



Florida Federation of Republican Women

New Club Application Packet



“The decision to establish a club is always of utmost importance to the Florida Federation of Republican Women.”



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**Download from WWW.FFRW.NET website*



Dear New Club Prospects:

It is our sincere hope that you will soon be a member club of the Florida Federation of Republican Women (FFRW). Within the following manual, you will find information that will assist you in forming and operating your club.

First and foremost, gather with the ladies that you envision being your founders. The group you select should determine the following:

1. Club Name
2. Club Officers
3. Club Bylaws
4. Hold a meeting where you commit at least 10 members.
5. Complete and file “New Club Application” and submit payment

Joining the Florida Federation of Republican Women will provide you with a support system of like-minded Republican Women. As an FFRW club you will be able to work with others to campaign for Republican candidates and advocate for or against public policies. In doing so, you’ll be engaging, educating, and getting out the vote of citizens within your community. Our FFRW clubs also provide beneficial community service.

This year brings us challenges like election integrity, education of our youth, and big tech. This is why it’s so critical that we get Conservative Republicans elected from the schoolhouse to Congress, and most importantly, re-electing our Governor Ron DeSantis. Good news! For the first time in Florida history, Republican registered voters outnumber the Democratic voters! We are building up to a red wave thanks to all the efforts of our Federated Republican Women!

The FFRW will continue to enhance communications in a manner that amplifies our voices directly to voters using our databases, vast network of clubs, social media, and traditional media (at the local, national, and international levels).

We look forward to you becoming a member club. Your talents and interests will undoubtedly contribute to the mission and goals of the Florida Federation of Republican Women. Welcome!

For Florida and For Our Country,

Maricel Cobitz

FFRW President

FFRWPresidentMaricel@gmail.com



Financial Aspect

When a member joins your local club, she becomes a member in good standing of the National Federation of Republican Women (NFRW) and the FFRW. Membership is open to registered Republican women.

When determining the dues level for your club, please note that your membership dues will cover membership in all three levels of the Federation. NFRW dues are **\$20.00**, FFRW dues are **\$5.00** for a total of **\$25.00**.

Local club dues typically run between **\$25.00 and \$55.00** per year. Clubs annually submit **\$25.00** per member. The remaining amount stays in the club's treasury.

Checks should be made payable to the FFRW and mailed to:

Ramona Rood (FFRW Treasurer)
4022 Moresburg Court
Jacksonville, Florida 32257

She will send **\$20.00** to the NFRW and the FFRW will **retain \$5.00**.

Please note: a **\$25.00 annual service charge is also due from each local club. Of that amount, \$15.00 per club is paid to NFRW; \$10.00 per club is retained by FFRW.*

Bank Account

Each club needs to establish a political EIN with the IRS for banking purposes.

Ask for Help!

FFRW officers are available to answer your questions and help organize your new club. All officers and their contact information are available by visiting www.FFRW.net. Please also visit the National organization at: www.NFRW.org.



Checklist of Items Needed to Complete Application

Send the following documentation via email to:

Maricel Cobitz

ffrwpresidentmaricel@gmail.com

and

Vickie Herrington

FFRW District Executive

herringtonvickie@gmail.com.

1. _____ NFRW New Club Application (completed online) ([click here to complete online](#))
2. _____ The Organization's Bylaws (must be sent as a [WORD document](#))
3. _____ Current membership roster (name, address, phone, cell, Email) ([in EXCEL format](#))
4. _____ List of Officers ([in EXCEL format](#))
5. _____ Remittance of all applicable dues, fees, and service charges
6. _____ Clubs Renewal, Returning, and [New Members Report](#)



Clubs Renewal, Returning, and New Members Report

Date: ____ / ____ / ____

Club Name _____

NFRW Club #: _____ FFRW District #: _____ Club EIN: _____

President Name _____

Email _____

Treasurer Name _____

Email _____

Month, paying dues



Renewal, Returning, and New Members

Number of Renewing New Members: _____ must include NFRW member i.d. number

Number of Returning Members: _____ designation for member not prior year member

Number of New Members: _____ please list last

TOTAL Members: _____ X \$25.00 dues = \$ _____ Check # _____

Annual NFRW and FFRW Club Dues: \$25.00 must be paid with first report of the year.

