



# CALIFORNIA FEDERATION OF REPUBLICAN WOMEN

## NEW CLUB KIT/NEW CLUB APPLICATION

### C. LOCAL CLUB CHARTER (CFRW Bylaws ARTICLE IV – MEMBERSHIP)

The local club Charter is the document issued by NFRW authorizing the formation of a new local club.

#### Section 1. Organization of a New Local Club

A new local club may be formed where ten (10) or more registered Republican women wish to organize a permanent local club, adopt bylaws approved by the CFRW Bylaws Chair and provide for the payment of CFRW and NFRW per capita dues and NFRW service charge in accordance with NFRW deadlines.

A new local club shall organize under the direction of the Regional Director in the region in which it is located. Petitioning forms shall be obtained from either the appropriate Regional Director or the CFRW Charter Registry Chairman.

- a. The name of each local club shall include the word "Republican" and end with the word "Federated". To avoid duplication, the name selected by a new club shall be cleared with the CFRW Charter Registry Chairman before proceeding with the required organization petition.

- **NOTE: The Charter Registry Chairman shall mail or email the Request for Name Approval to the CFRW President to be presented to the Statewide Elected Officers, for name approval, before notifying the club that the name has been approved.**

- b. Petitioning forms for new clubs must indicate that the following requirements have been met:

1. The name has been approved by the CFRW Charter Registry Chairman.
2. The bylaws have been approved by the CFRW Bylaws Chair or Parliamentarian.
3. The officers have been duly elected.
4. The per capita lists have been received by the CFRW Membership Secretary.
5. The CFRW per capita dues have accompanied the list of charter members.
6. The NFRW service charge has been paid.

- c. **When the petitioning forms have been completed and approved by the Regional Director**, the forms shall be sent to the CFRW Charter Registry Chairman for a final check, **forwarded to CFRW's Executive Committee for approval**, then forwarded to NFRW for issuance of the charter and the NFRW President's signature to be returned for CFRW President's signature and presentation to the club.

- d. **CFRW's Executive Committee may accept or reject the application for membership of a new local club.** Rejection shall not deny the right to petition again.
- e. In the granting of a charter to a local club, CFRW retains the right to suspend or revoke the charter of a local club at any time upon evidence of action by the local club that it is not in accord with the bylaws of CFRW or NFRW.

**Section 2. Local Club Directives**

- a. The fiscal term of office for local club Officers shall be from January 1 through December 31 following their election.
- b. Elected officers must be residents of California and registered to vote in California.
- c. Each local club shall conduct a minimum of five (5) meetings a year, conditions permitting, and maintain good standing by the payment of the NFRW service charge and submission of per capita reports and dues payments to CFRW who shall forward to NFRW their dues portion.
- d. Newly forming clubs and Local clubs, when amending their bylaws, shall send two copies of their bylaws to the CFRW Bylaws Chair for approval. One copy is to be returned to the club for adoption and the second copy kept on file.
- e. If a charter is lost, a duplicate may be obtained by arrangement with the CFRW Charter Registry Chairman.

**Section 3. An existing, non-federated, Republican women's club,** which concurs with the objectives of CFRW and indicates a willingness to comply with the Bylaws, may join CFRW by applying for membership following the same procedures set forth above for the formation of a new local club.

***New Club Kit/New Club Application package: Do not use the NFRW forms found on the NFRW website. CFRW has additional requirements. The NFRW requirements have been incorporated into the CFRW New Club Kit/New Club Application. If you have questions, speak to the Charter Registry Chairman.***

*Regional Directors: All of the below forms should be given as a package to the new forming club. You can find the forms on the CFRW website. Download and save to your computer to give as a complete package.*

- 1. New Club Kit/New Club Application
  - a. New Club Application
  - b. Request for Name Approval
  - c. Preliminary Per Capita List
  - d. List of Elected Officers
- 2. Sample Bylaws
- 3. Difference between Bylaws and Standing Rules
- 4. Contact list of Regional Directors
- 5. EIN Application instructions
- 6. President's Packet



## CALIFORNIA FEDERATION OF REPUBLICAN WOMEN

### NEW CLUB KIT/NEW CLUB APPLICATION

#### APPLICATION FOR NEW CHARTER

**TO: REGIONAL DIRECTOR**

I certify that all requirements for granting a charter to a newly created Unit Club as enumerated in the procedures of the California Federation of Republican Women are enclosed or have been emailed to the Charter Registry Chairman:

