledge;
 - f. to issue an Official Call by 1st Class mail to OFRW Board of Directors postmarked at least 45 days prior to the Biennial Convention; club members shall be notified through the *OFRW Republication* Newsletter.
 - g. to issue a Call by 1st Class mail to OFRW Board of Directors postmarked at least 30 days prior to State Board of Director's meetings;
 - h. to co-sign checks with the Treasurer or Recording Secretary;
 - i. to appoint at the last Board of Directors meeting of each year a committee of three (3) members to audit the books of the OFRW Treasurer by January 31 and present a report to the next Board of Directors meeting;
 - j. to supply to Officers, Standing Committee Chairmen and the Parliamentarian an outline of their responsibilities upon assuming their offices and chairmanships;

- k. upon retirement from office, prepare a written history of her administration, including a report of the political climate of the times, to be kept on file in the OFRW files for future reference.
- 2) The duties of the First Vice President shall be:
 - a. to perform the duties of the President in her absence and such other duties as may be assigned;
 - b. to assist with club retention and new club development.
 - c. in conjunction with the immediate past president, as mentor, and the leadership chairman, prepare and have presented at each Board of Directors meeting a club officer training session.
 - 3) The duties of the Second Vice President shall be:
 - a. to perform the duties of the President in the absence of the First Vice President;
 - b. to train, coordinate and advise the District Directors.
 - 4) The duties of the Recording Secretary shall be:
 - a. to record the minutes of all meetings of the Federation, prepare and mail them to the members of the body in which they originate within 15 days unless otherwise ordered;
 - b. to perform such duties as may be assigned to her by the President;
 - c. to be the second signature on instruments so required in the absence of the Treasurer or the President.
 - 5) The duties of the Corresponding Secretary shall be:
 - a. to prepare and mail the Official Call to the Board of Directors for the State Board meetings and Biennial Convention as presented by the President;
 - b. to conduct the correspondence of this organization as requested by the President, the Board of Directors, or the Executive Committee;
 - c. to be Chairman of the “Congratulations and Condolence” Committee with funds that are budgeted.
 - 6) The duties of the Treasurer shall be:
 - a. to be custodian of all funds of this organization;

- b. to co-sign checks with the President or the Recording Secretary;
- c. to disburse funds as directed by the Executive Committee or the Board of Directors;
- d. to keep an accurate account of all receipts and disbursements;
- e. to attend and give a detailed written report at all meetings;
- f. to collect all funds and deposit them in a bank which is a member of the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation approved by the Executive Committee;
- g. to make required monthly reports to NFRW;
- h. computer literate;
- i. to prepare financial statements and budgets
- j. to submit the books for audit at the end of each calendar year.

7. The duties of the District Directors shall be:

- a. the liaison between their respective Districts and the Second Vice President;
- b. to visit all clubs in their District and report to the Executive Committee on their visitation at regularly scheduled meetings of the OFRW;
- c. to hold at least one District meeting each year. The meeting in the odd year shall include the election of a District Director.
- d. to present a written report to the Recording Secretary following their oral report to the Board of Directors.

Section F. Records.

Officers and Committee Chairmen shall deliver all records, files, and properties of the organization to their successors upon retiring from office, or not later than the first State Board meeting.

Section G. Vacancies.

Following a written resignation from an elected officer, the President shall assign the duties of the office to a qualified OFRW member until the next meeting of the Board of Directors when the vacancy shall be filled by election. Notice of such vacancy shall be mailed to each member of the Board of Directors with the Official Call for the meeting.

ARTICLE VI - COMMITTEES

Section A. Standing Committees.

