

## **GUIDE TO FORMING A NEW TFRW LOCAL CLUB**

### **Initial Meeting**

Women in the community should meet and determine if there is adequate interest in forming a local club. The TFRW Deputy President for your region, the TFRW District Director (your TFRW Senatorial District Representative), the County Republican Party Chairman and Republican local elected officials should be invited to the meeting. Once it is determined that you have a minimum of ten (10) ladies who are willing to pay dues and take on the responsibility of making the club work, you should do the following.

### **Call an Organizational meeting**

Send invitations, call and invite women in the community who are potential members for the club.

At the organizational meeting the following should occur:

- **Must have a minimum of ten (10) dues paying members.** It is recommended that you have at least 14-16 members in order to have enough support to carry on the duties of the club.
- **Election of Officers.** President, Vice President, Secretary and PAC Treasurer are the minimum. In addition to the election of these officers, TFRW Bylaws require the appointment of Campaign and Legislative Chairmen. Consult your District Director for guidance as to other officers. Complete the Election of Officer Form for submission to the TFRW office.
- **Prepare and adopt the Club Bylaws.** The bylaws should be prepared prior to the meeting and read or distributed to the members present. Bylaws will include the adoption of the Club's name, when the club will meet, etc... Bylaws must conform to NFRW and TFRW bylaws.
- **Collect Dues.** A General Purpose PAC Account will need to be established. Call the Texas Ethics Commission at 512-463-5800 to obtain the forms. You can also get the forms on their website at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). The Treasurer will need to open a bank account and be accountable for funds collected. The club dues should be based on the requirement to submit \$15.00 per member to TFRW (\$10.00 of this amount is forwarded to NFRW) and whatever monthly expenses the club will incur with postage requirements and administrative supplies. Typical yearly club dues range from \$15.00 to \$25.00. There will be a once a year club service charge of \$20.00 to TFRW that will be included with your first dues submission each year. The membership year runs from November 1 – October 31. All membership for the current year must be received in the TFRW office no later than October 31. Membership RECEIVED in the TFRW office after Oct. 31 will apply to the next year's membership.

### **Submit Bylaws**

Your adopted bylaws should be emailed or mailed to the TFRW Vice President Bylaws to expedite approval of your club to the TFRW Board, who meets quarterly. It is suggested that you Email or FAX a draft copy of your bylaws to the TFRW VP Bylaws for review and possible correction prior to official submission.

See the TFRW website or contact the TRFW office for the name and contact information for the current TFRW VP of Bylaws.

### **Submit All Necessary Forms and Pay Dues to TFRW**

Immediately following the Organizational Meeting the following forms should be completed:

1. Notice of Election of Officers
2. Your first Membership Submission with dues payment and annual service charge
3. NFRW New Club Application for Membership
4. Club PAC information

and mailed to:

**Texas Federation of Republican Women  
13740 N. Highway 183, Suite J4  
Austin, TX 78750**

All four forms are available on the TFRW website under "Forms" -> "All Forms." (if you prefer a copy of the New Club Kit, please contact TFRW at (512) 477-1615).

### **Newsletter**

A newsletter is a great way of keeping your membership informed of club activities and a way of drawing in new members. Copies of your newsletter should be e-mailed to the TFRW President, the TFRW Public Relations Chairman, your regional Deputy President, your TFRW District Director and the TFRW office.