If not renewing please inform if the Club Disbanded date: _____

_____ Check here if your club is seeking a one year inactive status to reconstitute

Mail this form (in the FFRW Excel report format) with check payable to Florida Federation of Republican Women or FFRW to:

Ramona Rood

4022 Moresburg Court

Jacksonville, Florida 32257

Contact Ramona Rood, Treasurer, at 904-742-8007, ffrw.ramona@gmail.com

Save the file: (Club Name, Members, Date)

E-MAIL the FFRW Excel Report with copy of this document as an attachment to:

ffrw.ramona@gmail.com **with copies to:**

FFRW1stVPDiane@gmail.com and FFRWPresidentMaricel@gmail.com

[Download EXCEL sheets from www.FFRW.net]



Sample Bylaws

BYLAWS OF THE

[Club Name]

ARTICLE I – NAME

The name of this club shall be [Club Name], hereinafter referred to as “Club”. This Club is affiliated with the [Name of State Federation] and with the National Federation of Republican Women (NFRW).

ARTICLE II – OBJECTIVES

The Objectives of this Club shall be to:

- A. Increase the effectiveness of women in the cause of good government;
B. Disseminate information to all members;
C. Inform the public through political education and activity;
D. Foster loyalty to the Republican Party at all levels of government;
E. Promote the principles of the Republican Party;
F. Work for Republican candidates in all elections;
G. Support the objectives and policies of the Republican National Committee; and
H. Perform any lawful activity not inconsistent with the foregoing.

ARTICLE III – POLICIES

Section 1. ENDORSEMENT POLICY (choose only one of the below highlighted options)

[The Club as a whole and its President and Campaign Activities Chair shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, and special elections, and/or non-partisan elections when more than one Republican is in the race. Individual members of this organization may work for the candidate of their choice in contested Republican primaries, but not in the name of the Club or Federation.]

OR

[The Club as a whole and any member of its Executive Committee shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, and special elections, and/or non-partisan elections when more than one Republican is in the race. Individual members of this organization may work for the candidate of their choice in contested Republican primaries, but not in the name of the Club or Federation.]

An officer of the organization who is a candidate or whose spouse or family member is a candidate shall be exempt from this rule, however, they may not do so in the name of the organization or by utilizing the logo or stationery of the NFRW, the state federation, or the local club.



Section 2. SPLIT TICKET. Neither the Club nor an individual member shall advocate a split ticket, support an opposition party candidate, or act against the NFRW or State Federation policies and bylaws.

Section 3. OTHER ORGANIZATIONS. The Club shall not affiliate with any political organization which is not officially recognized as working in concert with the [Name of State Federation] NFRW and the Republican National Committee.

ARTICLE IV – MEMBERSHIP

Section 1. PRIMARY MEMBERSHIP

- A. Any Republican woman who believes in the philosophy of the Republican Party and supports the objectives and policies of this organization shall be eligible for membership.
- B. A member in good standing shall be a member who has paid the required dues for the current calendar year. The dues amount for primary members will be stated in the Club's standing rules and amended as required.

Section 2. ASSOCIATE MEMBERSHIP

- A. Any woman who is a primary member of another Federated Women's club who supports the objectives and policies of this club shall be eligible to become an associate member upon payment of required annual dues. The dues amount for associate members shall be stated in the Club's standing rules and amended as required.
- B. Associate members cannot hold office, vote, or be counted in determining the number of delegates to NFRW or the [Name of State Federation] meetings or conventions.
- C. Republican men may be associate members but cannot make motions, hold office, have a voice, vote, or be counted in determining the number of primary members.
- D. Associate dues remain with the club. Associate members are not reported to the State Federation or NFRW.

