

Standing Committee and Special Committee Chairmen

Standing Committee Chairmen and Special Committee Chairmen are the backbone of TFRW. We presently have 5 Standing Committees and 38 Special Committees. Both Standing Committee Chairmen and Special Committee Chairmen are members of the Board of Directors. Only Standing Committee Chairmen have an active vote; they are members of the Executive Board as well. All Committee Chairmen are appointed by the TFRW President.

Each Committee Chairman has a very special and unique set of duties that she successfully achieves during the two-year term she serves. Committee Chairmen work in conjunction with all TFRW Officers to ensure that TFRW members are provided the best training and updated information to achieve TFRW objectives and they make a valuable contribution to our organization with their innovative ideas. They are required to attend quarterly TFRW Board Meetings and special events. They are required to submit quarterly reports to the TFRW President and Secretary. They speak to clubs when requested. They may write articles for TFRW Today and may update the board with information for clubs. They pay their own expenses for Board meeting registration, special events, and travel.

Standing Committees of the Texas Federation of Republican Women are:

(Some are filled by Executive Officers.)

Awards	Membership
Bylaws	Political Action (PAC)
Community Engagement	Political Activities
DD/DP State Wide Training	Programs
Finance	Public Relations
Legislation	Special Events

Special Committees of the Texas Federation of Republican Women are:

Americanism	Literacy
Appointments	Member Welcome
Ballot Security/Election Integrity	Membership Feedback
Campaign Management	Merchandise Manager
Candidate Development	Military Liaison
Caring for America	NFRW Liaison
Chaplain	Past President's Council
Convention Chairman	Patron's Program
Convention Site Selection	Protocol
Courtesy	Research and Current Issues
Data Team	Resolutions
First Lady of Texas Liaison	Scholarships (TFRW and NFRW)
Historian	Texas State Board of Education Liaison
Hospitality	Texas House of Representatives Liaison
Judicial Liaison	Texas Senate Liaison
Leadership Day Chairman	Texas Treasures
Leadership Development	Timekeeper
Legal Affairs	Women of Distinction

Bylaws Regarding Standing and Special Committees

ARTICLE VII - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section 1. The Board of Directors:

- A. The Board of Directors of the Texas Federation of Republican Women shall consist of:
 - 1. The Officers of the Texas Federation of Republican Women. A District Director of each Senatorial District.
 - 2. **The Chairmen of Standing Committees.**
 - 3. The Immediate Past President.
 - 4. **The Deputy Presidents, Special Committee Chairmen, and Parliamentarian, appointed by the President, each without vote.**
 - 5. The National Committeewoman, Chairman or Vice Chairman of the Republican Party of Texas, whoever is a woman, and National Federation of Republican Women officers and committee chairmen residing in Texas who shall serve ex officio, without vote.
- B. Duties of the Board of Directors:
 - 1. To elect from the District Directors, the three members-at-large of the Executive Committee.
 - 2. To approve the annual budget as presented by the President and Executive Committee.
 - 3. To approve the programs of action presented by the officers and committee chairmen.
 - 4. To approve the regions for Deputy Presidents.
 - 5. To select the time and place of the Biennial Convention.
 - 6. To serve the Texas Federation of Republican Women in any advisory capacity on political activities and on Republican Party policy.
 - 7. To effect, if necessary, changes in annual dues and service charge during the year in which no convention is held, subject to provisions in Article V, Section 1.
 - 8. To elect a nominating committee as stated in Article XI, Section 1.
- A. Meetings - The Board of Directors shall meet at least three times a year. Meetings of the Board of Directors may be called by the President or the Executive Committee. The Call for all meetings of the Board of Directors shall be sent to all members at least fourteen (14) days before the meeting. Two unexcused absences from meetings of the Board of Directors in any one year shall result in automatic expulsion from the Board. An excused absence shall be granted only by the President.
- B. Quorum - A quorum for any meeting of the Board of Directors shall consist of a majority of the voting members of the Board. Proxies may be held and voted for Senatorial District Directors only, by a local club member from the Senatorial District represented by the District Director.
- C. Voting
 - 1. No member may hold more than one vote.
 - 2. A vote may be conducted by mail, telephone, facsimile, or email between meetings of the Board of Directors. A decision can be rendered only after written documentation has been received from a majority of the Board of Directors.

Section 2. Executive Committee:

A. The Executive Committee shall consist of:

1. The officers of the Texas Federation of Republican Women.
2. Chairmen of Standing Committees.
3. Three members-at-large to be elected by the Board of Directors from the District Directors. The election shall be held at the first meeting of said Board after the Biennial Convention.
4. The Immediate Past President of the Texas Federation of Republican Women.
5. The Deputy Presidents and Parliamentarian, each ex officio, without vote.
6. The National Committeewoman, Chairman or Vice Chairman of the Republican Party of Texas, whoever is a woman, and National Federation of Republican Women officers residing in Texas who shall serve ex officio, without vote.

B. Duties of the Executive Committee:

1. To transact the business of the Texas Federation of Republican Women between Biennial Conventions and the meetings of the Texas Federation of Republican Women Board.
2. To approve the annual budget and present it to the Board of Directors.
3. To approve the programs of action presented by the officers and committee chairmen.
4. To fill vacancies that occur in elective offices between Biennial Conventions except as otherwise provided in Article VI, Section 3, (a) and (b).
5. To direct the disbursement of funds and approve the bank or banks where funds are to be deposited.
6. To have jurisdiction over membership applications, suspensions, withdrawals of membership, and reinstatements of membership.
7. To determine geographical areas for Deputy Presidents with approval of the Board of Directors.
8. To arrange for a biennial internal review of the Treasurer's books by a committee of TFRW members appointed by the president, one or more of whom shall be a Certified Public Accountant.
9. To remove from office or position by a two-thirds (2/3) vote any member of the Board of Directors who does not support the policies and objectives stated in the Bylaws of the National and State Federations.

C. Meetings - The Executive Committee shall meet at least three times a year at such time and place as shall be determined by the President. Other meetings may be called by the President and must be called upon written request of at least five members of the Executive Committee within sixty (60) days of receipt thereof. The call for all meetings shall be sent to each Executive Committee member at least fourteen (14) days prior to the date of the meeting. Two unexcused absences from meetings of the Executive Committee in any one year shall result in automatic expulsion from the committee. An excused absence shall be granted only by the president.

D. Quorum - A quorum of any meeting of the Executive Committee shall be a majority of the voting members of the Executive Committee.

E. Voting:

1. No member may hold more than one vote.
2. A vote may be conducted by mail, telephone, facsimile, or email between meetings of the Executive Committee. A decision can be rendered only after written documentation has been received from a majority of the Executive Committee.