1	*Request for Name Approval form has been emailed and approved by the CFRW Charter Registry Chairman. <a href="mailto:charterregistry@cfwr.org">charterregistry@cfwr.org</a>	
2	Bylaws, in Word format, have been emailed for approval to the CFRW Bylaws Chairman.	
3	<u>Approved</u> Bylaws, in Word format, have been emailed to the Charter Registry Chairman	
4	Officers have been duly elected. "List of Elected Officers" form has been emailed to the Charter Registry Chairman and Roster Chairman. <a href="mailto:roster@cfwr.org">roster@cfwr.org</a>	
5	Preliminary Per Capita List of Charter Members has been emailed to the Charter Registry Chairman.	
6	CFRW per capita <u>dues</u> accompany a copy of the Preliminary Per Capita list of Charter Members and mailed to the Charter Registry Chairman.	
7	The NFRW Service Charge payment has been mailed to the Charter Registry Chairman.	
8	New Club Application, Request for Name Approval, Preliminary Per Capita List with check(s), Service Charge check, Gold Sheet, and List of Elected Officers have been mailed or emailed to the Charter Registry Chairman for final approval.	
9	EIN Number has been requested at <a href="http://www.irs.gov/businesses/small/article/0,,id=102767,00.html">http://www.irs.gov/businesses/small/article/0,,id=102767,00.html</a>	
10	President's Packet has been given to the new club and required forms processed.	
11	*The club name shall not infringe on another clubs name and shall represent the area in which it is located. (Name is to be approved by the Statewide Elected Officers – see page 1)	

Signature of Regional Director: \_\_\_\_\_ Region: \_\_\_\_\_

Date: \_\_\_\_\_



## California Federation of Republican Women New Club Application

**TO BE COMPLETED BY CLUB and emailed to the Regional Director and Charter Registry Chairman**

Club Name: \_\_\_\_\_ County \_\_\_\_\_ Region \_\_\_\_\_

President: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Organized: \_\_\_\_\_ Number of Members: \_\_\_\_\_

Annual Club Dues: \_\_\_\_\_

Time/Location of Club Meetings: \_\_\_\_\_

Club website/Social Media Page: \_\_\_\_\_

How does a Republican woman join your Club? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief profile of your Club (i.e., why and how organized, mission statement, special programs, upcoming events/political activities, goals):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition to completing this profile, please submit club photo(s) to [communications@nfrw.org](mailto:communications@nfrw.org). The NFRW and CFRW request this profile information and photo(s) for possible use on the NFRW and CFRW website/social media, and in official NFRW and CFRW publications.

**CLUB CHECKLIST: Email to Regional Director and Charter Registry Chairman all completed forms.**

\_\_\_\_\_ Bylaws have been created and emailed to the Bylaws Chairman for approval. *Must be in Word format and emailed to [bylaws@cfwr.org](mailto:bylaws@cfwr.org)*

\_\_\_\_\_ Approved Club Bylaws have been emailed to the Charter Registry Chairman. *Must be in Word format and emailed.*

\_\_\_\_\_ Club Officers have been elected. *Email the form.*

\_\_\_\_\_ Gold Sheet has been completed. *Email the form.*

\_\_\_\_\_ Number of Charter Members is at least 10. *Associate members are NOT included in this count, email the form.*

\_\_\_\_\_ Club Dues and Service Charge have been paid. *Mail check(s) to Charter Registry Chairman*

Charter Registry Chairman  
Mary Raub  
139 Kipling Drive  
Mill Valley, CA 94941-1514  
Email: [charterregistry@cfwr.org](mailto:charterregistry@cfwr.org)



# CALIFORNIA FEDERATION OF REPUBLICAN WOMEN

## REQUEST FOR NAME APPROVAL

The name of each local club shall include the word "Republican" and end with the word "Federated". To avoid duplication, the name selected by a new club shall be cleared with the CFRW Charter Registry Chairman before proceeding with the required organization petition.

National Federation records are kept by states only; hence our Bylaws require that we avoid duplication or conflict of names within this state.

