

ILLINOIS FEDERATION OF REPUBLICAN WOMEN RULES OF ORDER AND STANDING RULES

A. Adoption of Standing Rules:

- Section 1. In keeping with Robert's Rules of Order, there are two main types of rules: Rules of Order and Standing Rules.
- Rules of Order: Defined as an individual rule dealing with parliamentary procedure, such as, but not limited to, the order of an agenda or rules of debate. Rules of Order may be rescinded, suspended, adopted or amended by a two-thirds (2/3) vote of the voting body, a quorum being present.
 - Standing Rules: Defined as an individual rule dealing with administration, such as, but not limited to, giving out awards for achievement or administrative functions of an office or committee. Standing Rules may be rescinded, suspended, adopted or amended by a two-thirds (2/3) vote of the voting body, a quorum being present, without previous notice or by a majority vote with previous notice.

B. Fiscal Matters

- Section 1. Dues and Service Charges: The Executive Committee shall review membership dues and services charges for all categories of membership on an annual basis. The amount shall be determined by the Executive Committee ensuring that the amount and timing of collection of dues and service charges reflect NFRW requirements and maintains the fiscal integrity of the IFRW. Annual increases, if imposed, must be approved by the Executive Committee. IFRW members will be notified of the increase and reasons in the notices to members clubs for annual dues and service charges.
- Section 2. Executive Secretary: If an Executive Secretary is contracted at the IFRW Headquarters, the President, within limits of the budget, shall establish and approve the pay scale for such services. The Executive Secretary shall submit monthly statements of services rendered. The statement must provide details of the services and reflect the pay scale as established by the President. If no services have been rendered in a given month, the monthly statement shall reflect "no activity" and \$0 charge. If the Executive Secretary chooses to donate her time to the IFRW, the monthly statement shall still detail the services and pay scale for those services, with the word "DONATION" written plainly across the statement. All payments shall be processed and remitted to the Executive Secretary no later than 30 days from the date of the statement. A 1099 Form shall be submitted to the Executive Secretary no later than January 31 of each year for services rendered the previous calendar year.
- Section 3. Expenditures: All expenditures of the IFRW will be supported by a voucher signed by the President. These vouchers will be forwarded to the Treasurer in a timely manner.
- Section 4. Receipts: Checks received by the IFRW are to be deposited within 7 days of receipt.
- Section 5. Financial Examination:
- An audit must be performed promptly after either the President or Treasurer leave office for any reason or upon a majority vote of the voting body, a quorum being present, without previous notice.
 - An Audit Committee consist of three (3) members appointed by the President, with approval of the Executive Committee, and shall perform the audit at the end of the calendar year.
 - An examination of the accounts shall be conducted annually by the Audit Committee. Upon satisfactory examination by the Audit Committee, a signed statement attesting to the integrity of the books and records shall be executed by each member of the Audit Committee and submitted at the first meeting of the Executive Committee of each calendar year.
- Section 6. Meeting and Convention Expenses: In the course of planning meetings and/or conventions for the IFRW, the Program Planning Committee Chairman shall regularly report status of expenses to the President.

Prudent use of IFRW funds shall be considered. The President may withhold an administrative fee for meeting and convention cancellations without adequate notice, as established in the Call. To the extent possible, programs and speakers should be arranged without cost. If any cost is to be charged for any speaker, program or activity, the President must approve the expenditure. This approval can be granted by telephone, facsimile, or email. Speaker meals shall be complimentary. Speaker expenses shall be considered in the advance planning stages of a meeting or convention. The President may approve such expenses for actual and reasonable out-of-pocket expenses.

Section 7. Travel Expenses: The President, or her designee, shall be reimbursed for actual and reasonable out-of-pocket expenses. All receipts above \$25 must accompany reimbursement requests.

Expenses for travel may include, but are not limited to: conference and registration fees, airfare, taxi/car service to and from airports, car rental, hotel, meals (that are not provided with the conference), taxes and tips, and mileage reimbursement for personal vehicle. All efforts should be made to plan travel well in advance and obtain the most economical rates for travel.

The following suggested allowances, if exceeded, must be approved in advance by the Executive Committee. Travel to NFRW conferences shall not exceed amount budgeted in the approved IFRW budget unless approved in advance by the Executive Committee.

Reimbursement of expenses above the allowances without prior approval may be denied by the Executive Committee. Personal business or pleasure travel expenses, when combined with IFRW business travel expenses, shall not be reimbursed. If traveling with family, friends, or other persons not associated with the IFRW, separate receipts shall be obtained where applicable.

Airfare:	reasonable, economy class
Hotel:	equal to or less than convention site hotel
Rental Car:	area rate for compact vehicle
Meals/Tips:	reasonable for location of convention or meeting
Conference:	full cost of any registration fees
Mileage:	reimbursed at current IRS per mile rate

Section 8. Federated Club Assets: Local federated clubs shall be required to name the IFRW as a beneficiary of club assets in the event of club dissolution or removal from IFRW membership.

Section 9. Financial Account Signatures: Upon the election of a new IFRW President and/or IFRW Treasurer, the names of authorized signatories on the IFRW financial accounts (being those of the President and Treasurer) shall be changed with the appropriate financial institutions.

