

Building A Young Republican Club



South Carolina Federation of Young Republicans

“Changing South Carolina one Young Republican at a time”

www.scfyr.org

This document was compiled from documents from the Young Republican Indiana Federation, the North Carolina Young Republicans, the Oregon Young Republicans, and the Texas Young Republican Federation.

Table of Contents

Section Page No.

Welcome	3
Questions	4
What is a Young Republican	4
Purpose of a Young Republican Organization	4
Structure of the Young Republicans	5
Getting Started	6
Why join the YR's?	6
Recruiting Leaders	7
Recruiting Members	8
Plan and Publicize the Organizational Meeting	9
Conduct the Organizational Meeting	10
Establishing Club Infrastructure	10
Following Up	11
Club Organization	11
The Role of Officers	11
Setting up Committees	12
A Word to Club Organizers	13
Parliamentary Procedure	14-15
Programs	16
Minutes	17
Newsletters	18
Electronic Communication	19
Steps in Developing an Effective YR Club	20
Chartering in South Carolina Federation	22

Eligibility	22
Application and Renewal of Charter	23
Voting Members	23
Deadlines for Chartering and Re-Chartering	
For purposes of the State Convention	23
Suggestions	24
Social Events	24
Programs	25
Community Service Projects	26
Sample Constitution	27-30
Sample Press Releases	31
Sample Membership Application	32

South Carolina Federation of Young Republicans

305 N. Franklin Rd.

Greenville, SC 29609

Dear Fellow Republican,

Thank you for your interest in the forming a Young Republican club in your county. We are excited about the prospect of establishing a club in your county, and we appreciate your interest in helping us with this task. I hope that you will take the time to follow through on this interest. If you do, you will find the experience to be challenging and rewarding, and you will have done a great service for the Republican Party. The information in this packet is designed to give you the tools you need to get your new YR club off the ground. We hope that you will find this manual helpful. Again, we thank you for your interest in forming a YR club in your. If there is anything that we can do to assist you in this worthy endeavor, please do not hesitate to contact us.

Sincerely,

Patrick B. Haddon, Chairman

scfyrchairman@gmail.com

Questions

These are questions that you will want and need to answer in order to start and operate an active and productive Young Republican club. This manual will provide you with some basic guidelines to do just that!

What is a Young Republican?

Young Republicans are between the ages of 18 and 40 who are interested in taking an active role in Republican Party politics. They are organized as a special group because as young people they have different opportunities and situations to incorporate into their political activity. Young Republicans take part in GOP activities in their communities, doing everything from voter registration drives, to phone bank operations, to being campaign managers and running for public office themselves. They provide crucial support to the Republican Party, and work to ensure the future of the party in their communities and state. Anyone between the ages of 18 and 40 and a registered voter is eligible to be a Young Republican. The best way to organize is on the local level, because the foundation of the Young Republican organization is built from the grassroots level on up.

Purpose of a Young Republican Organization

A Young Republican ("YR") club provides the opportunity for young people who are interested in good government to:

- *Learn about government and politics
- *Participate in the political process
- *Meet with elected officials
- *Become better informed and more involved citizens.

Through the YR's, persons can develop their political knowledge and understanding of the issues of the day, and as citizens become more effective voters and campaign workers. By participating in the local club, they may assist in selecting candidates for public office and then may elect those candidates by actively helping them in their campaigns. YR's provides a unique opportunity for young people to meet government office holders, key decision makers in society, and like-minded individuals in their own community, state, and across the nation.

Young Republican Flow Chart

Young Republican National Federation

State Federations

Local Clubs

Young Republican National Federation (YRNF):

The YRNF is a pyramidal organization, built from the ground up. As the name implies, it is a federation of local clubs, which make up the state organization and ultimately, the national organization. It is important to remember that the local club is the building block of the entire organization.

Every two years each state YR organization elects delegates to attend the YRNF convention. At the convention the following national officers are elected: Chairman, Co-Chairman, Vice-Chairman at Large, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor and the Regional Vice-Chairmen from the 6 geographic regions into which all the states are divided. In addition, each region elects a regional director.

The National Committee is the decision-making body of the YRNF. It is comprised of the elected officers, appointed officers, regional directors, and the Chairman, National Committeeman, and National Committeewoman from each state. The National Committee meets three times each year. While only members of the National Committee can vote at meetings, all YR's are welcomed and encouraged to attend national meetings. In addition to the business meeting, YRNF meetings generally include social events, feature nationally prominent Republican speakers, and provide the opportunity to meet YR's from across the country.

The 6 regions established by the YRNF Constitution are as follows:

- **Region One** - Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, New York, Pennsylvania, New Jersey, Delaware, Puerto Rico.
- **Region Two** - Wisconsin, Illinois, Kentucky, West Virginia, Ohio, Michigan, Indiana, Minnesota, Iowa.
- **Region Three** - Alabama, Florida, South Carolina Federation of, North Carolina, South Carolina, Tennessee, Virginia, Mississippi, District of Columbia, Maryland.
- **Region Four** - Colorado, Nebraska, Kansas, Oklahoma, Texas, Arkansas, Louisiana, Missouri.
- **Region Five** - Montana, Wyoming, North Dakota, South Dakota, Idaho, Washington, Oregon, Alaska.
- **Region Six** - Nevada, Arizona, New Mexico, Utah, California, Hawaii, Guam, American Samoa.

Each region has a Regional Council comprised of the Regional Vice Chairman; the Regional Director; the Chairman, National Committeeman and National Committeewoman from each state; and any YRNF elected or appointed officers who reside in the region. The Regional Council is responsible for the development of YRNF activities in the region.

State Federations

Each state has a YR Federation whose charter has been approved and accepted by the YRNF. The State Federation is responsible for electing a state Chairman, National Committeewoman, and National Committeeman to represent the state on the YRNF National Committee. The State Federation is the umbrella organization for the local YR clubs within the state. The State Federation is the primary means of communication between the YRNF and the local clubs.