- 1) Such Standing Committees shall be created by the Executive Committee as deemed necessary to promote the objectives and to carry out the work of the OFRW. They may include the following:
 - a. Awards;
 - b. Bylaws and Revisions; *
 - c. Campaign Promotion; *
 - d. Caring for America;
 - e. Chaplain;
 - f. Fund-raising; *
 - g. Historian;
 - h. Leadership;
 - i. Legislation and Research; *
 - j. Mamie Eisenhower Library Project (MELP), and Barbara Bush Literacy Committee;
 - k. Membership; *
 - l. Newsletter;
 - m. New Citizens;
 - n. Olive Drahos Leadership Program;
 - o. Program; *
 - p. Protocol and Hospitality;
 - q. Public Relations and Publicity; *

r. Resolutions;

**Mandated by NFRW*

- 2) The chairmen of Standing Committees shall be appointed by the President subject to the approval of the newly elected officers.
- 3) The chairmen of Standing Committees shall outline programs of action in their respective fields for consideration by the Executive Committee at the first Executive Committee meeting.
- 4) The chairmen of Standing Committees shall present a written report to the Recording Secretary following their oral report to the Board of Directors.
- 5) Only Standing Committee chairmen shall be counted for quorum and may vote.

Section B. Special Committees.

- 1) Special Committees may be created by the Convention, the Board of Directors, the Executive Committee or the President to carry out any temporary necessary duties.
- 2) Chairmen of Special Committees shall be appointed by the President.
- 3) The Budget Committee shall consist of the Treasurer, President, two Vice Presidents, and the Immediate Past President; the chairman shall be chosen by the Committee. The Committee shall present a proposed budget to the Board of Directors at the last meeting of the year for adoption.

ARTICLE VII - EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

Section A. Executive Committee.

- 1) The Executive Committee shall consist of:
 - a. Six elected State Officers;
 - b. District Directors;
 - c. Immediate Past President of the OFRW; and
 - d. State chairmen of Standing Committees.
- 2) The Executive Committee shall meet prior to meetings of the Board of Directors. Upon six (6) days notice, special meetings of the Executive Committee may be called by the President or at the written request of five (5) members. Purpose of the meeting to be stated in the Call and no other business to be transacted.

- 3) One-third (1/3) of the members of the Executive Committee shall constitute a quorum for Executive Committee meetings.

Section B. Board of Directors.

- 1) The voting body of the Board of Directors shall be:
 - a. Six elected State Officers;
 - b. District Directors;
 - c. Presidents of Clubs;
 - d. State Chairmen of Standing Committee;
 - e. Immediate Past President of the OFRW;
 - f. Oregon Republican National Committee Woman;
 - g. Woman Chairman or Vice Chairman of the Oregon Republican Central Committee only if the President of the OFRW is a voting member of the Oregon Republican State Central Committee Executive Committee;
 - h. Oregon woman who is an officer or Standing Committee Chairman of the NFRW provided she is a member in good standing of OFRW;
 - i. Any Past President of the OFRW, provided that:
 - (1) She is currently a resident of the State of Oregon;
 - (2) She is a member in good standing of an OFRW club;
 - (3) She shall have no proxy; and
 - (4) Any Past President registered would be included in the quorum when present.
- 2) In the event the President or Vice President(s) in the order of precedence, of a Club cannot attend meetings of the Board of Directors, a member of her club may be appointed proxy. Forms for proxies shall be included in the Official Call to the meeting.
- 3) The Board of Directors shall have full power and authority over the transactions of the affairs of the OFRW between Conventions.
- 4) Meetings of the Board of Directors shall be held at least twice during the year in which there is no Convention. At least one meeting of the Board of Directors shall be held

during the Convention year. At least 30 days' notice shall be given to each member of the Board of Directors by 1st Class mail.

- 5) Special meeting of the Board of Directors shall be held on the Call of the President or at the written request of five (5) members, the purpose of the meeting to be stated in the Call and no other business to be transacted, with not less than six (6) days notice.
- 6) No member of the Board of Directors shall receive remuneration for services in the OFRW. All members of the Board of Directors shall be voting members in good standing of a Club.
- 7) One-third (1/3) of the members of the Board of Directors shall constitute a quorum.

ARTICLE VIII - NOMINATIONS, ELECTIONS AND INSTALLATIONS

Section A. Nominating Committee.