ARTICLE IX - COMMITTEES

Section 1. Standing Committees: Standing Committees of the Texas Federation of Republican Women shall be:

A. Awards

B. Bylaws

C. Community Engagement

D. DD/DP/Statewide Training

E. Finance

F. Legislation

G. Membership

H. Political Action (PAC)

I. Political Activities

J. Programs

K. Public Relations

L. Special Events Section

2. Chairman Political Action Committee (PAC):

The Texas Federation of Republican Women Political Action Committee (TFRW PAC) shall follow the PAC Standing Rules as adopted by the TFRW Board of Directors and amended when needed to abide by the Texas Election Laws and the opinions issued by the Texas Ethics Commission. The TFRW PAC Chairman shall serve as the Treasurer of the fund and shall be a voting member of the Board and the Executive Committee. All decisions relative to the distribution of funds shall be approved by the TFRW Board of Directors.

Section 3. Special Committees:

Special Committees may be appointed by the President.

Section 4. Program of Action:

Programs of action shall be approved by the Executive Committee before implementation.

ARTICLE VI - OFFICERS AND THEIR DUTIES

Section 4. Duties of Officers:

B. The **First Vice President** shall serve as aide to the President and as **Chairman of the Special Events Committee**.

C. The **Vice Presidents** shall serve as **chairmen of their respective committees**. Each shall appoint the members of her own committee.

Duties and Descriptions of Standing Committee Chairmen and Special Committee Chairmen as Listed in TFRW Leadership Handbook are included for your convenience on the attached pages. Standing Committee Chairmen are listed first followed by Special Committee Chairmen. They are in alpha order.

They may also be found in:

Leadership Handbook Standing Committee Chairmen Pages 52, 53, 54, 56, 57

Leadership Handbook Special Committee Chairmen Pages 70-108

TFRW AWARDS CHAIRMAN

The TFRW Awards Program provides a guide for individual clubs to plan their activities over a biennial period and a means to measure their success.

Duties:

- Encourage all Local Clubs to participate in a 2-year Awards Program.
- Encourage the appointment of the Club Awards Chairman at the beginning of each TFRW biennial election cycle.
- Chair the Awards Committee that administers the TFRW Club Achievement Award.
- Communicate with Deputy Presidents and District Directors to encourage Club Presidents to participate in the Awards Program.
- Encourage excellence in newly formed clubs, not federated by the deadline to participate in the biennial award cycle, with nominations from Deputy Presidents and District Directors for the “Shooting Star” award.
- Answer questions from Local Club Presidents and Local Club Awards Chairmen.
- Prepare the Awards Presentation Program at the TFRW Biennial Convention. Normally the awards presentation will be during the Awards Luncheon on the Friday of the convention. The Awards Chair will emcee this luncheon and be responsible for setting the agenda for the presentations. The TFRW President will be in charge of contacting special guest speakers and the Awards Chair will contact TFRW committee chairmen who will present their committee’s awards. Each of the committee chairmen who have awards to present will provide names of clubs/members to the TFRW office to print certificates and be responsible for getting the certificates to the recipients. The convention committee will be responsible for setting a time for the convention photographer to take official photographs of the Presidents or their representatives from each individual club who earns the TFRW Club Achievement Award. The times for these photos are usually immediately before or after the Awards Luncheon. The TFRW Club Achievement Award will include both a certificate and a pin representing club excellence. The certificates are purchased and prepared by the Awards Chair and the pins will be available from the TFRW Office.
- Attend TFRW Executive Committee and Board of Directors meeting and present a report to the President with a copy to the Secretary.
- Prepare articles as appropriate, for the *TFRW Today* Newsletter regarding requirements for the Awards Program and the deadline to submit applications.

Sample TFRW “Club Achievement Award,” “Ten Outstanding Awards”, “Kay Bailey Hutchison Leadership Award”, and other award application forms and deadlines are available on the TFRW website: <https://www.tfrw.org/awards/> There is a monthly planner available on the TFRW website that clubs can use to simplify documentation for the award. The application forms for Awards will be reissued in 2023.

NFRW Awards forms are available on the NFRW website <http://www.nfrw.org/awards> and the TFRW website. The TFRW Awards Chairman is not responsible for the NFRW Awards program but should encourage clubs to participate.

TFRW COMMUNITY ENGAGEMENT

The TFRW Community Engagement Chairman will be responsible for fostering an environment that encourages TFRW to grow its membership by creating strategic partnerships with numerous Republican-oriented groups and non-traditional voting blocs and work with these groups to accomplish our common goals. The TFRW Community Engagement Chairman will establish a meaningful relationship with each Republican Women's Club throughout Texas and provide them with specific ways to recruit new members and diversify their membership.

Duties:

- Encourage each club to appoint a Community Engagement Chairman focused on working with the club Membership Chairman to promote membership to all women in the community.
- Encourage each club to host meetings/events throughout the year at different times (day vs. night) and at different locations (central vs. suburbs, public vs. private venue). This will provide working women, students, single parents, and retirees multiple opportunities to attend club events. It will also provide the opportunity to promote the club to different groups in a more targeted environment.
- Assist in the recruitment of young Republican women to local clubs and TFRW by establishing relationships with local colleges, universities, and technical institutes.
- Recommend that each club's Community Engagement Chairman coordinate with the club Membership Chairman to recruit high school and college students and encourage them to volunteer at GOP headquarters and on local candidate's campaigns.
- Assist in the recruitment of new members to local clubs by encouraging local club Membership Chairmen to create a list of local Republican-affiliated organizations and grassroots activists (tea party members, precinct chairmen, etc.) and reach out to them by attending their meetings, contacting their Boards, inviting their members to attend RW meetings, etc.
- Promote and publicize the outreach efforts of local clubs and TFRW in the media and Republican headquarters. *Examples are highlighting successful mentoring relationships between club members and others in the community, promoting upcoming programs that feature a speaker or topic that will appeal to many groups of women, showcasing photos of Republican Women's club members working with diverse groups, etc.*
- Provide clubs with the information to promote or publicize the positive history of the Republican Party relative to women. Include information about TFRW's and any local club's efforts to assist many different groups of women.
- Encourage clubs to engage in volunteer activities in their communities in order to better appreciate and understand the issues of their neighbors, serve as positive role models in the community, and promote the values of TFRW and the Republican Party.
- Recommend that the club Community Engagement Chairman coordinate with the Membership Chairman and Voter Registration Chairman to attend local fairs, festivals, job fairs, auctions, senior citizen's facilities, marathons, etc. to encourage membership in the Republican Party and local RW clubs.