Local Clubs

The local YR clubs elect their own officers to run their local organization. This includes programming, public relations, membership/recruiting, and financing the local operation. For the most part, the majority of Young Republicans are most active at the local level, keeping in tradition with the GOP philosophy of the importance of local government.

Getting Started

Why join the YR's?

When someone asks, "Why should I join"? remember, the answer you give will likely determine whether or not the prospective YR will actually join! . Keep in mind the interests of the person you are recruiting. For the die-hard Republican, emphasize the attributes of party involvement at this level. For that person seeking a new social group (or to meet members of the opposite sex!), emphasize the benefits of group participation and meeting new people with similar interests.

Some thoughts to keep in mind while making your pitch about YRs are:

- The Young Republican National Federation is the largest youth political group in the nation with members in clubs across the country!
- Young Republicans offer the opportunity for political involvement at the local, state, and national level through local clubs, state YR federations, and the Young Republican National Federation.
- Young Republicans is an excellent opportunity for the individual to meet and get to know key political leaders.

- Young Republicans provides the opportunity to learn about our political system functions.
- Young Republican activity is the key to becoming a "decision maker" in the political system.
- Young Republican involvement offers an excellent opportunity for young leaders to run for office.
- Young Republicans offers an excellent opportunity for community involvement and a chance to work in solving the problems in one's own community.
- Young Republicans introduce you to the movers and shakers of the community, thereby expanding one's political and business networks.

Recruiting Leaders

One of the most important steps in organizing a YR club is to locate young people with leadership potential. Remember: leadership is essential to every YR group, no matter what its size. And, if leaders are located first, your job of club building will be much easier.

Possible sources for leaders include:

- Republican Party activists who are under the age of 40.
- Active members of professional and civic organizations with strong community ties.
- Current elected officials and local office holders may be able to recommend young people who have worked in their campaign and displayed interest in the political system. Once the key leaders have been located, you will need to point out the potential benefits of their membership in the organization. These benefits may be:
 - Leadership experience, which may help them in other social, community, or business situations.
 - Access to and experience in the local party that may lead to later leadership in the party hierarchy.
 - Invaluable experience for anyone interested in seeking public office.

Although most YR leaders have had previous experience in other political organizations, some may have never been members of any political group. Do not eliminate a potential leader simply because he or she has no background in politics.

The importance of locating and recruiting a core group of leaders cannot be over emphasized - success or failure here will all too often determine the future of the entire organization.

Recruiting Members

A club is not a club without MEMBERS! They are the lifeblood of your organization; they are vital to an organization whose purpose centers on participation and volunteerism! Once several key leaders have been located, you can rapidly expand the base of your new YR organization. Members can be located and recruited through the same process as mentioned above; however, once you have recruited several key leaders, it will be much easier to recruit members. The possible sources for members are endless; a few suggestions are as follows:

- **Friends, neighbors, and associates.** This is probably the most overlooked area of recruitment in all of politics. Very few people know the true political persuasions of their friends; et, people who are friends generally have many of the same political preferences.
- **Previous and Current Campaign Workers.** Obtain from the local senior party organization and local and state officials the names and addresses of young people who have volunteered on local campaigns.
- **Lists of Republican primary voters.** This data may be available through the state or local party.
- **Members of Other Youth Organizations.** Jaycees, church singles groups, fraternity and sorority alumni groups, etc. Active participation in these groups is usually a good clue to interests. Personal contact is the best means of both locating and recruiting YR members.

Remember: most young Americans today identify with the Republican party, and are just waiting to be asked to get involved! In recruiting, always stress what the individual can gain by joining YRs. Since you are asking the person to make a personal investment of time and money, it is most effective to show the individual what he or she can personally gain. It is important to understand the motivations that people may have in joining an organization. Potential members will join if...

...they believe in the purpose of the organization.

...they are seeking involvement in community affairs.

...their friends are members.

...are against the activities of another group (i.e., Democrats).

...are looking for something interesting to do in their spare time.

...they want to meet members of the opposite sex!

Plan and Publicize the Organizational Meeting

When you have located potential leaders and members, hold a small informal meeting to plan the Organizational Meeting. At the planning meeting you should:

1. Appoint a temporary chairman.
2. Select a club name (such as “The _____ Young Republicans” or “Young Republican Club of _____”).
3. Choose a regular meeting time.
4. Determine the location for the Organizational Meeting. Select a site that is easy to reach, has ample, well-lit parking, has a pleasant atmosphere, and will allow you to serve refreshments. (A member's home may do, but experience has shown that response is greater in a public location.)
5. Ask each person attending the planning meeting to provide a list of names of people, with their addresses and phone numbers, who may be interested in joining a YR club. Ask them to list business associates, friends, and members of other organizations to which they belong. Contact each person on the lists by mail at least 10 days prior to the Organizational Meeting. The letter should be followed by a phone call two days before the meeting.
6. Draft a proposed constitution. (See sample on pages 24-27)
7. Decide on the program. (See suggestions on page 22)
8. Prepare an agenda.
9. Prepare a News Release to send to all local newspapers, radio stations, and television stations. List the temporary chairman as the contact person. In the news release, announce the formation of the new YR club; the date, time and location of the first meeting; and the speaker or type of program. Use correct format, and be sure to meet required deadlines. (See sample on page 28)
10. Ask each person at the planning meeting to arrive at least 30 minutes before the starting time of the Organizational Meeting to help arrange the seating, setup a membership table, check on the lighting and microphones, and prepare refreshments.
11. Determine the amount of annual dues required for membership and design a membership application. (See sample on page 27)
12. Prepare the membership table. You will need membership applications, nametags, pens, and copies of the agenda and proposed constitution. Also have prepared paper ballots for the election of officers.
13. Select someone to contact the your State YR chairman, chairs of area College Republican organizations, and your County GOP Chairman. These people should be personally invited to attend the Organizational Meeting and may be invited to address the group.