- 1) A nominating Committee of five (5) members with two (2) alternates shall be elected by the Board of Directors no later than October, or the last meeting of the calendar year preceding the Biennial Convention. The members of the committee shall elect a chairman and a secretary from their own number immediately after election. Alternates may attend meetings without a vote.
- 2) A copy of the report of the nominating Committee shall be mailed to each member of the Board of Directors with the Official Call to the Convention.
- 3) No one shall be nominated who has not given consent to serve.
- 4) No more than two (2) members of the Nominating Committee can be nominated for an office in that year.

Section B. Elections.

- 1) The chairman of the Credentials Committee shall furnish to the Chairman of the Tellers Committee no later than one (1) hour before the presentation of the slate of officers for election a list of those entitled to vote.
- 2) Nominations may be made from the floor at the Biennial Convention with the consent of the nominee and the written endorsement of her club.
- 3) Elections shall be by ballot at the Biennial Convention, and a majority of all votes cast shall constitute an election. When there is only one candidate for an office, election may be by voice.
- 4) Each delegate shall drop her own ballot into a ballot box.

- 5) Ballot by mail shall be allowed for periods between regularly scheduled meetings for the purpose of:
 - a. Confirmation of appointments to fill vacancies; or
 - b. To accept and approve club application for Federation membership upon proof of compliance with rules governing such acceptance.
 - c. Only an active, voting member of a federated club is eligible to be a delegate or alternate to an OFRW or NFRW meeting or convention or to hold an office.

Section C. Installations.

Installation of officers shall be during the Biennial Convention.

ARTICLE IX - OFRW BIENNIAL CONVENTION

Section A. Time and Place.

- 1) A Convention shall be held biennially in the fall of the odd numbered year at a time determined by the Executive Committee and at a place selected by the Board of Directors from recommendations made by the Executive Committee. Bids for the next Biennial Convention shall be presented and voted on at the first Board of Directors' meeting in the even numbered year following the Biennial Convention. Bids for the next Convention shall be presented with the endorsement of the clubs in the district which is making the bid.
- 2) An Official Call to convention shall be mailed to the Board of Directors postmarked at least 45 days prior to the date of the Convention by 1st Class mail.

Section B. Eligibility.

- 1) A Club must be in good standing to be eligible for representation at the Biennial Convention. A continuing club shall have paid the previous year's dues and service charge. A Club's delegate representation shall be based on the dues received by the OFRW Treasurer postmarked no later than 90 days before the Biennial Convention date.
- 2) Delegates and alternates to the Biennial Convention must be members in good standing of a Club with the OFRW and the NFRW.

Section C. Representation.

- 1) The voting body of the Biennial Convention shall be:

- a. Six elected State Officers;
 - b. District Directors;
 - c. Chairmen of OFRW Standing Committees;
 - d. Presidents of Clubs or their alternates;
 - e. Oregon Republican National Committee Woman;
 - f. Woman Chairman or Vice chairman of the Oregon Republican State Central Committee as long as the President of the OFRW is a voting member of the Oregon Republican State Central Committee Executive Committee;
 - g. Any woman who is an officer of the NFRW; provided she is a member in good standing of OFRW;
 - h. Any Standing Committee chairman of the NFRW; provided she is a member in good standing of OFRW;
 - i. Any OFRW Past President, as defined in Article VII, Section B 1, i.
- 2) One delegate for each 25 members or major fraction thereof from each Club based on the payment of dues received by the OFRW Treasurer postmarked no later than 90 days before Convention.
 - 3) A Club is entitled to an alternate for each delegate selected. There shall be no alternates for State Officers, Standing Committee Chairmen, Oregon Republican National Committee Woman, Oregon Republican State Central Committee Chairman or Vice Chairman, or NFRW Officer or Chairman of Standing Committees.
 - 4) Delegates and alternates shall be selected in a manner determined by the Club. The Club President shall send the names, addresses, zip codes + 4, phone numbers and emails of the delegates and alternates to the Credentials Chairman on Credential Forms furnished by the OFRW, postmarked no later than 15 days before the Biennial Convention.

Section D. Voting.

The Convention shall be open to all members of the OFRW and to visitors, but only accredited delegates shall be entitled to vote, offer motions, or debate. Delegates are defined in Article IX, Section C. Each delegate is entitled to one (1) vote. There shall be no proxy voting.