ARTICLE V – DUES

Section 1. FISCAL YEAR. The fiscal year shall be from January 1 through December 31.

Section 2. MEMBERSHIP DUES. Membership dues shall be payable no later than December 31 and shall be delinquent March 1. Dues collected in November and December may be applied to the following year's membership.

Section 3. SERVICE CHARGES. Club shall pay [Name of State Federation] dues and NFRW per capita dues, and the annual service charges on behalf of its members, with the first payment of the year to be made no later than December 31 of each year.

ARTICLE VI – ELECTED OFFICERS AND DUTIES

Section 1. ELECTED OFFICERS. The elected officers of this club shall be a President, Vice President, Secretary, and Treasurer.

Section 2. ELIGIBILITY. Each elected officer shall be a primary member in good standing of the club.

Section 3. VACANCY. A vacancy in the office of President shall be filled by the First Vice President. All other vacancies in elected office shall be filled by election by the Executive Committee at the first meeting following the creation of the vacancy.



Section 4. REMOVAL FROM OFFICE OR MEMBERSHIP. Members of the Executive Committee or members of the club may be removed by two-thirds (2/3) vote of the membership for any of the following reasons after investigation by the Executive Committee:

- A. Non-payment of dues;
- B. Advocating for an opposition party candidate;
- C. Supporting an opposition party ticket; or
- D. Failure to uphold the policies and objectives of this club as stated in the bylaws.

Section 5. ELECTION. The officers shall be elected at the [November OR December] (*choose only one of the highlighted options*) meeting and shall serve a term of [one OR two] (*choose only one of the highlighted options*) years, or until their successors are elected.

Section 6. DUTES OF THE OFFICERS.

A. The President shall:

- 1. Call and preside over all meetings of the Club and the Executive Committee;
- 2. Represent the organization at all times or designate someone as representative/proxy in her absence or inability to do so;
- 3. Make Committee appointments as necessary to conduct the business of the club, except the Nominating Committee, subject to the approval of the Executive Committee;
- 4. Prepare a program of action in consultation with the Chairmen of the Standing Committees for presentation and approval by the Executive Committee;
- 5. Submit an annual budget for approval by the membership;
- 6. Be an ex-officio member of all committees except the Financial Review and Nominating Committees;
- 7. Co-sign checks as one of two authorized signatures, namely President and Treasurer;
- 8. Represent the Club in all Republican Party activities;
- 9. Appoint the Financial Review Committee in November, with the exception of a change of treasurer at which time a complete review will be done;
- 10. Accept resignation by written letter or e-mail of any member wanting to resign from a position, chairmanship, or the Club; and
- 11. Call meetings of the Executive Committee; or upon the request of three members of the Executive Committee.

B. The Vice President shall:

- 1. Perform the duties of the President in her absence;
- 2. Fill the unexpired term in the event of a vacancy in the office of President;
- 3. Perform such other duties as are assigned by the President, the Executive Committee or the Club; and
- 4. Act as Program Chair.

C. The Secretary shall:



1. Keep the minutes of all meetings of the Club and Executive Committee;
2. Keep a current inventory of Club property;
3. Prepare Club correspondence in coordination with President;
4. Perform such other duties as may be assigned by the President, the Executive Committee or the Club; and
5. Maintain all Club records and historical items.

D. The Treasurer shall:

1. Serve as custodian of all Club funds and deposit them in a bank(s) approved by the Executive Committee;
2. Co-sign checks as one of two authorized signatures, namely President and Treasurer;
3. Disburse funds as directed by the Executive Committee or the membership;
4. Bring written financial report(s) to regular Club and Executive Committee meetings;
5. Submit dues, annual service fees, and reports to [Name of State Federation] as required;
6. Submit the financial records to the Financial Review committee for an annual review to be completed by the first meeting of the fiscal year;
7. Perform other duties as assigned by the President, the Executive Committee or the Club; and
8. Comply with all state elections and reporting requirements.