DISTRICT DIRECTOR/ DEPUTY PRESIDENT and TRAINING COORDINATOR

The District Director/Deputy President and Training Coordinator shall be appointed by the TFRW President and serve as a voting member of the TFRW Executive Committee and Board of Directors. The duties of the DD/DP – Training Coordinator include, but are not limited to, the following:

Duties:

- Lead a committee charged with creating and implementing training events and modules for District Directors, Deputy Presidents, Club Presidents, and other positions as determined by the TFRW President. The Coordinator shall conduct such training opportunities at the biennial Leadership Day and/or as determined by the TFRW President.
- Organize and lead the District Director/Deputy President meeting at quarterly board meetings.
- Work with new District Directors and Deputy Presidents to make sure they understand their position and responsibilities on the Board and that they develop a full understanding of all TFRW programs, rules, and objectives. Provide training as needed.
- Provide support for District Directors who may be experiencing problems, i.e., clubs with internal issues, clubs losing members, etc. The Coordinator may be one of the first people a District Director goes to for assistance along with the respective Deputy President.
- Provide all necessary information to District Directors and Deputy Presidents relative to TFRW programs and resources to assist them in the performance of their responsibilities.
- Promote and develop an atmosphere of cooperation and sharing of information among the District Directors and Deputy Presidents at TFRW Board Meetings and functions.
- Provide a written report to the President of TFRW and the Secretary relative to the activities of the District Directors, District Director meetings and pertinent issues raised at the District Director Meeting. Inform Executive Board Members of any major club achievements or related outstanding programs.
- Facilitate the distribution of District Director and Deputy President reports by providing a template for reporting activities. Assist by providing reminders of the report's due date and required recipients. The due date of the report will be named in an email sent to all board members in advance of the meeting.
- Participate in any necessary conference/zoom calls.
- Serves as Caucus Chairman at the TFRW Biennial Convention. Trains and provides support to Temporary Senatorial District Caucus Chairs.

POLITICAL ACTION COMMITTEE TFRW PAC CHAIRMAN

The TFRW PAC Chairman is the Treasurer of the TFRW PAC for Texas Ethics Commission (TEC) reporting. She is responsible for filing all reports with the TEC accurately and on a timely basis.

The PAC Chairman is available to federated clubs as a resource for information on TEC reporting and general PAC regulations. She does not offer legal advice; each club's PAC Treasurer is responsible for understanding and complying with TEC regulations, reporting requirements, and deadlines.

All of TFRW's receipts and disbursements are reported to the Texas Ethics Commission. TFRW is a General-Purpose PAC registered with the State of Texas. As such, we do not accept corporate contributions and we do not make political contributions to federal candidates.

The Texas Federation of Republican Women PAC is authorized to make campaign contributions in accordance with the guidelines approved by the TFRW Executive Board in 2009 and incorporated into the TFRW Financial Guidelines. The bylaws prohibit the Federation's support of candidates in contested Republican primaries or runoff races. In accordance with TFRW bylaws, the TFRW PAC Chairman is appointed by the President and serves as Chairman of the PAC Committee, which is a standing committee. She is a voting member of the Executive Committee.

Members of the PAC Committee are the TFRW Vice-President, Finance; Vice-President, Campaign Activities; and four additional members appointed by the President. PAC Committee members serve for two years. The PAC Committee follows the Candidate Support Guidelines found in the TFRW Financial Guidelines for determining which candidates will receive contributions from TFRW.

After the general election candidates are known, the PAC Chairman and TFRW President may contact candidates asking that the candidates submit to the PAC Committee requests for campaign contributions. TFRW federated clubs or individuals may also submit requests for political contributions to the candidate(s) of their choice. The deadline for submission of requests will be published in the TFRW Newsletter.

The PAC Committee reviews candidate requests and forwards its recommendations for TFRW'S political contributions to the Executive Committee. The Executive Committee then reviews the PAC Committee's recommendations and may revise them before approving and forwarding to the TFRW Board of Directors. The Board of Directors then reviews and may revise the final list of candidates to receive contributions and the amount each candidate receives before final approval is given and the contributions are disbursed.

TFRW PUBLIC RELATIONS CHAIRMAN

Duties:

- Edit and publish the *Texas Star* Quarterly.
 - Coordinate the contents with the TFRW President.
 - Collect articles and information to be included.
 - Glean information from local club newsletters to include.
- Coordinate and write Press Releases for TFRW functions and newsworthy items.
- Provide information about TFRW activities to the NFRW publications and social media pages, with the approval of the TFRW President.
- Write Sample Press Releases about participation in TFRW events for individual clubs to use in their local papers.
- Coordinate with TFRW Awards Chairman on Newsletter Awards deadline. Update applications on TFRW website and form a committee to judge applicants. Participate in TFRW Awards luncheon at biennial convention.
- Encourage local clubs to promote their clubs to the media and others in the most positive and professional way possible.
- Be available to advise local club PR Chairmen in performing their PR responsibilities and assist when needed.
- Provide Public Relations and Newsletter training and materials for TFRW and Regional Leadership Seminars and Workshops.
- Provide guidelines for local clubs for public relations and newsletter production through articles in the TFRW Newsletter.
- Be sure that a disclaimer is printed on all written communication, “Political Advertising Paid for by the Texas Federation of Republican Women PAC.”

SPECIAL COMMITTEE CHAIRMEN

Special Committee Chairmen are appointed by the TFRW President and sit on the Board of Directors with no vote. Job descriptions for each of these committees are printed in this section. Many have duties that are also carried out at the Local Club level. Local Club Chairmen should read this section and communicate with the TFRW Chairmen for advice and guidance in carrying out their positions.

TFRW SPECIAL COMMITTEES

Americanism	Leadership Development
Appointments	Legal Affairs Counsel
Ballot Security/Election Integrity	Literacy
Campaign Management School	Membership Feedback
Candidate Development	Merchandise Manager
Candidate School Coordinator	Military Liaison
Caring for America	Member Welcome
Chaplain	NFRW Liaison
Convention Chair	Partnerships
Convention Site Selection	Past President's Council
Courtesy	Patrons Program
Data: Digital Technology Chair	Protocol
Data: Social Media Content	Research and Current Issues
Data: Website Content	Resolutions
Data: Multi Media Content	Scholarships (TFRW and NFRW)
Data: Training-Webinars	Texas House of Representatives Liaison
Data: Training-YouTube	Texas Senate Liaison
First Lady of Texas Liaison	Texas State Board of Education Liaison
Historian and Archives	Texas Treasures
Hospitality	Timekeeper
Judicial Liaison	Women of Distinction
Leadership Day Chair	

AMERICANISM

(See additional information in Tips Page161)

The purpose of the Americanism Chairman is to promote knowledge of our United States history and heritage through educational programs and timely articles about our liberty and freedom, thereby producing informed citizens and promoting patriotism, pride, loyalty and devotion to the United States and Texas.