Section E. Convention Committee.

- 1) The President shall appoint all necessary committees and officials for the Convention subject to the approval of the Board of Directors. Every effort shall be made to involve as many Clubs as possible.

- 2) The Convention committees shall include:
 - a. Credentials;
 - b. Doorkeepers;
 - c. Pages;
 - d. Program;
 - e. Resolutions;
 - f. Rules;
 - g. Tellers;
 - h. Timekeepers.

- 3) The Convention Committee shall be provided a Convention Manual to use as guideline.

Section F. Quorum

A majority of the delegates attending and credentialed at the Convention shall constitute a quorum for the Convention providing that more than 50% of the Clubs in the State Federation (OFRW) are represented including 11 Executive Committee members.

Section G. Minutes.

Minutes of the Convention shall be approved by the Executive Committee at their first meeting following the Convention.

ARTICLE X-NFRW BIENNIAL CONVENTION

Section A. Election of Delegate-at-large/alternate-at-large

- 1) Election of delegate-at-large and alternate-at-large shall be held at the first OFRW meeting in the calendar year in which the NFRW Convention is held.

- 2) All OFRW members in good standing are eligible to be delegate-at-large or alternate-at-large.

- 3) If an interested member is not in attendance at the meeting when the election is held, with written consent their name may be placed in nomination for delegate-at-large or alternate-at-large.
- 4) All nominees run as delegate-at-large. If not elected as delegate-at-large they may serve as alternate-at-large.
- 5) Alternates-at-large (if available) fill vacancy in the delegation in the order in which they were elected.
- 6) In the case that there are no available alternates-at-large to fill a vacancy in the delegation, the President shall appoint a qualified member to fill said vacancy.

ARTICLE XI – RESOLUTIONS

Section A.

A resolution must be submitted in writing, must have been approved by a majority vote at a meeting of the sponsoring club, and a copy must be sent to each member of the Resolutions Committee at least 45 days prior to the Board of Directors meeting or Convention.

Section B.

The resolution in writing must be sent to each member of the Board of Directors at least 45 days prior to the Board of Directors meeting or Convention (except for emergency resolutions) by the sponsoring Club.

Section C.

An emergency resolution in proper form and with copies furnished to the voting body may be declared by two-thirds (2/3) vote of the Board of Directors or Convention and, when so declared, may be introduced from the floor and voted on immediately.

Section D.

Courtesy resolutions shall be exempt from these rules.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern the OFRW in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any rules of NFRW Bylaws.

ARTICLE XIII- AMENDMENTS

Section A:

These bylaws may be amended by a two-thirds (2/3) vote at the annual fall Board of Directors' meeting or at the Board of Directors meeting concurrent with the Biennial Convention provided notice of the proposed amendment (s) or revision(s) have been sent to the Board of Directors members with the Official Call 30 days before the meeting in which they are to be voted on or 45 days prior to the Convention.

Section B:

When Amendments of these Bylaws become necessary by action of NFRW, the Bylaws Committee is authorized to conform these bylaws in accordance therewith, and such amendments shall have the same effect as if adopted by the voting members at the Biennial Convention, in accordance with the provisions of Section A of this Article.

ARTICLE XIV- DISSOLUTION

In the event of dissolution of this organization, all its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the National Federation of Republican Women. No funds shall inure to the benefit of any member.