Conduct the Organizational Meeting

The purpose of this meeting is to officially form the YR club. If you have a speaker or program for your meeting in addition to the organizational business, have the program before the business portion of the meeting. Keep the program and business portion of the meeting short - no more than two hours in total. Below is a sample agenda for the Organizational Meeting:

1. Call to Order. (Temporary Chairman) Be punctual!
2. Introduction of YR and/or GOP Officers. (Give each an opportunity to briefly address the group.)
3. Conduct the Program/Guest Speaker Addresses the Group.
4. Introduction of Individuals (Temporary Chairman)
5. Explanation of Purpose of Meeting
6. Adopt the Constitution.
7. Elect Officers. (The could be done at the second meeting.)
 - a. Only dues paying members can vote or be an officer.
 - b. Ask for nominations for each office and vote on that office before moving on.
 - c. The newly elected President may take over at this time.
8. New Business
 - a. Set the next meeting and the program.
 - b. Discuss membership drive
9. Announcements
10. Adjourn. Serve refreshments.

Establishing Club Infrastructure

After the initial organizational meeting, there are a few things that need to be done in order to conduct business, receive and disburse funds, and receive and send correspondence.

1. The treasurer should open a checking account for the club. The account should require two signatures per check. Approved signatories should include the Chairman, Vice-Chairman, Treasurer, and any other officers deemed necessary.

2. The club should establish a permanent mailing address to which members can send dues and other YR-related correspondence. A P.O. Box can be rented at a U. S. Post Office, or perhaps you can make arrangements to receive your mail at the County Party offices.

3. Consider designing and printing Club letterhead for official correspondence, and possible business cards listing meeting dates/times/locations, email and web addresses. These can wait if early finances don't allow them.

Following Up

The new club's executive committee should meet about once a week in the organization phase. These meetings should concentrate on communicating with members, recruiting additional members, and planning projects and social events. (See suggestions on pages 22-23)

Communication: Keep members informed of your meetings and events. A newsletter is a great way to make new members connected with the group. (See pages 18-21 regarding newsletters) If possible, set up a telephone committee to remind members about meetings and events. Remember to seek local publicity for your club's activities, including the election of officers (everyone likes to see their name in the paper). Also, be sure all officers are placed on both State and National YR mailing lists.

Projects: Make arrangements for a club project (either social or political) to begin as soon as possible after the organizational meeting. Remember, most members are joining because they want to be involved and active.

Club Organization

The Role of Officers

The officers play an important part in the development of an effective YR organization. The Officer Positions will vary from club to club, depending on the size or particular goals of the club. Below are listed the basic elected positions within the Executive Committee and their duties.

Chairman: The chairman presides at all general and board meetings, appoints committees and committee chairs, and is the CEO of the organization. The Chairman should annually develop a set of attainable goals and objectives for the club, and divide them in realistic portions among the club's committees and officers with specific responsibilities assigned to individual members. A periodic review of the goals and objectives should be conducted.

First Vice-Chairman (Program):

The First Vice-Chairman should, in the absence of the Chairman, perform the duties of the Chairman, and should perform other duties as designated by the

Chairman. The FVC should plan monthly programs for the club (including guest speakers, education programs, community service projects, social events).

Second Vice-Chairman (Membership): The Second Vice-chairman is responsible for membership: recruitment, communication, records, mailing list, etc. The SVC should be responsible for coordinating an annual membership drive. The SVC should work with a committee to contact new members, recruit prospective members, greet members at meetings, and coordinate with the Treasurer for dues payments.

Treasurer: The Treasurer should collect all dues and pay all expenses as directed by the Executive Committee. The Treasurer is responsible for establishing bank accounts, keeping records, keeping track of disbursements, preparing monthly financial statements, and having records available for inspection at all times. The Treasurer is responsible for preparing the annual budget. The Treasurer should be a member of the Finance committee.

Secretary: The Secretary is responsible for taking minutes at all club meets and executive board meetings. The Secretary is also responsible for mailing announcements and notices and for keeping track of all paperwork required by the state organization. The Secretary should also work with the newsletter editor and public relations chairman.

Additional Offices: Clubs can split up duties into additional offices as needed. For example, some clubs have chosen to include on the elected Executive Committee some of the following offices: Fund raising Director, Executive Director, Political Director, Communication Director, Social or Events Director, and Past Chairman. Making the Immediate Past Chairman a member of the Executive Committee guarantees at least one veteran member will remain on the Executive Committee each year.

Setting Up Committees

Each club should decide what committees it should have. Listed below are typical YR club standing committees.

Campaigns/Elections. This committee keeps track of all local, state, and federal GOP races. It is responsible for acting as a liaison to the local senior party for all campaign related activities and is the contact point for candidates seeking YR volunteers. This committee should conduct an annual voter registration drive.

Communication/Newsletter. This committee is responsible for all communications needed within the club, including a telephone network system, E-mail to contact members, or maintaining a club website. They put out a monthly newsletter and remind members of upcoming meetings and special events and projects. They may stay on top of other upcoming political events so that YR's can attend.

Community Service. This committee is responsible for establishing community-related projects for YR's. This committee is important to show that Republicans work to solve problems in their communities, rather than creating a bigger government. (See suggested projects on page 23)

Finance/Fundraising. This committee works with the Treasurer to create and implementation financial plan including long range and short-range goals. The committee also is in charge of raising money to meet its financial plan.

Membership. In conjunction with the Second Vice-Chairman, this committee recruits new members and plans an annual membership drive. They find a monthly meeting place, take care of refreshments, greet new members, and introduce new members at meetings.

Program. This committee works with the First Vice-Chairman to plan monthly programs. They may make a long range plan of programs for a year in advance. They are responsible for contacting, inviting, hosting, and thanking all speakers who participate in YR meetings and events.

Publicity. This committee works with the Communications Committee, but its responsibilities are focused more on external communications. They work to publicize YR meets and events, send out press releases as necessary, and keep YR's abreast of what is going on in the political arena.

Social. This committee is very important! Not all YR endeavors have to be political; it is important to have some purely social events, which allow members to get to know each other. This committee may plan parties, outings, or be responsible for hospitality suites.