Duties:

- Promote a spirit of patriotism throughout Texas.
- Work with Deputy Presidents and District Directors to encourage the TFRW clubs to participate in the Americanism Award.
- Coordinate with TFRW Awards Chairman on deadlines and other information necessary.
- Encourage local clubs to appoint an Americanism Chairman.
- Foster strong love of country and all it stands for by informing members about patriotic events to be held on holidays such as President's Day, Memorial Day, Fourth of July, Patriot's Day (9/11), and Veterans Day.
- Encourage members to exhibit patriotism by exercising the right to VOTE.
- Promote the ratification of the 19th Amendment giving women the right to vote.
- Support our troops through programs and efforts that are approved by the TFRW President.
- Teach flag protocol (found in the Tips Section, Page 153 of this handbook).
- Develop programs that address patriotism and citizenship that can be used by clubs relative to stated topics.
- Coordinate between chairs for programs that may overlap, doubling success of events
- Submit articles periodically for the *TFRW Today* Newsletter.
- Submit Quarterly update report to TFRW President and TFRW 1st VP.

APPOINTMENTS

The Appointments Chairman is responsible for keeping TFRW membership aware of appointments to boards and commissions by the Governor of Texas. This will be done by informing the membership of appointments available, through email notification, or through the TFRW Newsletter. The appointments Chairman will highlight members who hold appointments to boards and commissions by the Governor of Texas through the *TFRW Today* Newsletter.

For local club members interested in applying for an appointment, information and a current application can be downloaded from the governor's website for appointments at:

<https://gov.texas.gov/organization/appointments>

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

BALLOT SECURITY/ELECTION INTEGRITY

The charge to this committee is to help TFRW members stop or prevent ballot security problems in their various counties and make the general membership aware of problems or possible problems throughout the state. The chairman serves as a consultant to members in a county that has ballot security problems and reports on opportunities for voter fraud and ways to prevent it to the general TFRW membership.

When a problem in a county is identified, the chairman talks to the TFRW members in the county and county or state election officials. She recommends or helps local members develop a plan to reduce or eliminate opportunities for fraud.

The chairman disseminates information that serves as a warning for other clubs in other counties through the *TFRW Today* Newsletter. This could include incidents reported by members or by the news media, bulletins from the Secretary of State's office, and actions or pending actions by the Legislature.

The chairman can also disseminate information on actions that can be taken by TFRW members to detect or prevent voter fraud in their counties such as serving as poll watchers.

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

CAMPAIGN MANAGEMENT SCHOOL

TFRW, in conjunction with Leadership Institute, TRCCA, RPT, and TGA, will host one day workshops throughout the state during 2022-2023. The Campaign Management School Chairman will represent TFRW and work with these organizations to determine training dates and locations and participate in training when needed. The Chairman will also ensure TFRW members are informed of the training opportunities through articles in the *TFRW Today* Newsletter and announcements at TFRW board meetings.

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

CANDIDATE DEVELOPMENT-2022 Fill the Ballot

The Candidate Development Chairman promotes the development of candidates for office, communicates with other Republican organizations in order to support Republican candidates, and identifies offices where Republican candidates should be encouraged to run.

Duties:

- Identify government offices where no Republican is elected and encourage Republican candidates to run for office.
- Encourage Republican women and men to become government leaders.
- Work with the TFRW President to develop good working relationships with Republican candidates.
- Submit Quarterly update report to TFRW President and TFRW 1st VP.

CANDIDATE SCHOOL COORDINATOR

The Candidate School Coordinator is responsible for the TFRW eight-week training program to empower women to run for elected office at all levels of government. The coordinator is responsible for setting the dates and times for the web-based-video-program, professionally facilitating the meetings, scheduling guest speakers, and preparing assignments including goal-setting and action planning exercises.

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

CARING FOR AMERICA

One-way TFRW demonstrates how much we care is through our Caring for America community service program designed to assist those in need. The NFRW program projects a positive image of Republican Women, the GOP and promotes volunteerism at the local, state, and national levels. To achieve the ideals of this valuable community service program each state federation appoints a Caring for America Chairman.

Duties:

- Be available and respond to inquiries.
- Maintain contact with the NFRW Caring for America Chair and network with other state chairmen to obtain and pass on information and ideas of interest and value.
- Coordinate with TFRW Awards Chairman on award deadlines and other information.
- Collect information from Local Club chairmen and prepare reports and newsletters recognizing the projects and activities being accomplished by Local Clubs throughout the state.
- Publicize Caring for America projects and activities at the local, state, and national levels.
- Submit Quarterly update report to TFRW President and TFRW 1st VP.
- Each Local Club should also appoint a Caring for America Chairman to:
 - Guide the Local Club in selecting and accomplishing at least one major project that supports Republican ideals that encourage free enterprise and individual initiative, help those who are striving to become self-sufficient, and support education.
 - Keep members interested and motivated in the Local Club's projects.
 - Publicize Local Club project activities in the local news media and in TFRW and NFRW publications.

CHAPLAIN

The Chaplain serves a “quiet, but greatly needed” position within our Federation and our local clubs. It is a beautiful tradition to begin a meeting, or any Republican Women’s event with a prayer, followed by the Pledge of Allegiance to our Flags. As put forth and followed religiously by our forefathers of this great Nation of the United States of America, this brief but necessary action effectively gathers us together in a bonded group for the remainder of the meeting or event. To be inclusive of all in attendance, the prayer should reference “God” as we do in the Pledge.

We should always remember that there is no comma between “one Nation” and “under God.” It is one phrase: “One Nation under God.”

The TFRW Chaplain arranges for someone to lead in prayer and someone to lead the pledges for each separate meeting (Executive, District Directors, full Board as well as our official meals). This applies unless instructed otherwise by the President. The pledges support the prayer that we act as good citizens by conducting the meeting in a respectful manner toward our country and our flag.

CONVENTION CHAIRMAN

The TFRW Convention Chairman is responsible for the overall arrangements for the biennial convention. One of the most important responsibilities of the Convention Chairman is to appoint qualified, creative, and dedicated Host Committee Chairmen and to coordinate their activities to ensure a successful convention. Host Committee Chairmen should include: Secretary, PAC Treasurer, Decorations, Entertainment, Finance, Hospitality, Convention Logistics, Meals Logistics, Opening Night Event, Photography, Public Relations and Press, Program, Registration, Sergeant-at-Arms/Pages, Transportation and Tours, VIP Holding Room, and Vendors. Additional committees may be appointed as needed. All Host Committee Chairmen should be provided written job descriptions. The TFRW President appoints various other committees to guarantee a well- conducted convention.

Contracts are negotiated with the convention venues (i.e., Convention hotel and Convention Center, if applicable) by the Convention Site Selection Committee, and signed by the TFRW President.

The Host Committee should meet regularly, beginning at least a year before the scheduled convention. With the assistance of the PAC Treasurer, using actual costs associated with the immediate prior Convention, a convention budget is adopted, and funds are raised by the Convention Host Committee under the leadership of the Convention Chairmen and the members of the Finance Committee to meet the established income goal. Host Committee Chairmen are required to have contracts for all major money expenditures and a firm commitment in writing for goods and services.

Estimates for budgetary purposes are essential. The Convention Chairmen approve all expenditures submitted to the PAC Treasurer that are not covered by approved contracts and/or not included in the adopted budget.