Section 7. RECORDS. All officers and all committee chairmen shall deliver all records, files, and properties of the Club to their successors upon retiring from office, unless otherwise directed by the President or the Executive Committee.

ARTICLE VII – APPOINTED OFFICERS

Section 1. APPOINTED OFFICERS. The President shall appoint, with the approval of the Executive Committee, a Corresponding Secretary and Parliamentarian.

Section 2. DUTIES OF APPOINTED OFFICERS.

A. The Corresponding Secretary shall:

1. Conduct the correspondence of the Club under the supervision of the President;
2. Preserve in a permanent file all letters and papers of value to the Club; and
3. Perform other duties as assigned by the President, the Executive Committee or the Club.

B. The Parliamentarian shall:

1. Serve as counsel and give advice on parliamentary procedure;
2. Be familiar with the bylaws and standing rules of the Club; and
3. Be entitled to the membership privilege of a ballot vote if a Club member.

ARTICLE VIII – MEETINGS



Section 1. REGULAR MEETINGS. A minimum of five (5) regular meetings shall be held during the Club year. These meetings shall be held as decided by the Executive Committee. A quorum at Club meetings shall be [25 % OR 30% OR 50%] (*choose only one of the highlighted options*) of primary members. At least fourteen (14) days' notice shall be given to all members for regular meetings.

Section 2. SPECIAL MEETINGS. Special meetings may be called by the President upon the request of five members of the Executive Committee or by [10% OR 20% OR 30%] (*choose only one of the highlighted options*) members of the Club. The purpose of the meetings shall be stated in the call, with no other business to be transacted at the meeting. At least a five-day notice shall be given to all members for any special meeting.

Section 3. ANNUAL MEETING. The [November OR December] (*choose only one of the highlighted options*) meeting will be designated as the Annual Meeting.

Section 4. VOTING. A vote of the Club or Executive Committee may be conducted by mail, telephone, fax, email, or other approved electronic means between meetings, provided there is participation by a majority of the members of the body. The vote shall be ratified and entered into the minutes at the body's next regular meeting.

Section 5. NOTICE. Notice for all meetings may be mailed or sent electronically.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 1. COMPOSITION. The Executive Committee of this club shall consist of:

- A. The elected officers;
- B. The Immediate Past President;
- C. The Corresponding Secretary;
- D. The Standing Committee Chairs;
- E. The Parliamentarian; and
- F. The Special Committee Chairmen, each without vote.

Section 2. DUTIES. The Executive Committee shall transact necessary business between meetings of the Club, approve committee appointments made by the President, and perform other duties as assigned by the Club.

Section 3. MEETINGS. The Executive Committee shall meet as decided by the President or the Committee. Special meetings may be called by the President or upon the request of a majority of the Committee. At least a fourteen (14) day notice shall be given for meetings. Notice may be mailed or sent electronically.

In the event a properly called executive committee meeting has to be canceled due to circumstances beyond the control of the (club name), then it shall be acceptable to hold said board meeting by an approved electronic means with seven days' notice being given to all the members of the board of directors. This section does not apply to a meeting required by these bylaws that has not already been called.

Section 4. QUORUM. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE X – COMMITTEES