A Word to the Club Organizers

Successful YR clubs never happen by chance. It takes hard work, dedication, and perseverance. Effective chairmen and organizers define their objectives, develop plans for achieving their objectives, assume personal responsibility for implementing and following those plans, monitor the progress of the club regularly, and persevere in the face off frequent setbacks until their objectives are achieved. As important as anything you do, it is the preparation of leadership to lead the club in future years. Encourage and grooming individuals who will carry the load after you have graduated from the ranks.

Effective chairmen do not wait for things to happen to them - they take charge. Taking charge does not mean arbitrary decision-making. It means leading your officers, and in turns the club members, into responsible decision-making and implementation of projects that will enhance the purpose of your club's existence.

It is also important to find ways to anticipate future events and influence them in advance. "Proactive" and "reactive" are two words commonly used to describe organizational behavior. Proactive is a conscious, deliberate, active command and preplanning of what one will do and accomplish. Reactive is a passive,

unplanned, after-the-fact mode of operating whereby one spends most of his or her time reacting to events, which have already taken place. These two approaches can mean the difference between success and failure in terms of what kind of leader you are and what kind of club you lead. Conscious, well-thought-out, time management is the key to organization; once the foundation is laid, it is up to you to build on it. Anticipate and plan your future to avoid unproductive, repetitive wheel spinning. Always remember the reason why you formed your club in the first place: to get involved in the community and affect the decisions that are made by our government leaders. Your job is important and your services are truly appreciated. You and your fellow YRs will make the difference between victory and defeat for the GOP! Your decisions will guide the future development of the YRs in your locality. If you have any questions or need assistance, please contact your state federation or the YRNF office.

Parliamentary Procedure

The club chairman is the person who determines the direction of a meeting - whether it will run smoothly or be a series of confusing issues raised by the membership. The smooth operation of the meeting depends upon the chairman's ability to use parliamentary procedure in a fair and orderly manner.

Robert's Rules of Order date back to 1876 when General Henry M. Robert adapted the standard rules of procedure of the House of Representatives for group meetings. The rules are quite detailed, and it is nearly impossible to memorize them all. A chairman who understands the basic guide can be an effective presiding officer.

Some Basic Provisions of Parliamentary Procedure:

1. The club should have an agenda for each meeting.
2. Action is taken by a motion made by a member that is supported by a second from another member.
3. Each motion should only deal with one basic issue or idea.
4. Debate should follow, not precede, a main motion. The Chairman should require a motion to be stated and seconded before debate is allowed.
5. Each speaker should be allowed one hearing on a subject under debate. The Chairman may refuse to call upon a speaker for a second hearing until all others have had an opportunity to speak.
6. Debate must be limited to the issue at hand. Speakers who wander or attempt to enter new matters should be ruled out of order
7. No new main motion may be introduced while another is on the floor.

8. Main motions may be amended. Votes on amendments must be taken before the original motion is voted upon.

9. No more than one amendment to an amendment can be made.

10. Before a vote on a main motion is taken, business can be interrupted by a motion to “lay it on the table”, to “postpone action”, to “refer it to a committee”, to “withdraw it from consideration”, or to “adjourn the meeting”.

11. Debate can be closed formally with a subsidiary motion (to close debate or to move the previous question), and a two-thirds affirmative vote. In cases where the Chairman believes discussion to have ended, a vote on the main motion may be taken without a formal motion to close debate unless a member objects.

12. Several motions are not debatable, such as to adjourn or to appeal a decision of the chair, or to table a motion.

13. A member may rise to a “point of order” at any time. After a point is stated, the Chairman issues a ruling. This ruling can only be overturned by a majority vote of members present.

14. Before main motions are voted upon, the motion should be read.

15. After a motion has been passed or defeated, no further discussion on the same issue should be allowed at that meeting, other than through a motion to reconsider.

16. The Chairman may not make or second motions.

17. Nominations to office do not need a second.

18. The Chairman should indicate before a vote if a two-thirds majority is required and whether the issue calls for a simple voice declaration, roll call, or secret ballot vote.

19. When electing officers, those officers with two or more nominations should be decided by a secret ballot vote.

20. Motion Procedure:

a. Obtain the floor (member); g. Put the motion to a vote

b. Assign the floor (chairman). h. Announce the result

c. Make the motion. e. State the motion.

d. Second the motion f. Debate

Types of Motions (Motions are arranged in order of precedence.)

See “Robert's Rule of Order” for motions and Priority of Motions

Programs

Purpose of club programs. The goal of programs for regular club meetings is to maintain the interest of club members and to give them the opportunity to expend their political knowledge in a variety of ways. Regular club programs may also seek to (1) recruit new members, (2) keep members better informed on political developments at all levels, (3) interest members in club and Party projects and (4) give individuals members an opportunity to participate in debates, seminars, panel discussions, etc.

Essentials for Program Planning. In selecting a speaker, the key is to be realistic. You should try to match the speaker with the event. Some points to consider are:

- How many people will attend? (A governor should not be invited to an event where only 25 people are expected to attend.)
- How much in demand is the speaker you want? The greater the demand on a speaker's time, the further in advance you will need to schedule.
- Does the speaker require an honorarium; and, if so, can your club afford it?
- Can your club pay transportation and related expenses if that is expected?
- Is the speaker qualified to speak on the topic selected?
- What is the popularity and drawing power of the speaker or the topic?

To increase your chances of obtaining the speaker you desire, follow these simple rules:

1. Send your invitation well in advance of the meeting date.
2. The actual letter of invitation should include the following: the name of your club and name of the person handling the event, the number of attendees expected, the type of meeting planned and whether or not it is a fund-raiser, whether or not you will pay travel and other expenses, an inquiry as to whether or not the speaker requires an honorarium, information regarding the topic and format that is desired, and the date or possible alternate dates for the event.
3. About one week after the invitation letter is sent, it is usually good to call the speaker or his or her scheduler and discuss the event with him/her. This extra invitation can often turn the tide in your favor if the speaker is trying to decide whether or not to attend.
4. Stay in close touch once the speaker accepts - don't forget about his or her transportation and lodging arrangements as well.
5. When inviting Republican speakers from out-of-state, send copies of your letters to your elected Republican congressmen, the YRNF office, and to your state GOP leaders. A cover letter asking these people to second your invitation will usually yield results.