The TFRW office staff, working with the Convention Chairmen, are responsible for sending out the “Official Call” to the Convention. The Convention Chairmen work with TFRW staff to receive credentials and all other information in a timely manner.

The Convention Chairmen work closely with the President, who is the final authority concerning decisions that are to be made to ensure a successful convention. During the convention, all Host Committee Chairmen are responsible for the smooth operation within their specific job requirements, and the Convention Chairmen oversee the process to be sure all areas are run efficiently.

The Convention PAC Treasurer’s final report is due by February 1 of the following year, contingent upon all expenses having been received and paid and all accounts receivable collected. The Convention PAC Treasurer should exercise due diligence in closing the books in a timely fashion.

Following the convention, the Convention Chairmen are responsible for ensuring that all Host Committee Chairmen submit final reports and return completed handbooks to be forwarded to the next Convention Host Committee.

CONVENTION SITE SELECTION

Duties:

- Collect and analyze bids from clubs and cities that wish to host a convention.
- Present a report to the Board of Directors for their vote on the next site.
- Review the Bid Proposal Form and Guidelines with all clubs prior to their bid submission to ensure that all clubs understand and answer all questions at the beginning of the bid process.

Guidelines for clubs:

- Start early. Bids are submitted 3 1/2 years prior to a convention.
- Be sure to have the support of all area clubs.
- Enlist your local Convention and Visitors Bureau. They can provide much information and help that you will need.
- Plan to involve the community. Get donations of money, transportation services, tote bags and fillers, etc.
- Seek the support of voting members of the TFRW Board. Let them know how committed your club is.
- Submit a complete bid package, including facilities, room rates, airlines, optional tours, opening night party suggestions, etc. The PROPOSAL FORM can be found on the TFRW website, www.tfrw.org.
- Talk to the hotels about best room rates, complimentary rooms, and suites.
- Do not try to do this alone! Make sure you have community support, and let the Board know how much there is.
- Incorporate all the good things you remember from past conventions and eliminate the not so good.
- Have fun with this! You'll create lasting memories for yourself and others.

Site Selection Policy Guidelines:

- All bidding cities shall be evaluated by the Board under the same parameters.
- The proposal form shall serve as the first phase of the selection process to determine appropriate cities for site visits. After collecting proposals and making site visits, the committee will recommend to the President, those cities which should be invited to make a presentation for Board consideration.
- The selection process should begin 3 1/2 years prior to the approximate date of the convention, and the selection should be finalized 3 years prior thereto, subject to fiscal review as to the actual prices being consistent with bids.

- Local members of TFRW clubs should be consulted as to their interest and commitment in addition to convention business interests.
- Easy travel access from all areas of the state shall be given major consideration by the Site Selection Committee.
- If the convention is to be held in a convention center, the city selected shall be required to designate a headquarters hotel at the time of selection.

All Contracts are negotiated with the convention venues (i.e., Convention hotel and Convention Center, if applicable) by the Convention Site Selection Committee, and signed by the TFRW President.

A copy of the Convention Contract shall be on file at the TFRW Headquarters, approved and signed by the TFRW President and Convention Chairmen.

COURTESY

When directed by the TFRW President, a District Director, or Deputy President, the chairman of this committee should send an appropriate card or email on behalf of TFRW to any member who needs recognition for a job well done, who is experiencing difficulty or loss as well as the many joys in life. A telephone call could be appropriate in some cases. The goal is for a response to be timely.

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

DATA TEAM (DIGITAL TECHNOLOGY/COMMUNICATION)

The Digital Technology and Communications Committee provide a robust and secure IT infrastructure that provides TFRW members on-demand access to information through a variety of channels. The TFRW DTC also coordinates all social media and outgoing messaging with the Public Relations chair.

The TFRW DTC is comprised of the following roles:

- Digital Technology and Communications Chair
- Social Media Content Coordinator
- Website Content Coordinator
- Multimedia Content Coordinator
- Training - Webinars
- Training – You Tube

Duties

- Work with President to coordinate key TFRW messaging.
- Report costs and effectiveness of DTC.
- Targeted social media posting designed to increase membership and support elections.
- Update and maintain TFRW website content quarterly or as directed by the BOD.
- Maintain graphic assets for use by TFRW clubs.
- Provide webinars for member education.
- Maintain membership data for “members only” content access.
- Additional duties as required by the President and BOD.
- Submit Quarterly update report to TFRW President and TFRW 1st VP.

FIRST LADY OF TEXAS LIAISON

The TFRW President will appoint a liaison to the First Lady of Texas during the term of a Republican Governor.

Duties:

- Coordinate with the First Lady and her office/assistant for open communication on TFRW activities.
- Develop and facilitate event opportunities.
- Responsible for protocol arrangements.
- Submit Quarterly update report to TFRW President and TFRW 1st VP.

HISTORIAN AND ARCHIVES PROJECT

The Historian appointed by the President should collect and preserve TFRW printed and graphic material during her term of office. The files should include:

- *TFRW Today* Newsletter issues
- *Texas Star* Newsletter issues
- TFRW Leadership Handbook
- Tribute to Women Printed Program
- TFRW Board of Directors Minutes
- Printed programs of TFRW and NFRW conventions
- NFRW Newsletter issues
- Newspaper clippings (with dates and newspaper names)
- Photos (identification of date, event, location/city, and participants)
- Interviews with past officers regarding significant historical TFRW events

These historical files are for the benefit and use of the organization and may be accessed in the future by historical researchers. A stackable, covered storage box is recommended for the permanent record and plastic is recommended to protect from moisture and dust.

The Historian should prepare a report detailing TFRW activities and achievements during the term of office. This should include:

- Names of the present organization officers and committee chairmen,
- Names of members serving on National levels,
- Awards presented to and by the organization and names of those honored, and
- Representation at special events.
- Submit Quarterly update report to TFRW President and TFRW 1st VP.

A copy of the report should be placed in the permanent record book and in the historical file container for that term of office. The Historian's signature should be affixed to the report. The President should approve the report.

TFRW encourages each local club to appoint a historian to preserve newsletters, programs, newspaper clippings, photos and other memorabilia documents the club's activities.

ARCHIVES PROJECT

The year 2010 began a new phase for the historical records of TFRW when we entered into an agreement with the Archives of Women of the Southwest at the DeGolyer Library at Southern Methodist University. This library will take the records mentioned above and incorporate them into their resource Archives.

HOSPITALITY

The primary duty of the Hospitality Chair for the Texas Federation of Republican Women is to be support before, during and after each Board meeting by assisting the Executive Director and the TFRW President and greeting and welcoming board members and guests.