STANDING RULES

1. The OFRW Board of Directors and Convention meetings shall be attended by the OFRW President, and expenses shall be paid from the President's expense account. Any other meeting must be voted upon by the OFRW Board of Directors upon recommendation of the Executive Committee, funds permitting.
2. Candidates for office in the Oregon Federation shall have the written endorsement of their club.
3. The Executive Committee may require the President to call for a resignation of any elected officer or committee chairman who fails to execute the duties of the respective office or committee.
4. Speakers at the State Board and Club meetings may neither speak for, be a candidate of, nor present the platform of another political party.
5. The OFRW Membership List is confidential. No one shall provide the entire OFRW Membership List to another person or organization to allow or facilitate engagement in solicitations or other activities.
6. The Recording Secretary shall have the minutes of the Board of Directors and Executive Committee in the hands of the members within 30 days of each meeting. The minutes of the OFRW meetings may be transmitted by Email or First Class mail. Correction of the minutes will be done by the Board of Directors and Executive Committee members within two weeks of receipt of the minutes. Corrections will be sent by Email or First Class mail. OFRW minutes will be approved at the next meeting of each body.
7. O.F.R.W. OLIVE DRAHOS LEADERSHIP PROGRAM will be responsible for dispersing monies with the OFRW Board of Directors' approval for the following:
 - a. Leadership and education programs for the OFRW members Effective January 1, 2007.
8. OFRW per capita dues will increase to \$6.00, effective January 1, 2006.
9. OFRW WEB PAGE: The task of maintaining the OFRW Web Page is the responsibility of the OFRW Web Master, in the absence of an OFRW Web Master the OFRW Treasurer is responsible for insuring renewal payments are made on time.
 - a. Web Site OFRW.US hosting service fee. The content of the web site is maintained by the Webmaster following its approval of the President.
 - b. Payment terms are negotiated by the Webmaster and President.
 - c. OFRW may renew the domain names (ofrw.us and ofrw.org).
 - d. The President is the registrant for ofrw.us and ofrw.org. The domain name renewal notices will go to her.

- e. Prior to approval of the Budget each year, Budget Committee to determine if either domain name (OFRW.US and OFRW.ORG) will be up for renewal during that budget year. The budget to reflect the domain names.
- f. The service fee for hosting the web page to be included in the budget as a line item. In the year's domain name renewal is required, it shall be added to the budget as a line item.

10. PROSPECTIVE/ NEW CLUB MENTOR COMMITTEE

Purpose: To provide guidance and support to clubs and potential new clubs.

- a. A Special Committee will consist of four members in addition to the OFRW 1st Vice President and OFRW 2nd Vice President.
- b. Chair of the Committee will be the OFRW 1st Vice President. District Directors will be included in the committee activities when a new or potential club is identified in their area. Committee members will be appointed by the OFRW President.
- c. Members of the committee should have experience with and knowledge of NFRW, OFRW, and Club policies and practices.
- d. Information packets shall be developed for potential new clubs.
- e. Committee members will be assigned to geographic areas and will work with potential new clubs in their assigned area to secure their 10 members need to start a club.
- f. Committee members should be available by phone, email, and personal visits to answer questions, make suggestions, help with new club bylaws, budget and programs ideas.
- g. Assigned mentors will work with the new clubs for 12 months after forming to insure club has a good start.

11. District Directors shall send reports via email, or regular mail, at least five (5) days prior to any OFRW Board of Directors' meeting. Reports are to be sent to the OFRW President, 2nd Vice President and Recording Secretary. Further distribution of the reports will be done by the 2nd Vice President.

12. District Director shall appoint a secretary to record minutes at each district meeting. The minutes of the meetings shall be approved by a committee of three (3) appointed for that purpose. The approved minutes shall be returned to the District Director within ten (10) days. Then the District Director shall send minutes of all meetings to the OFRW President, Second Vice President and Recording Secretary within fifteen (15) days of each meeting.

- a. OFRW's President and 2nd Vice President are to be notified of the meeting, date and place with in the first sixty (60) days of each calendar year
- b. Club members in the District are to receive a thirty (30) day call to the District Meeting by their Club President.
- c. A host club may be designated to take care of the collection of registration and payment of expenses for the meeting.

13. District Directors in each of the Districts will hold at least one formal meeting per calendar year.

- a. District meetings are to be held for the sole purpose of the District and separate from any Club meeting.
- b. Meetings are to be scheduled by the District Director and chaired by the Director.
- c. OFRW's President and 2nd Vice President are to be notified of the meeting, date and place with in the first sixty (60) days of each calendar year.
- d. District Director shall appoint a secretary to record minutes at each meeting. The minutes of the meetings shall be approved by a committee of three (3) appointed for that purpose. The approved minutes shall be returned to the District Director within 10 days. The District Director shall send minutes of all meetings to the OFRW President, 2nd Vice President, and Recording Secretary within 15 days of each meeting.