C. IFRW District Directors

Section 1. Number of Directors: The President may appoint seven District Directors, subject to Article VI of the IFRW Bylaws. At the request and recommendation of the District Director, the President may appoint an Assistant Director to support the District Director in fulfillment of her duties.

Section 2. Geographical Jurisdictions: The geographical areas of responsibility of each District Director are as follows:

District 1 – Northeast: Counties of Cook, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, LaSalle, McHenry and Will.

District 2 – Northwest: Counties of Boone, Bureau, Carroll, Jo Daviess, Henry, Lee, Marshall, Ogle, Putnam, Rock Island, Stephenson, Stark, Whiteside, and Winnebago.

<u>District 3 – West Central:</u>	Counties of Adams, Brown, Fulton, Hancock, Henderson, Knox, McDonough, Mercer, Peoria, Pike, Schuyler, Scott, and Warren.
<u>District 4 – Central:</u>	Counties of Cass, Christian, DeWitt, Logan, Macon, Mason, McLean, Menard, Montgomery, Morgan, Sangamon, Tazewell, and Woodford.
<u>District 5 – East Central:</u>	Counties of Champaign, Clark, Coles, Cumberland, Douglas, Edgar, Ford, Iroquois, Livingston, Moultrie, Piatt, Shelby, and Vermilion.
<u>District 6 – Southeast:</u>	Counties of Clay, Crawford, Edwards, Effingham, Fayette, Franklin, Gallatin, Hamilton, Jasper, Jefferson, Johnson, Hardin, Lawrence, Marion, Massac, Pope, Richland, Saline, Wabash, Wayne, White, and Williamson.
<u>District 7 – Southwest:</u>	Counties of Alexander, Bond, Calhoun, Clinton, Greene, Jackson, Jersey, Macoupin, Madison, Monroe, Perry, Pulaski, Randolph, St. Clair, Union and Washington.

Section 3. District Meetings: The Board of Directors may review and establish an annual budget for each District Director to assist in the planning of the annual district meeting. Full consideration shall be given to budgetary constraints in determining the amount to be set aside.

D. Nominating Committee

Section 1. Election of Nominating Committee: Nomination to the nominating committee should be by ballot. The results will be documented by the Sergeant-At-Arms, with an additional option of two members serving as tellers. The Sergeant-At-Arms shall present these results to the Recording Secretary for proper recording. In the event of a vacancy or resignation on the nominating committee, the Nominating Committee shall call upon the alternates in the order of the number of votes received. The Recording Secretary shall provide these results to the Nominating Committee upon request.

Section 2. Commencement: The Secretary should supply the Nominating Committee Chairman with the following:

- Copy of the membership list
- The Bylaws
- A description of the duties of each office
- Eligibility requirements of each office

Section 3. Deliberations: Meetings of the Nominating Committee can take place in person, by phone or by other communication method acceptable to the committee. The Nominating Committee shall select one candidate for each elective position to be filled. Candidates should be diverse and representative of the entire IFRW. Past service to the IFRW, local member clubs, the State Republican Party and local Republican grassroots efforts should be considered. No candidate shall be excluded on the basis of age, race, religion, or culture.

Section 4. Selection: A member of the committee should be designated to call each nominee to see if she is willing to serve if elected. Oral consent to serve, if elected, shall be provided to the Nominating Committee Chairman within five (5) days of notification by the committee. Written consent to serve shall be given to the Nominating Committee Chairman immediately following verbal acceptance of the selection. If a nominee is not willing to serve, the committee needs to meet again and find another candidate. If no candidate is found, the committee can leave that slot open for nominations from the floor.

Section 5. Conclusion: The Nominating Committee Chairman shall submit their recommendations to the President for inclusion in the Call to the Biennial Convention. The Nominating Committee Chairman shall provide a report, at the appropriate time in the agenda, to the delegation at the Biennial Convention.

E. Elections

Section 1. Nominations: After submission of the Nominating Committee's report, the President shall open nominations from the floor. Nominations do not need to have a second and can be presented by the nominee or on her behalf. Nominees from the floor must rise and either accept or decline her nomination, if consent to serve has not already been submitted to the President, Nominating Committee or Executive Committee.

Section 2. Speeches: Speeches from candidates in contested offices shall be allowed to speak for three minutes. Members may ask questions of the candidates. No discussion or question/answer period shall exceed five minutes per candidate for office.

Section 3. Election Process: After the report of the Nominating Committee and the close of nominations from the floor, elections shall take place as indicated in the Call to the Convention or as by adopted in the Rules for the Convention by the delegation. When there is only one candidate for office, election may be by voice vote. This method must be passed by a two-thirds (2/3) vote of the voting body, a quorum being present, as is forfeits member's rights to write in a candidate. When there is more than one candidate for office, the election must be by ballot. The Sergeant-At-Arms shall preside over the election, distribute, collect and count ballots cast. The President may choose to select two members to serve as tellers for assistance in the election process. This selection must be made prior to the distribution of the ballots.