Additional duties:

- Prepare and keep current nameplates for seating of the TFRW Board members.
- Set up nameplates for District Director/Deputy President, Executive Board and Board meetings.
- Prepare and distribute snack bags for Board meetings.
- Encourage TFRW clubs to donate a minimum of \$25.00 to Hospitality to purchase small snacks for the Board meetings; and posting a current list of those Clubs at the Board meetings. Provide the names of those clubs to the Awards Committee of their eligibility for bonus John Tower Award points.
- Assist the TFRW President with special seating arrangements at meetings and seated meals of the TFRW Board.
- Make all Board members and guests feel comfortable and welcome – informing them of the agenda, and helping new members become acclimated to the Board.
- During Legislative Day, Convention and other events at which the TFRW participates, work with the President, elected board and Executive Director to set up dais and reserved tables.
- During the TFRW biennial convention, set up, operate and man the VIP Room for the elected Board and Speakers. Work with Protocol to ensure schedule is structured, adhered to and on time; that speakers are knowledgeable of what is expected including where to be, and at what time – and to help their experience with the TFRW to be a pleasant and memorable one.
- Make certain that the TFRW President has access to Hospitality and that communication is kept open at all times.
- Be prepared and able to quickly step forward to help with any last-minute change of plans during convention. And help wherever it is needed.

JUDICIAL LIAISON

The Judicial Liaison serves as a source of information on the Judicial Branch of the State of Texas to the TFRW Board. The Liaison will advise the board of any proposed changes in the law that will affect the Texas judiciary.

These may include, but are not limited to, any proposed change in the manner of selection of judges, proposals that would impact the power or structure of the judicial branch, or special committees appointed by the Governor, Legislature, Supreme Court, or Court of Criminal Appeals to study the judiciary.

She will also aid the Board in educating our membership about judicial ethics and Code of Judicial Conduct Requirements for judges as well as candidates.

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

LEADERSHIP DAY CHAIRMAN

The Leadership Day Chairman facilitates a Leadership Workshop in the early part of even numbered years to help new, incoming club officers and committee chairmen become effective club leaders. At this workshop, experienced TFRW officers and committee chairmen present workshops, which include political and leadership topics. The Chairman works closely with the current and incoming TFRW President and Board to develop workshops and topics of interest to club leadership. This Workshop supplements active mentoring at club level and regional workshops, organized by District Directors and Deputy Presidents throughout the year.

LEADERSHIP DEVELOPMENT

The Leadership Development Chairman works hand in hand with the DD/DP/Training Coordinator to ensure that TFRW members are provided with the best education, information, and training needed to be effective leaders within TFRW, as elected officials/candidates, or as grassroots volunteers.

The Chairman encourages members to take advantage of the many leadership development opportunities within and outside of TFRW such as Leadership Day (held in even numbered years), Legislative Day (held in odd numbered years), TFRW Zoom and Special Issue trainings, and video trainings available on the TFRW website. Outside training can include Leadership Institute training, NFRW training, GOP and RPT sponsored training.

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

LEGAL AFFAIRS COUNSEL

The Legal Affairs Counsel is appointed by the President and provides legal services and advice to the TFRW board on general corporate legal matters. The Legal Affairs Counsel may distribute information on relevant legal topics, such as election law, for the benefit of TFRW members.

The Legal Affairs Counsel attends all Executive Committee and Board Meetings, and is an advisor to the Board.

LITERACY

TFRW supports and participates in the Barbara Bush Literacy Library Project (BLLP), Mamie Eisenhower Library Project (MEELP) and the Dictionary Project. Additional information on each project can be found at www.tfrw.org.

Duties:

- Encourage the clubs to participate in the TFRW literacy programs and to appoint a Literacy Chairman.
- Encourage the clubs to have at least one program about literacy during the current biennial period.
- Encourage the clubs to donate at least ten (10) new books (or used-books that are in good condition) to a local library, school, or shelter in support of the BLLP and one book from the MELP approved list.
- Provide BLLP and MELP bookplates to the clubs in order that the bookplates may be placed in the books before they are donated.
- Document the total number of all donated books and dictionaries and their recipients from information provided by the Literacy Chairman of participating clubs.
- Encourage club members to volunteer in literacy programs.
- Accumulate media coverage from the Literacy Chairman of the clubs about their literacy activities.
- Act as the liaison between the Literacy Chairman of the Local Clubs and the TFRW Board.
- Submit Quarterly update report to TFRW President and TFRW 1st VP.

(Forms found at <http://www.nfrw.org> and <http://www.tfrw.org>)

MEMBER WELCOME

The Member Welcome Chairmen will be responsible for identifying all paid members of TFRW and welcoming them with an email. Contact shall be made within one month of registration. The Member Welcome Chairmen will work closely with the Vice President of Membership.

Duties:

- Maintain a friendly, welcoming avenue between TFRW and all paid members.
- Contact the office on a monthly basis to obtain a list of all paid members.
- Contact member in a timely fashion.
- Submit Quarterly update report to TFRW President and TFRW 1st VP.

MEMBERSHIP FEEDBACK

The Membership Feedback Chair is responsible for designing, collecting and analyzing survey data from TFRW members on issues and events.

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

MERCHANDISE MANAGER

The Merchandise Manager is responsible for selling goods at the TFRW booth at the following:

- TFRW Board Meetings
- TFRW State Convention
- TFRW Legislative Day
- Republican Party of Texas State Convention
- TFRW Leadership Seminar
- Other locations for TFRW

Duties:

- Chairman shall maintain an accurate inventory and provide a quarterly report of sales, purchases, and inventory to the TFRW President.
- Chairman will be responsible for the following at the Republican Party of Texas State Convention and TFRW State Convention:
 - Sign up volunteers for shifts, minimum of 2 volunteers per hour working two-hour shifts.
 - Make certain the vendor booth is always manned.
 - Make certain that all the goods are at the location.
 - Set up and take down.
- Chairman will be responsible for the following for TFRW Board Meetings and events:
 - Set up early on the morning of the Board meeting.
 - Take down in the evening and put in the holding room.
 - Make certain the booth is always manned.
 - Make certain that all the goods are at the location.
- Chairman will be responsible for making certain that all volunteers understand how to complete sales forms and operate cash register and credit card processing devices.
- Chairman will be responsible to turn all money, checks, and credit card forms over to the TFRW office immediately following each event.
- Chairman will be responsible for informing the TFRW President or such TFRW officer as she has designated, about inventory shortages and any new ideas for items.
- Chairman cannot personally make a profit or be their own vendor.
- Submit Quarterly update report to TFRW President and TFRW 1st VP.

MILITARY LIAISON

The Military Liaison raises awareness to the issues concerning the military and informs members about legislation and policies affecting the military community.

Duties:

- Keep abreast of major developments within the Department of Defense, the various military agencies and the Veterans Administration.
- Inform the Board, through periodic presentations, of significant matters affecting the Military Community.
- Emphasis will be placed on pay and benefits and high-profile subject areas.
- Research specific questions about military matters for board members and Local Club Presidents.
- Submit Quarterly update report to TFRW President and TFRW 1st VP.