The meeting itself

No matter what type of meeting is planned, the room you use ofcritically important! Although it is often difficult to estimate turnout, be sure that the meeting room is suitably sized for the event. Hint: be sure that the room is slightly smaller than the expected crowd. You will then be assured of what looks like a good turnout, which in turn will also help your publicity. The physical arrangement of the room should be suited to the specific needs of the event

(i.e., dinner, a speech, a reception). Prepare in advance a checklist of needed equipment for the program: microphone or other type of sound system, podium, overhead projector, VCR and TV, screen, American and state flags glasses, water, etc.

Minutes

Minutes are the responsibility of the Secretary. They should be clear, brief, precise, and typed to become part of the permanent history of the organization. Minutes should record the actions of the club, but not every detail must be included. The secretary should record what was done by the club, not what was said by the members.

The official actions of the club are officially recorded in the minutes, but the pros and cons of the action are not. Resolutions should be written out in full and attached to the minutes if passed or defeated. Motions should be written out in full within the minutes. The minutes may be read or distributed at the following meeting to be voted on for approval or corrected for approval. Minutes should contain the following:

1. Type of meeting (Board or Regular)
2. Name of club
3. Date, time, and location of the meeting
4. Presence of the Chairman and Secretary (and in their absence who called the meeting to order or presented the minutes)
5. State whether the minutes of the previous meeting were read and approved, corrected, or whether their reading was dispensed with.
6. Attach the treasurer's report
7. All main motions and points of order and appeals, whether sustained or lost and all other motions that were not lost or withdrawn. The name of the person who made the main motion, but not the second.
8. Program topic, method of presentation, and names of participants.
9. Names of guests and new members present
10. Time the meeting was adjourned

Newsletter

The effectiveness of your club depends not only on participation, but also upon a well-informed membership. The easiest way to do this is through a newsletter. A newsletter allows you to reach members and others with your message when they might not be present to hear it in person. It can increase member participation, interest, knowledge, and provides a tangible statement of your club's vitality.

A member who has a computer and some knowledge of desktop publishing is an ideal newsletter editor. In selecting an editor, make sure it is someone who will work with the club chairman and will agree to have content approved before publication.

Topics. The most important item your newsletter will carry is the notice of your next meeting. It should appear first, with all the details. The subjects you choose to feature are limited only by your imagination and creativity. However, some of the most logical include topics of local concern, a synopsis of upcoming activities, features on your members who have done or are doing unique things, committee appointments, profiles of newly elected club officers, party nominees, GOP officials, Republican officeholders, "Outstanding YR of the Month", by-lined reports of projects by committee chairs, and a "Chairman's Message". Other things to include could be: a membership application, an issues column, letters to the editor, YR state, regional, and national news and events, editorials, cartoons, humorous anecdotes poking fun at the democrats, etc. In an election year include a sample ballot and the names of all Republican candidates with their headquarters addresses and phone numbers. Each issue should include the names of new members and a calendar of all upcoming YR and GOP activities in your region.

Cost.

The cost of your newsletter will depend upon whether you do the typing or have it professionally typeset, if it is photocopied or printed, and whether you do the collation yourself. Some clubs build the cost of their newsletters into their dues structure. Advertising can defray some of the cost. If you are sending 200 or more newsletters in each mailing, you should send them by bulk mail. Contact your county Republican Central Committee Chairman to see if you can use their bulk permit by paying a small additional fee. Through it requires more effort than first class mailing bulk mail is much cheaper. Check with your local post office for step-by-step procedures on bulk mailings. If the newsletters do not comply with post office regulations, you will be required to do them again or be charged for first-class postage. Bulk rate delivery generally takes an extra day or two than first-class, so be sure to mail early.

Who should get the newsletter? Always keep your mailing list up to date and add new members to the roster immediately. Some suggestions of recipients are:

1. All club members
2. Your county Republican Central Committee Chairman
3. Other YR clubs, state YR officers
4. Potential members
5. Elected officials and candidates in your area

Electronic Communication

In conjunction with the Newsletter, Electronic means are also very effective in communicating with your members. These methods mainly include E-Mail Lists and Web Sites. Maintaining an up to date Web site is very effective in making information available to everyone. E-Mail is an even more effective, and maybe more importantly, the most inexpensive way of distributing information.

Web Site. Web Domain addresses can be purchased relatively inexpensively from such businesses as Dotster.com and Register.com. In some cases, your State YR Organization may have pages reserved for all state YR clubs. This is a service provided by the South Carolina Federation of Young Republicans. Check with your State YR Organization if you are not in South Carolina Federation of. The website should be used as a central location for all public club information, including a mission statement, officer roster, meeting dates/times/locations, and a calendar of events. The website can also hold recent newsletters, club event photos, links to other websites, and a means for people to contact the club. It should not hold private club information, such as club membership rosters, unless that information can be protected. Programs such as Microsoft FrontPage or even Microsoft Word can be used to design basic HTML web pages. A club member with web design experience willing to build and maintain the site would be ideal.

E-Mail.

Without a doubt, email lists are the most inexpensive way of communicating with a majority of the club membership. And because email is so inexpensive, you can maintain communication with a much larger group. Emails can be sent on a set schedule announcing all events within a specified time period, or in advance of each event. But some people would consider too many emails annoying, so you should keep the number of emails to a minimum. The easiest form of an email list would be just to place all the addresses in the BCC of your message email. This becomes more difficult with larger lists. The next option, still fairly easy, is to create a group entity on a website such as Yahoo Groups. Yahoo Groups allows you to 'subscribe' as many people as you wish. You send a message to the group, and Yahoo forwards the message to all 'subscribers' in the group. Subscribers can choose to receive an email, or view all messages in a digest on the Group page.

Steps in Developing an Effective YR Club

A study of the successful YR clubs across the country has resulted in a listing of what is essential in an organization's effectiveness.