**The club name shall not infringe on another clubs name and shall represent the area in which it is located.** *(Standing Rule III Local Club Name)*

**Please complete and mail or email to the Regional Director and Charter Registry Chairman in order that immediate clearance may be granted.**

- **The Charter Registry Chairman shall mail or email the Request for Name Approval to the CFRW President to be presented to the Statewide Elected Officers, for name approval, before notifying the club that the name has been approved.**

Date of request: \_\_\_\_\_ County \_\_\_\_\_ Region \_\_\_\_\_

Proposed Name: \_\_\_\_\_

Person making request: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **NAME APPROVED OR DENIED**

Name approved: \_\_\_\_\_ Name Denied: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

\_\_\_\_\_

Suggested name: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_, Charter Registry Chairman

Date: \_\_\_\_\_



# CALIFORNIA FEDERATION OF REPUBLICAN WOMEN

## PRELIMINARY PER CAPITA LIST

Charter Members list for: (Name of Club) \_\_\_\_\_

President: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Add additional pages if necessary.

Charter Members: (Minimum 10 is required *Associate members are NOT included in this count*).

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

4. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**5. Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**6. Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**7. Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**8. Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**9. Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**10. Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Email this list to the Regional Director and Charter Registry Chairman.**

Charter Registry Chairman  
Mary Raub  
139 Kipling Drive  
Mill Valley, CA 94941-1514  
Email: [charterregistry@cfw.org](mailto:charterregistry@cfw.org)





# CALIFORNIA FEDERATION OF REPUBLICAN WOMEN

## LIST OF ELECTED OFFICERS

1. **President:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. **1<sup>st</sup> Vice President:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. **2<sup>nd</sup> Vice President:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

4. **Recording Secretary:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

5. **Treasurer:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Email this list to the Regional Director and Charter Registry Chairman.**

Charter Registry Chairman  
Mary Raub  
139 Kipling Drive  
Mill Valley, CA 94941-1514  
Email: [charterregistry@cfwr.org](mailto:charterregistry@cfwr.org)



## California Federation of Republican Women New Club Application

**TO: CFRW EXECUTIVE COMMITTEE**

**FROM: CHARTER REGISTRY CHAIRMAN**

Regarding (name of new club) \_\_\_\_\_

**CHARTER APPROVED:** \_\_\_\_\_ **CHARTER DENIED:** \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

**IF APPROVED -- CHARTER CHECKLIST:**

\_\_\_\_\_ Club Bylaws have been approved by the CFRW Bylaws Chairman (*email copy in Word format to CFRW President with completed application*).

\_\_\_\_\_ Club Officers have been elected.

\_\_\_\_\_ Number of Charter Members is at least 10 (*forward to Membership Secretary*).

\_\_\_\_\_ List of elected officers have been received (*email to CFRW President with completed application*).

\_\_\_\_\_ Club Dues for 10 members have been paid (*forward to Treasurer*).

\_\_\_\_\_ Service Charge has been paid (*forward dues to Service Charge Chairman*).

\_\_\_\_\_ Completed New Club Application package has been emailed to the CFRW President for final approval.

I certify that all requirements for granting a charter to the newly created Unit Club have been finalized and approved.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Charter Registry Chairman



## California Federation of Republican Women New Club Application

**TO:** NATIONAL FEDERATION OF REPUBLICAN WOMEN

**FROM:** CALIFORNIA FEDERATION OF REPUBLICAN WOMEN

**REGARDING:** APPLICATION FOR NEW CLUB CHARTER - APPROVED

**INCLUDE WITH THE APPLICATION TO NFRW:** Email certified application to: [malbrecht@nfrw.org](mailto:malbrecht@nfrw.org)

1. Club Bylaws
2. Club Officer Roster

I certify that this Club has fulfilled all Requirements for Charter.

### CALIFORNIA FEDERATION OF REPUBLICAN WOMEN

STATE PRESIDENT SIGNATURE \_\_\_\_\_

Address: \_\_\_\_\_

City and Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: [President@cfw.org](mailto:President@cfw.org)

DATE: \_\_\_\_\_

Mail or email to:

National Federation of Republican Women

Attn: Membership Director

124 N. Alfred Street

Alexandria, VA 22314

[malbrecht@nfrw.org](mailto:malbrecht@nfrw.org)

Need assistance? Contact the NFRW

Membership Team at

[membership@nfrw.org](mailto:membership@nfrw.org) or

703-548-9688

#### FOR NFRW OFFICE USE ONLY

DATE APPROVED: \_\_\_\_\_ CHARTER NUMBER: \_\_\_\_\_

Club Bylaws have been approved by NFRW Bylaws Chair: \_\_\_\_\_