Section 1. STANDING COMMITTEES

- A. The standing committee chairmen of this club shall be appointed by the President, and approved by the Executive Committee, to include: Legislative, Bylaws, Campaign Activities, Fundraising, and Membership.
- B. Officers may be appointed to chair standing committees, and no other standing committee chairmen may be named without an amendment of these bylaws.
- C. Standing committee chairmen shall be appointed for the same term as the President and shall be voting members of the Executive Committee.
- D. Duties of Standing Committees
 1. Legislative
 - i. Shall implement legislative concerns important to the Club; and
 - ii. Shall inform the Club and Executive Committee of any legislation affecting the interests of NFRW and [Name of State Federation].
 2. Bylaws
 - i. Conduct a biennial review of the Club bylaws;
 - ii. Request and receive proposed amendments to the bylaws, submit them to the Executive Committee for action, or initiate changes requested by the Club;
 - iii. General membership shall have final vote of amendments; and
 - iv. Furnish [Name of State Federation] Bylaws Committee with a complete set of Club bylaws for review and approval. Any subsequent revision of bylaws shall be sent to the [Name of State Federation] Bylaws Committee for approval.
 3. Campaign Activities
 - i. Shall coordinate all activities of the Club's campaign program and be responsible for the collection and reporting of campaign hours.
 4. Fundraising
 - i. Shall prepare and implement a plan for raising funds in order to meet the Club's budget; and
 - ii. Shall notify the treasurer of all fundraising committee meetings and may attend.
 5. Membership
 - i. Shall coordinate all membership renewal and new member efforts
 - ii. Shall compile and maintain complete membership lists
 - iii. Shall ensure that all membership information is shared with the Treasurer and others as deemed necessary and is submitted to the state and national federations according to deadlines

Section 2. SPECIAL COMMITTEES

- A. The President may appoint chairmen of special committees, subject to the approval of the Executive



Committee, at any time as it may become necessary. Special Committee Chairmen do not have a vote on the Executive Committee.

1. Special Committees should include: Public Relations/Communications, Caring for America, and Literacy. Other Special Committees may be appointed as needed.
- B. Financial Review Committee. A committee of three primary members shall be appointed by the president in November of each year whose duty it shall be to review the treasurer's accounts at the close of the fiscal year and shall report to the Executive Committee and to the membership at the first meeting of the following fiscal year.

Section 3. COMMITTEE MEMBERS. All committee members must be primary members in good standing in the Club.

Section 4. EX-OFFICIO MEMBERS. The President shall be an ex-officio member of all committees except the Nominating and Financial Review Committees. The President shall have final authority over all printed materials.

ARTICLE XI – NOMINATIONS AND ELECTIONS

Section 1. NOMINATIONS.

- A. A Nominating Committee of [3 OR 5 OR 7] (*choose only one of the highlighted options*) primary members, and one alternate, shall be elected by the Club no later than September of each year. The Committee shall elect its own chairman. The Parliamentarian will instruct the Committee as to proper procedure and will be available for further counsel if required;
- B. The Nominating Committee shall report a slate of one candidate for each office at the general meeting in [October OR November] (*choose only one of the highlighted options*) of each year, at least 30 days prior to the election meeting. All nominees shall be primary members in good standing in the club and shall give written consent to serve, if elected. Nominations from the floor shall be in order following the report of the Nominating Committee and just before the election; and
- C. Nominating Committee members shall not succeed themselves.

Section 2. ELECTION OF OFFICERS.

- A. Elections shall be by ballot at the regular meeting in [November OR December] (*choose only one of the highlighted options*). However, if there is but one nominee for any office, the election for that office may be by voice vote;
- B. No officer may simultaneously run for more than one office; and
- C. Officers [may OR may not] (*choose only one of the highlighted options*) run for a second consecutive term.

ARTICLE XII – STATE FEDERATION CONVENTION DELEGATES

Section 1. ANNUAL MEETING. At the [Name of State Federation] biennial convention, the club shall elect representation to the convention in the method set forth in the [Name of State Federation] bylaws.

Section 2. Election of delegates and alternates shall take place at a general meeting before convention to conform to [Name of State Federation] certification requirement.

ARTICLE XIII – PARLIAMENTARY AUTHORITY



Robert's Rules of Order, Newly Revised, shall govern the club in all instances where they are applicable and in which they are not inconsistent with these bylaws, NFRW and [Name of State Federation] bylaws and any special rules of order.

ARTICLE XIV – AMENDMENTS

These bylaws may be amended by a two-thirds vote at any regular (general) meeting of the club, provided that notice of the proposed amendment(s) shall have been sent to each member thirty days prior to the date of the general meeting.