Consider the following:

1. Does your club, at least annually; write up a set of attainable objectives or goals?
2. Is this set of objectives divided into realistic portions among the club's committees with specific responsibilities assigned to and accepted by individual members?
3. Do your officers meet to periodically review the club's activities in terms of how well these objectives are being attained?
4. Is your club listed in the local newspapers, Internet search engines?
5. Does your club periodically analyze its membership and make an effort to make it more reflective of the community as a whole in terms of economic groups, minorities, and representation in each key precinct in the area?
6. Does your club have a systematic method of finding names of prospective members?
7. Does your club conduct a membership drive with quotas and special recognition for those meeting their quota and those getting the most new members?
8. Is each prospective member called in person and invited to join and/or attend a meeting?
9. Are guests at meetings given special nametags and officially introduced, welcomed, and invited to join the club?
10. Does someone "guard" the door to sign up new members arriving or leaving?
11. Does your club assign a contact person to all new members?
12. Does each member receive a membership card, roster of members, and a copy of the club's constitution after paying dues?
13. Does your club have an orientation program or fact sheet for new members where they are informed of club programs, committees they may serve on, and about State and National Federations?
14. Are new members given some specific responsibility or area of activity shortly after joining?
15. Do you have monthly meetings held at the same place, same time, and same date (such as the third Thursday at 7:30 pm.)?

South Carolina Federation of Young Republicans Page 21

16. Are members advised by mail, phone, and/or email of the date, time, place, and subject of forthcoming meeting and events?
17. Is each member and guest given a nametag at each meeting?
18. Do your meetings follow a prearranged agenda and proceed according to Robert's Rules of Order?
19. Does your club have some form of social function either before or after most meetings?
20. Does your club have an extension committee working to establish YR, College, or Teenage Republican Clubs in your area where they don't exist?
21. Does your club have a monthly newsletter?
22. Does your club have a public relations chairman who issues releases to the media concerning meetings, elections, awards, special events, VIP guests, etc.?
23. Does your club give awards to your "Outstanding YR", "Outstanding Committee Chair", etc. and obtain appropriate publicity for them?
24. Does your club have an installation ceremony honoring old and new officers?
25. Does your club conduct at least one community service project each year?
26. Does your club conduct a voter registration program?
27. Does your club conduct campaign-training sessions?
28. Does your club encourage members to participate in precinct activities and recognize those who do?
29. Does your club hold officers' meetings each month?
30. Do your club leaders have a year's program outlined in advance so as to obtain balance between speakers, work sessions, debates, social functions, etc.?
31. Does your club have a program to train members how to speak in public?
32. Does your club take advantage of radio, TV and newspaper public facilities to publicize your upcoming events?
33. Does your Treasurer submit an annual budget and monthly financial statements to the club?
34. Are senior party officials and office-holders invited as guests to your function and keep informed of your activities?
35. Does your club have a program for honoring non-YR's for civic participation or other outstanding accomplishments?

36. Does your club specifically invite participation in your meetings from leader of other youth groups and attempt to get them to join Yrs?

37. Do you keep your membership informed of state and national YR events and programs?

38. Do your standing committees or officers make reports at meetings?

39. Does your club participate in state, regional, and national leadership training schools?

40. Does your club provide scholarships for outstanding members to attend the Young Republican Leadership Conference?

41. Did your club accept and carry out a specific assignment in the last GOP campaign in your area?

42. Does your club conduct a leadership inventory of the club members to determine their political experience, outside interests, and occupations?

Chartering in The South Carolina Federation

Purpose

In order to be a YR Chapter in good standing with the State YR Organization, each YR Club must Charter with the State. Chartering entitles each club the use of the "Young Republican" name within the State.

Eligibility

Membership in the Federation shall be available to any Young Republican Club within the State of South Carolina Federation of upon compliance with the following conditions:

1. A membership of at least ten (10) persons not over the age of forty nor under the age of eighteen as of the date of application.
2. The words "Young Republican" or "Young Republican Club" shall be included in the name of the organization.
3. The organization shall adopt a Constitution and/or Bylaws not inconsistent with those of the Federation.
4. The organization shall pay a chartering fee as provided for in the Bylaws of the South Carolina Federation of Young Republicans.

Application and Renewal of Charter

A charter may be granted by a majority of members of the Board of Directors in attendance at a duly called Board Meeting to any organization, which meets the membership requirements set forth in Article II, Section 1 of the Bylaws of the South Carolina Federation of Young Republicans. Applications for charters shall be made by registered mail to the Chairman or Secretary of the Federation, or in person at a meeting of the Board of Directors or at the Convention.

Each application shall include a copy of the Club Constitution and/or Bylaws in effect, evidence of regular meetings (e.g. meeting minutes, past speakers, club activities), a list of members (including each member's name, address and date of birth) and payment of three dollars (\$3.00) per person for all voting members. All charter applications shall be submitted to the next meeting of the Board of Directors, and charters shall become effective upon approval of the majority of the Directors. All charters expire on the day of the State Convention. A charter is renewed by submitting to the Credentials Committee, by the deadline set forth in Article II, Section 3, a current copy of the Club's Constitution and/or Bylaws, if changed, and three dollars (\$3.00) per voting member. The Club's Board of Directors shall have approved the membership list. Upon approval of the renewal materials by said Credentials Committee, the Board of Directors will vote on the Committee's recommendation before the beginning of the Convention.

Voting Members

In order to be a voting member in a chartered Club, a person must have personally paid his or her dues to the Club within the past eighteen (18) months and meet all other qualifications of the Club, the Federation, and the Young Republican National Federation. A person may not be a voting member in more than one Club. Each voting member must be a registered voter in the State of South Carolina Federation of. Each person must meet the age requirement of eighteen to forty inclusive.

Deadlines for Chartering and Re-Chartering for purposes of the State Convention

Each Club shall be notified of the date and location of the State Convention at least eight (8) weeks prior to the State Convention. Four (4) weeks prior to the State Convention shall be the deadline for receipt of all charter renewal materials for a Club to be seated at the State Convention with a maximum delegation.