NFRW LIAISON

This committee will establish and maintain reciprocal communications between the National Federation of Republican Women and the Texas Federation of Republican Women.

Duties:

- Maintain a friendly, welcoming avenue between NFRW and TFRW to share ideas, as well as information regarding efforts and events.
- Monitor NFRW Communications and the NFRW Website for information that needs to be shared with the TFRW Board and Presidents of Local clubs.
- Share a description of the relationships between NFRW, TFRW, and Local Clubs in presentations through reports to the TFRW Board and local clubs.
- Serve as a resource for the TFRW Board and Local Clubs for information regarding NFRW ideas, requests, suggestions, and events.
- Keep members of TFRW informed about the purpose, benefits, and financial commitments of the Regent Program of the NFRW by staying in touch with NFRW Headquarters and by providing information and applications for an of our members who may wish to become a regent.
- Submit Quarterly update report to TFRW President and TFRW 1st VP.

PARTNERSHIPS

The purpose of the Partnerships Committee is to develop relationships with other aligned organizations/groups to facilitate the education and growth of conservative values within our communities and our state.

Duties:

*Identify organizations/ groups with aligned values and vision where relationships offering mutual benefit can be developed. Pursuit of these relationships will be done with advisement and coordination of the Executive Board and/or TFRW President.

*Assist in developing, planning and facilitation of those partnerships where TFRW Executive Board sees potential value.

*Educate individual clubs to the value of partnerships within their community and how to develop and utilize those relationships.

*Coordinate and update easily accessible TFRW website resource for clubs to see potential partners that are being utilized successfully by other clubs or state organization.

* Submit Quarterly update report to TFRW President and TFRW 1st VP.

PAST PRESIDENT'S COUNCIL

The Past President's Council Chairman will coordinate past TFRW Presidents to act as a support team for the current TFRW President. As past Presidents of the Texas Federation of Republican Women have a unique perspective regarding the responsibilities and challenges of this office, their advice for the current President will be welcome and appreciated if needed.

Duties:

The Past Presidents' Council could be called upon to provide analysis, review procedures, or to be charged with a special project as the current President sees fit.

PATRON'S PROGRAM

TFRW Patrons and their contributions to the continued success and the future growth of the Federation, have seen their membership status grow from important to essential in the opportunities, planning, and development of TFRW.

Generous contributors become sustainers in today's delicate balance of absolute business and structural needs with annual membership renewals and special fundraising events that assure reasonable TFRW dues for affordability at any income. Patron's welcome anyone desiring to support Federated Republican Women in their quest for the best in electing Republicans to political office. Counted among them are women of all ages, aspiring and elected public officials, and party loyalists.

There are plenty of "perks" for Patrons, including invitations to TFRW Board meetings, priority seating at Board luncheons and dinners, Conventions and Legislative Day, as well as private receptions with office holders and VIP's. Patrons receive the monthly *TFRW Today* Newsletter, as well as a specially designed membership pin and name badge denoting their significant contributions and assuring easy recognition at events.

Today, as when the Patrons Program began in 1984, Patrons still contribute \$250.00 annually, in one lump sum for membership from January to December of the calendar year. Although inflation has affected almost every other product or service we enjoy, the perks of the Patrons Program have only gotten bigger and better – and for the same amount we paid 35 years ago.

In the past, some clubs have honored their club President and club members who serve on the TFRW Board by purchasing an annual Patron membership. However, as another way to expand the TFRW Patron Program, we established the "**Patron Club Membership Levels**" and would like to encourage **every** Republican Women's club to put the Patron fee in your annual budget so that each year your President or club members can enjoy the "perks" of the Patron program. This is a way to honor, reward, or say "thank you" for all their hard work, as well as keeping them better informed.

The "**Patrons Club Membership Levels**" are as follows:

Gold Patron Club Membership: Entitles a club to send two (2) members to attend TFRW events as Patrons. Two Patron name badges will be issued to a Gold Patron Club and the membership is transferable among club members at TFRW events. The Gold membership provides for Priority seating for two Club members at all TFRW events. This membership level contributes \$500.00 annually to the Patron Program.

Silver Patron Club Membership: Entitles a club to send one (1) member to attend TFRW events as a Patron. One Patron name badge will be issued to a Silver Patron Club and the membership is transferable among club members at TFRW events. The Silver membership provides for Priority seating for one Club member at all TFRW events. This membership level contributes \$300.00 annually to the Patron Program.

District Director Gold Level Membership: Entitles a District Director to receive two (2) badges, allowing her to invite a guest to a Patron Program. Two Patron badges will be issued. The Gold Level provides for Priority seating for two members at all TFRW events. This membership level contributes \$500.00 annually to the Patron Program.

Individual Gold Level Membership: Entitles a member to receive two (2) badges, allowing her to invite a guest to a Patron Program. Two Patron badges will be issued. The Gold Level provides for Priority seating for two members at all TFRW events. This membership level contributes \$500.00 annually to the Patron Program.

Patron Clubs receive invitations to all TFRW Board Meetings and Patron receptions featuring special guest speakers. Club designees also enjoy reserved seating at special events such as the Tribute to Women, Legislative Day, State Conventions and TFRW Board meeting luncheons and dinners. They also receive a specially designed membership pin and a yearly ribbon upon renewal.

Many spouses accompany TFRW members to Board meetings, TFRW conventions, Legislative Day and other events throughout the year. In order to accommodate those spouses and other special men who support our TFRW activities, we have established a “**Patron Associate**” category for men as part of the Patron Program. The cost is \$250.00 per year.

The “**Patron Associate**” category is open to any man wishing to participate in TFRW Patron activities, including TFRW spouses, elected officials, Republican club members, and associate members of individual Republican Women’s clubs. Like Patrons, “**Patron Associates**” will receive invitations to all TFRW Board Meetings and events, as well as exclusive receptions featuring special guest speakers. They will also receive a specially designed membership pin and reserved priority seating at all TFRW functions. We encourage all TFRW Board members and club leaders to invite their spouses and other Republican men they know to sign up and begin enjoying the benefits of the “**Patron Associate**” membership.

More valuable than any “Perk” associated with the Patrons Program is the member’s knowledge that a Patron is a contributing pillar and foundation of the historic structure that is the Texas Federation of Republican Women.

(Application forms found at www.tfrw.org)

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

PROTOCOL

The Protocol Chairman coordinates with the TFRW President, Office Administrator, Hospitality Chair and Biennial Convention Committee to ensure proper seating, place cards, and physical arrangements for the head table for meetings, seminars, and social functions when required. She works with the Hospitality Chair to ensure convention schedule is structured, adhered to and on time; that speakers are knowledgeable of what is expected, where they should be, and at what time.

The Protocol Chairman advises Local Clubs on proper procedures for specific functions when advice is requested.