Section 4. Election Results: The Sergeant-At-Arms shall report on the ballot election after all votes have been counted. The Recording Secretary shall record the election results of whether by voice or ballot in the official record of the Convention.

F. Special Awards

Section 1. There may be occasion when special awards are appropriate to be given by and in the name of the IFRW. Any member of the IFRW may suggest such an award. The President must approve such award.

G. Committees and Appointive Positions

Recognizing that the primary purposes of the IFRW is to build the strength of Republican women, to elect Republican women to office, and to fulfill the other objectives as stated in the Bylaws, the respective duties of each committee and appointive office, shall be as follows:

Section 1. Standing Committees: Standing Committees include Bylaws, Campaign Activities/Americanism, Fundraising, Legislation, Membership, Program Planning, Publications/Public Relations. Chairman of the Standing Committees shall be voting members of the Board of Directors.

- Bylaws: To receive, consider and draft recommendations in regard to possible changes in Bylaws and Standing Rules.
- Campaign Activities/Americanism: To assist the IFRW and local clubs in the furtherance of our Republican form of government, and the understanding of the U.S. Constitution and American institutions; to be responsible at all IFRW meetings for the Pledge of Allegiance and the proper respect shown the American Flag; To assist the local clubs by training and educating members on Republican principles and how to become involved in the electoral processes; To inform the membership of how to access informational materials for use in promoting Republican ideals and candidates; To devise

methods in which activities on the local club level can be coordinated with those of other groups responsible for the campaign.

- Fundraising: To devise and promote, with the approval of the Executive Committee, ways and means for additional income for the IFRW.
- Legislation: To be informed on state and national issues and on legislation pending in the Illinois General Assembly and U.S. Congress; and to assemble and distribute information on state and national issues and legislation and make it available to local clubs.
- Membership: To assist the local clubs in the efforts to increase membership; to stimulate and aid in the formation of new clubs and the reactivation of lapsed clubs; to visit as many clubs as possible during the two-year term; to approve applications of new clubs and, after vote of the Executive Committee, to present charters to new clubs. Membership list shall be kept confidential.
- Program Planning: To assist local clubs in planning good programs by assembling pertinent materials and making it available, to assist the President in planning programs for the Board of Directors meetings; to maintain an active list of those qualified and willing to take speaking engagements at local clubs' meetings.
- Publications/Public Relations: To be responsible for the compilation, editing and printing of IFRW publications; to be responsible for all publicity and press releases for the IFRW; to assist the local clubs to have good publicity and public relations; to promote good public relations for the IFRW, not only through the usual media such as newspapers, radio and television, but also through every larger aspect to stimulate other members of the Executive Committee and local clubs to understand and use the larger aspects of public relations.

Section 2: Special Committees: Special Committees include Achievement Awards, Budget and Finance, Resolutions, and Sustaining Member and any other special committee tasked to perform a specific duty by the President or Executive Committee. Chairman of the special committees shall be non-voting members of the Board of Directors.

- Achievement Awards: To prepare and distribute the annual state Achievement Awards questionnaire; to evaluate the returns, make recommendations to the Executive Committee, and to present the awards at a designated meeting of the Board of Directors.
- Budget and Finance: To assist the Treasurer in preparing and presenting a budget to the Executive Committee at the beginning of each calendar year; to keep a record of the budget to assure that expenditures do not exceed revenues.
- Resolutions: To meet to call for, receive, consider and draft resolutions prior to the meeting of the Executive Committee whenever necessary. The Committee shall meet within twenty-four (24) hours before the opening of the Board of Directors meetings. The Committee may recommend as to the disposal of resolutions brought before it either by the Executive Committee, the Board of Directors or local clubs. All resolutions to be presented to either the Executive Committee or the Board of Directors shall be first considered by the Resolutions Committee, unless this requirement is set aside by two-thirds (2/3) vote of the body to which the resolutions are to be presented. The committee shall consist of five (5) members of whom three (3) shall be the President of the IFRW, the Legislative Chairman and the Bylaws Chairman. Affirmed resolutions shall be distributed as directed by the voting body of the IFRW.
- Sustaining Members: To obtain sustaining membership throughout the state; maintain liaison with the Treasurer, Finance, and Ways and Means Chairmen; supply Sustaining Members with all IFRW mailings.

Section 3. Appointive Positions: include Audit Committee, Chaplain, Historian, Parliamentarian and Sergeant-At-Arms. The positions shall be non-voting members of the Board of Directors.

- Audit Committee: To Review the income and expenditures of the IFRW at the end of each calendar year.
- Chaplain: At the direction of the President, to offer prayers at meetings.
- Historian: To keep the history of the IFRW; to keep a current Clipping Book of IFRW activities.
- Parliamentarian: To advise the President on proper parliamentary procedure at all meetings.

- Sergeant-At-Arms: To preside over the conduct and integrity of IFRW meetings and conventions and elections of nominating committee and IFRW officers. She may be asked to remove a member(s) or guest(s) for conduct unbecoming of a IFRW member.

Revised: October 2, 2004
Revised: April 30, 2005
Revised/Amended April 28, 2007
Revised/Amended April 25, 2009