Three (3) weeks prior to the State Convention each club shall be notified as to how many delegates they are allotted. One (1) week prior to the State Convention each club shall present the Federation with their delegate and alternate list. Clubs chartering at the Convention shall be allowed two (2) delegates at the Convention.

The chartering materials shall be either delivered in person or sent by first class mail to the Chairman of the Federation. The Chairman shall inform each Club Chairman of the number of members for each Club, which is chartering or re-chartering.

Suggestions

Social Events

1. Beach Party or Picnic
2. Barbecue
3. Political Roast
4. Wine Tasting Party
5. Tailgate Party
6. Watch the Big Game on a large screen TV
7. Halloween Costume Party
8. Christmas Party
9. Canoe, Sailing, or Raft Race
10. Softball or Volleyball Game
11. Political Trivial Pursuit Game
12. Valentines Dance
13. Post Election Night Victory Party
14. Members-Only Event to reward members and encourage new members
15. Comedy Club outing
16. Happy Hour
17. Casino Night (Fundraiser)
18. Candidate Socials (Meet and Greet)

Programs

1. "Town hall Meetings" with Elected Officials (All levels: Local, State, Federal)
2. Discussion among School Board Members
3. County Commission "Outlook on the Future"
4. State Legislative Session Review
5. Funding of County Agencies
6. University Professors on Political Polling
7. County Election Officer
8. Newspaper Editors and TV News Directors
9. County GOP Central Committee Chairman
10. Law Enforcement Discussions
11. Tax Assessor
12. Bank Officers (Economics, personal investment, etc.)
13. President of the Republican Women, Black Republican Council, Hispanic Republicans, other Republican organizations
14. Debates among Candidates
15. Issues before the City Council
16. Juvenile Court Judge to discuss Juvenile Issues
17. Official from State GOP Headquarters
18. Issue Education (Second Amendment, Tax Policy, etc)

Suggestions for Community Service Projects

1. Adopt a highway
2. PLUS: Project Literacy U.S.
3. Habitat for Humanity
4. American Red Cross, sponsor blood drives, assist with disaster relief
5. Big Brothers/Big Sisters
6. Special Olympics
7. Adopt a school and read to children
8. Chaperone an alcohol free graduation party for MADD and/or SADD
9. Visit a seniors' center
10. Set up a group to rake leaves, shovel snow, etc. for the elderly
11. Women's shelter
12. Veterans Hospital
13. Hospice
14. Phone-a-thon for a local charity or civic cause
15. Work at a food bank or soup kitchen
16. Animal shelter or wildlife refuge
17. Clean a community park
18. Organize a regular program to visit hospitals and nursing homes
19. Coordinate a softball challenge, walk-a-thon, car wash, or carnival with proceeds going to a local charity.
20. Host a summer picnic or party for boys and girls from an area children's group home.
21. Raise funds to purchase smoke detectors for the needy
22. Sponsor a CPR training program
23. Toys For Tots 24. Canned food drive

Sample Constitution

Article I. Name

The name of the organization shall be the _____ Young Republican Club.

Article II. Objectives

The objectives of the Club shall be:

1. To develop and maintain a (county/city-wide) Young Republican organization.
2. To bring young people into the Republican Party, to provide an opportunity for political expression and recognition, to train political workers, and to provide a practical means by which they may contribute in the development and betterment of the Republican Party as a service to the United States of America, the State of _____ and its political subdivisions.
3. To support the principles, objectives, and platform of the Republican Party and to work for the election of all duly nominated Republican candidates.

Article III. Membership

Section 1: Active. Any person, who is at least eighteen years of age but not over forty years of age, is a resident of _____ and is a registered Republican voter is eligible for active membership in the Club.

Section 2.: Associate. Any resident of _____ not meeting the requirements of active member status may be an Associate member and shall have all the rights and privileges of active members except that he or she shall may not vote or hold office.

Section 3: Honorary. Honorary members shall be those persons so designated by a % vote of those members present at any regular meeting of the Club.

Section 4. Dues. The executive committee shall determine dues for active and associate members annually.

Section 5. Expulsion. The membership may, by a two-thirds vote of those members present at a regular meeting, expel from the Club any member for any act or conduct deemed unfriendly or hostile to the best interests of the Club; provided that the Executive Committee has reviewed such proposed action and has made a recommendation, and that such member has been notified by certified mail of the recommendation of the Executive Committee at least one week prior to the meeting, and that such member has had the right to present a defense, either by himself/herself or through a representative. Notice of the charges against the member and recommendation of the Executive Committee must be included in the call of the meeting, and must be received by the membership at least 72 hours prior to the beginning of the meeting.

Article IV. Officers

Section 1. Designation. The officers of this Club shall be Chairman, Vice Chairman,

Treasurer, and Secretary. All officers shall hold office from the annual meeting until their successors take office. No officer may serve more than two consecutive terms in the same office. Officers shall serve without compensation and must be active members in good standing of the Club.

Section 2. Vacancies. A vacancy in an elective office shall be filled by an election by the membership if more than six months of the unexpired term remain. If fewer than six months remain, the vacancy shall be filled by an election of the Executive Committee.

Article V. Powers/Duties

Section 1. Chairman. The Chairman shall preside at all meetings of the Club and Executive Committee, appoint committee chairs and committee members, supervise the activities of the Club, and perform all other duties incidental to the office.

Section 2. Vice Chairman. The Vice Chairman shall, in absence of the Chairman, perform the duties of the Chairman, and shall perform such other duties as designated by the Chairman.

Section 3. Treasurer. The Treasurer shall collect and pay out all Club funds as directed by the Executive Committee. The Treasurer shall deposit such funds in a depository designated by the Executive Committee and shall keep accounts thereof open at all times to inspection. The Treasurer shall render accounts of the transactions and of the financial condition of the Club at each regular meeting and shall submit an annual written report at the January meeting. The Treasurer shall be bonded for such sum as may be required by the Executive Committee, the cost of such bond to be borne by the Club. The Treasurer shall be a member of the Finance Committee and perform such other duties as assigned by the Chairman.