ARTICLE XV – DISSOLUTION

This club may be dissolved by a two-thirds vote at any regular or special meeting of the club, provided that notice of the dissolution has been submitted in writing at least thirty (30) days prior and has been sent to all members of the club. In the event of dissolution, the Executive Committee shall, after payment of all liabilities of the club, distribute any remaining assets to the [Name of State Federation]. No funds shall be distributed to any member or officer of the club. The right to use the name of a dissolved club shall revert to the [Name of State Federation].

These bylaws approved and adopted by [Club Name] on this date [Date]



Sample Agenda and Order of Business

Call to Order

After determining that a quorum is present, the presiding officer rises, waits for quiet, and says, “The meeting will come to order.” Welcome those present and acknowledge dignitaries and special guests.

Opening Ceremonies

The invocation, the national anthem, and the Pledge of Allegiance to the Flag of the United States of America are given in that order.

Roll Call

(if needed to establish a quorum)

Reading and Approval of Minutes

“The secretary will read the minutes.” The presiding officer sits down; the secretary stands and reads the minutes.

“Are there any corrections to the minutes?”

“If there are no corrections, the minutes stand approved as read.”

With corrections: “If there is no objection, the Secretary will make the correction(s).” If there are no further corrections, the minutes are approved as corrected.” Note: No motion is necessary to approve the minutes.

Reports of Officers, Boards, and Standing or Special Committees

“The next order of business is hearing reports of the officers, boards, and standing committees.”

The chair usually calls on only those who have reports to make.

In calling on the treasurer: “May we have the treasurer’s report?” A treasurer’s report is never adopted.

An auditor’s report, made annually, is adopted.

The committee chair, “on behalf of (or by the direction of) the committee,” moves the adoption of the necessary motion to implement any recommendations. A motion arising out of an officer’s, board’s, or committee’s report is taken up immediately.

Unfinished Business

Any questions previously introduced and not finished or any postponed to the present Meeting:

“The first item of business is the motion relating to . . . that was pending when the previous meeting adjourned. Are you ready for the question of adopting this motion?”

New Business

“Is there any new business?” then, “Is there any further new business?”



Announcements

“The chair has the following announcements . . . Are there other announcements?”

Program

“The Program Committee (or Chair) will now present the program” or “introduce the speaker(s).”

Adjournment

“Is there any further business? (Pause) The meeting is adjourned” or “A motion to adjourn is in order.”

In announcing an affirmative vote: “The ayes seem to have it. (Pause) The ayes have it, and the meeting is adjourned.” (A single rap of the gavel may be used.)



FFRW Club Officers Installation Ceremony

You, the Newly Elected Officers of the (Name of FFRW Club), are about to enter upon your respected duties. In accepting these posts, you are assuming a leadership role among Republicans; thereby setting an example - one that requires the best energy, integrity and devotion of which you are capable. In accepting your position, you Promise to exert every effort to conduct the business of (Name of FFRW Club) that will attract women in your community who believe in the Republican Party and its principles, and in electing Republicans to all levels of Government.

To that end, I ask you to raise your right hand and repeat after me your oath of office:

Oath of Office

I, _____ solemnly swear (promise) to live up to the provisions of the Governing
(state your name)

Laws of the _____; the Florida Federation of Republican Women; National
(Name of FFRW Club)

Federation of Republican Women; and The Republican Party of Florida and to discharge all

duties incumbent to my office to the best of my ability.

By the authority vested in me by the _____ and the Republican
(FFRW, NFRW, or State of Florida)

Party of Florida, I declare you the installed officers of the _____ for
(Name of the FFRW Club)

the Year(s) _____.
(years)

Congratulations.



FFRW Executive Committee

President

Maricel Cobitz

786-290-4333

FFRWPresidentMaricel@gmail.com

1st Vice President

Diane Van Parys

770-862-3689

FFRW1stVPDiane@gmail.com

2nd Vice President

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3rd Vice President

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Secretary

Roberta Ulrich

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Treasurer

Ramona Rood

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