RESEARCH AND CURRENT ISSUES

This committee serves as an information resource for the TFRW Board of Directors and TFRW Membership regarding issues that TFRW may want to consider in order to influence policy for the betterment of the citizens of Texas. Through study, research, and presentation to the Board of Directors, the committee will consider issues for which TFRW could become an advocate in the Texas legislative session.

The committee will present regular reports to the TFRW board with proposed issues that the committee is researching and believes that they can get broad support from the membership. They will also submit articles for the *TFRW Today* Newsletter as needed. They will thoroughly study the pros and cons of the issues proposed and present a resolution for the TFRW Board to approve and then in cooperation with the Legislative VP, promote for legislative action.

The committee should also be prepared to present these issues to TFRW clubs to help them be proactive and involved in the legislative process.

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

RESOLUTIONS

(See TIPS section for sample resolution Page175)

In formal meetings and conventions, under *Robert's Rules of Order, Newly Revised*, resolutions are explained as a series of statements offered by one member of a group, or statements offered as the combined efforts of a committee appointed by the chairman of the group with the specific purpose to draft resolutions expressive of said meeting. When such resolutions are drafted by a committee, they are then offered to the assembled group in the form of a report from the committee and a motion for adoption of the report is made. This report falls under the heading of a main motion.

A properly structured resolution must contain one or more "Resolved" clauses, preceded by one or more "Whereas" clauses clearly stating reasons for the Resolves. Each clause is separated from the others by a semi-colon. It is important to remember that in drafting such a formal expression of opinion or intention to determine a course of action that statements made in the "Whereas" be accurate and defensible. In the assembly's adoption of a resolution only the Resolves have legal status.

Resolutions should be submitted in writing to the appropriate committee appointed by the Chairman of the assembled group or offered in written form prior to the convention for consideration by the Resolutions Committee and inclusion in the form of the convention.

The TFRW Special Rules of Order adopted by the Board of Directors on February 3, 2006, and amended on January 28, 2010, and February 3, 2012, provide that any resolution to be brought before the Board of Directors of the Texas Federation of Republican Women must be presented in writing to the Chairman of the Resolutions Committee seven (7) days prior to the meeting at which it is to be presented.

The TFRW Standing Rules adopted by the Board of Directors on February 2, 2006, as amended on July 31, 2009, provided that all proposed Resolutions for consideration of the Resolutions Committee to present to the TFRW State Convention shall be sent to the Chairman of the Resolutions Committee no later than fourteen (14) days prior to the State Convention. Resolutions will be selected after timely consideration and be presented to the Convention. No resolution shall be presented from the floor of the Convention unless the rules are suspended by two-thirds (2/3) vote of those registered delegates present and voting.

SCHOLARSHIPS

The Scholarship Chairman is responsible for ensuring that the current application forms for all scholarships are available on the website at www.tfrw.org. Her committee reviews the applications and makes recommendations for the awards. She should also coordinate her scholarship award information with the TFRW Awards Chairman.

TFRW STATE SCHOLARSHIP

The TFRW State Scholarship Award program is designed to biennially award a scholarship to a student(s) who plans to serve our Republican philosophy. The amount of the award will be determined by the funding of the program, and all federated clubs are invited to participate.

Information on the TFRW State Scholarship will be published in the TFRW Newsletter including a link TFRW scholarship website. Every federated club will be invited to nominate young women in their area. The TFRW Scholarship Committee will review all applications and announce the winner(s) at TFRW's State Convention.

NATIONAL PATHFINDER SCHOLARSHIP (NFRW)

The National Federation of Republican Women established the National Pathfinder Scholarship Fund in 1985 in honor of First Lady Nancy Reagan. The three annual scholarships of \$2,500 provide financial assistance and support to students seeking undergraduate or graduate degrees. Undergraduate sophomores, juniors and seniors, as well as students enrolled in a master's degree program, are eligible to apply for the scholarship. Recent high school graduates and undergraduate freshmen are not eligible. Scholarship winners may not reapply.

BETTY RENDEL SCHOLARSHIP (NFRW)

The National Federation of Republican Women established the Betty Rendel Scholarship Fund in September 1995 in honor of NFRW Past President Betty Rendel's extraordinary leadership skills and dedication to the Republican Party in her home state of Indiana, as well as at the national level. The three annual scholarships of \$1,000 are awarded to undergraduates who are majoring in political science, government, or economics and have successfully completed at least two years of college coursework. The recipients are chosen from applicants from across the nation. Scholarship winners may not reapply.

Note: Each President will choose one application from her state to submit to NFRW.

(See FORMS at <http://www.tfrw.org>)

TEXAS HOUSE OF REPRESENTATIVES LIAISON

The Legislative Liaison is to serve as an information source to the TFRW Board with the Texas Legislature and the Republican Caucus in the Texas House of Representatives.

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

TEXAS SENATE LIAISON

The Senate Liaison serves as an information source to the TFRW Board with Texas Senators.

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

TEXAS STATE BOARD OF EDUCATION LIAISON

The State Board of Education Liaison serves as an information source to the TFRW Board with the Texas State Board of Education.

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

TEXAS TREASURES

Purpose of this project is to identify, interview, and record our most senior and sage TFRW ladies. Objective: to record their history, their treasured memories, and their achievements. These seasoned and spicy ladies made Texas the great state it is and led the way for TFRW today. We want to honor our past and preserve their legacy.

- Submit Quarterly update report to TFRW President and TFRW 1st VP.

The following information is needed if you have a Texas Treasure in your club. (See Questioner below)

Name, DOB, Address, City, County, Telephone, Email, and family contact if you have it.
The objective of this project is to meet and interview (on camera!) these ladies if possible, or arrange a video chat.

Identify a member of your club or community to be included in the

TFRW Texas Treasures Project

Help us contact these wonderful ladies by sharing some information about them.

Name _____

TFRW Club _____

Address _____

City _____

County _____

Telephone (home) _____

Telephone (cell) _____

Email _____

TIMEKEEPER

During TFRW Board of Directors meetings, the President will direct the Timekeeper to time the reports. Usually, the time is two to three minutes, but can be up to five minutes depending on the report. This is at the discretion of the President and may change during the meeting. Flexibility and communication are a must for the Timekeeper

During the Biennial TFRW Convention, the President will appoint a Convention Timekeeper, along with other Convention Officials. The President will provide a detailed time schedule for the Timekeeper which shows times allowed for each speaker and event. It is the Timekeeper's duty to provide each speaker a predetermined warning signal before expiration of time and, if necessary, a signal time has expired.

WOMEN OF DISTINCTION

The Women of Distinction Chairman will form a committee of not more than five nor less than three members plus chairman who will communicate to consider a Woman of Distinction honoree for each month of the year.

Duties:

- Committee will send a compilation of this year's honorees to the President of TFRW, for approval.
- Chair will collect a picture and biographical information and submit it to the data team at TFRW for website publication.
- Chair will submit information to NFRW for publication.
- Committee will notify honoree and attempt to make a presentation at her local club's meeting.