Section 4. Secretary. The Secretary shall be responsible for taking minutes at all Club meetings and Executive Committee meetings. The Secretary shall also be responsible for the mailing of all announcements and notices and the handling of all other secretarial work as assigned by the Chairman.

Article VI. Executive Committee

Section 1. Duties. The Executive Committee shall consist of the elected offices of the Club, the immediate past Chairman, and the chairs of the standing committees, and shall be responsible for the management of all Club activities, subject to the approval of the membership.

Section 2. Meetings. Executive Committee meetings shall be held at such times and places as the Committee shall decide, and each Committee member shall receive at least three days notice from the Chairman unless said notice is waived by a majority of the Committee members. A majority of the Executive Committee shall constitute a quorum.

Section 3. Attendance. Any member of the Executive Committee who misses three consecutive meetings of the Committee, and does not show cause within 15 days, shall be considered to have resigned from his or her office.

Article VII. Meetings

Section 1. Regular. The Executive Committee shall set the date and time for each monthly meeting. Notice of the meeting shall be given to the general membership at least 72 hours in advance of each meeting.

Section 2. Special. Special meetings of the Club shall be held at any time by the Chairman, or the Executive Committee or by signed petition of ten per cent of the active members. Written notice must be given the membership of the Club at least one week in advance of such special meeting. Such written notice shall contain a summary of the matters to be considered and only such matters shall be discussed.

Section 3. Annual. The annual meeting of the Club shall be the regular meeting in January of each year.

Section 4. Quorum. A quorum shall consist of twenty percent of the active membership.

Article VIII. Elections

Section 1. Annual. The election of officers shall be held at the annual meeting in January and officers-elect shall take office at that meeting.

Section 2. Nominations. At the regular meeting in November the Chairman shall appoint two Executive Committee members and the Club membership shall elect two non-committee members to serve with the Chairman as the nominating committee. The nominating committee shall submit a report of their nominations at the December meeting and the report will place in nomination the names of one or more candidates for each office. Nominations may also be made from the floor at that meeting or at the annual meeting.

Section 3. Ballots. Voting in all contested races shall be by secret ballot. No proxies shall be allowed. Fifty percent plus one of the votes cast shall constitute a majority for election. If a majority is not obtained on the first ballot, the two candidates receiving the most votes will be the candidates in a runoff election.

Article IX. Committees

Section 1. Standing. The Chairman shall appoint members of the committees. The Standing Committees shall be as follows: finance, membership, social, and events.

Section 2. Special. The Chairman, with the approval of the Executive Committee, shall establish all such special committees as deemed necessary.

Article X. Candidate Endorsement

Section 1. Endorsement. Neither the Club nor the Executive Committee, nor any officers in their official capacities shall in any way endorse or oppose the candidacy of any Republican in the primary election.

Section 2. Penalty. Violation of this article shall constitute grounds for a vote of censure and/or removal from office by the Club membership following the voting and notification procedures of Article III.

Article XI. State Affiliation

Section 1. Affiliation. This Club is a member of the _____ Federation of Young Republicans, and shall be subject to the Constitution and by-laws of said Federation.

Section 2. Convention. The Executive Committee shall nominate the delegates and alternates to the state convention and they shall be elected by a majority vote of the members present at the regular meeting one-month prior to the Convention.

Article XII. Parliamentary Authority

Section 1. Authority. The rules contained in "Robert's Rules of Order, Revised" shall govern all proceedings except when inconsistent with this Constitution.

Article XIII. Amendments

Section 1. Submission. A proposed amendment to this Constitution shall be submitted in writing to the Secretary at any regular meeting, at which time it shall be read to the members. It shall be voted upon at the next regular meeting.

Section 2. Notice. Written notice of the next regular meeting sent to all members shall contain notice of the proposed amendment to be voted upon.

Section 3. Vote. An amendment to this Constitution shall pass if receiving 2/3 vote of those members voting any regular meeting.

This Constitution is hereby adopted this ___ day of _____, 20__.

Sample Press Release

(Release immediately following the organizational meeting.)

(Name of Club) Young Republicans

FOR IMMEDIATE RELEASE

For information:

(Name)

(Phone Number)

(Release Date) (Name) of (City), _____(official title)____ of the

_____(State)_____. Young Republican Federation met with local Young Republicans last evening to charter the newly formed

Young Republican Federation met with local Young Republicans last evening to charter the newly formed (name of club)_____

At the meeting attendees heard from local GOP officials, elected officers, and adopted their constitution.

The new chairman, _____(name)_____, announced plans for their upcoming projects, including

_____.

Other elected officers include _____(name)_____, of _____(city)_____, etc. etc. (include title)

The new chairman, _____(name)_____, announced that the first regular meeting of the club will be (date) at (location) with (name) as guest speaker.

Other program plans include

_____. All interested persons are encouraged to attend the upcoming meeting. Plans for the next few months will be formulated at this time. All interested Young Republicans may call (name and phone number) for further information.

Sample Membership Application

(NAME OF CLUB) YOUNG REPUBLICANS

Membership Application

Name: _____ Birth date: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Work: _____

E-Mail: _____

Precinct/Voting Location: _____

Occupation (optional): _____

Employer _____

Committee Information

(Please check areas of interest)

Officer in YR's _____ Membership _____ Fund raising _____ Social _____

Communications _____ Website _____ Campaign Coordinator _____ Community Outreach _____

Annual Membership Dues

___ Member (Voting/Sustaining) - \$20 per year

___ Associate Member (member of other YR chapter) - \$10 per year

___ Honorary Member (Non-Voting) - \$20 per year

___ Meeting Sponsor - \$50 Suggested Minimum Contribution

___ Chairman's Club Member - \$100 Minimum Contribution

Date paid: _____

The _____ Young Republicans utilize e-mail as an economical and effective method of communication. If you prefer to receive communications via postal service or telephone, please indicate: Postal _____ Telephone: _____ (home or work?)