14. The Official Call of the to the OFRW Spring, Fall Board of Directors' meeting and Biennial Convention may be by electronic process (i.e. emailed to members having email addresses). (10/1/2016)

15. These rules may be amended, suspended or rescinded by a two-thirds (2/3) vote of those present and voting at any meeting of the Board of Directors.

Amended 10-1-2016

OREGON FEDERATION OF REPUBLICAN WOMEN
POLICIES & PROCEDURES MANUAL

1. O.F.R.W. OLIVE DRAHOS LEADERSHIP PROGRAM

The following is to set up the guideline for OFRW Standing Rule # (7)

The President shall appoint the Standing Committee Chairman. The Chairman will appoint three members to serve on the Committee.

The Chairman will submit a budget for the Leadership Program each year at the OFRW Fall Board Meeting. The budget will be moved as an agenda item to the OFRW Board of Directors' Meeting for final approval.

The Chairman will have a vote on the OFRW Board.

The funds donated to the Program are for Leadership activities of the member of the Federation.

A request for financial support will be sent to clubs and members prior to the end of January each year by the Program Chairman with approval of the OFRW President.

Approved 3/2/07

Amended 10/15/11

Amended 10/16/15

OREGON FEDERATION OF REPUBLICAN WOMEN
POLICIES AND PROCEDURES MANUAL

2. PRESIDENT’S CIRCLE DONOR PROGRAM

The President’s Circle Donor Program will allow for women and organizations to contribute to the Oregon Federation of Republican Women funds to be used for unfunded activities of the Federation.

Contributors will be asked to contribute dollars in the amount of \$100.00 to \$1000.00 for the following projects:

- OFRW STATEWIDE MEMBERSHIP DRIVE
- O.F.R.W. OLIVE DRAHOS LEADERSHIP PROGRAM
- IMAGE BUILDING – PUBLIC RELATIONS & PUBLICITY
- OTHER PROGRAMS & PROJECTS AS REQUIRED BY THE FEDERATION

The OFRW President will appoint one of the donors as Chairman of the Circle. The Chairman will be asked to help the OFRW President in soliciting members for the Circle.

A marketing brochure will be developed for the use in soliciting members to the Circle.

Circle members will be invited to attend OFRW events and from time to time meet with other Circle members for a private event.

The Ways and Means Chair and the Circle Chair will coordinate all fund-raising efforts.

Disbursement of funds and choice of projects will be approved by the OFRW Board of Directors.

Funds contributed will become a line item under Ways and Means.

Amended 10/15/11

Amended 10/16/15

OREGON FEDERATION OF REPUBLICAN WOMEN
POLICIES & PROCEDURES MANUAL

3. OFRW DISTRICT DIRECTORS MEETING RESPONSIBILITIES

The following is to set up the guidelines for OFRW Standing Rule # (11)

District Directors in each of the Districts will hold at least one formal meeting each Calendar year.

- a. District meetings are to be held for the sole purpose of the District and separate from any Club meeting.
- b. Meetings are to be scheduled by the District Director and Chaired by The Director.
- c. OFRW's President and 2nd Vice President are to be notified of the meeting, date and place with in the first sixty (60) days of each calendar year.
- d. District Director shall appoint a secretary to record the minutes of each meeting. The minutes of the meetings shall be approved by a committee of three (3) appointed for that purpose. The approved minutes shall be returned to the District Director within ten (10) days. The District Director shall send minutes of all meetings to the OFRW President, 2nd Vice President and Recording Secretary within 15 days of each meeting.
- e. Club members in the District are to receive a thirty (30) day call to the District Meeting by their Club President.
- f. A host Club may be designated to take care of the collection of registration and payment of expenses for the meeting.
- g. District Directors shall send reports via email, or regular mail, at least five (5) days prior to any Board of Directors' meeting. Reports are to be sent to the OFRW President, 2nd Vice President and Recording Secretary. Further distribution of the reports will be done by the 2nd Vice President.

Proposed 4/28/17