



# Starting New Local Units

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If no federated unit exists in a community, and there are ten or more registered Republican women who wish to organize a permanent unit, the following procedures should be followed. In states that do not register voters by Party, the potential members should be considered based on their commitment to Republican ideals and issues. The charter for a new unit is issued by the NFRW upon the recommendation of the state federation. The charter authorizes the operation of the unit.

## **Tips for Organizing a New Unit**

1. The organizers should contact the state federation president to obtain information and procedures for organizing a new unit.
2. The organizers should introduce themselves to the County GOP Chairman, the State GOP Executive Committee and contact nearby unit officers and members for information. They may have suggestions and may know of perspective members.
3. Make a list of prospective members. Call an informal meeting of prospective members to plan an organizational meeting.
4. Invite the state president or membership chair to attend the meeting and explain the benefits of NFRW membership and the advantages open to federated units.
5. At the Meeting:
  - Have the state president/membership chair speak.
  - Select a temporary chair and secretary to act until officers are elected.
  - Select a name for the unit. In accordance with NFRW Bylaws, no unit may use the word "Federation" in its title. Units should also refrain from using the word "club."
  - Draft bylaws, using the sample bylaws provided by the state federation or in page 4 of this manual.
  - Elect officers. They may serve only until the unit is chartered or they may be elected to serve a full term as determined by the bylaws.
  - Select a day, time and place for the next meeting.
6. Submit a Letter of Intent to form a new unit to the state federation. Include the

name of the unit, a roster of officers, unit bylaws and a membership roster. Include a check to cover the per capita state and national federation dues, and the NFRW service charge of \$15.00.

7. The state federation will notify the unit of acceptance by letter and then submit the required application with per capita dues and service charge to NFRW.

8. The NFRW will issue the charter upon the recommendation of the state federation. The effective date of the charter is the date the unit is approved by the state.

9. The charter will be sent to the state federation by NFRW to be presented to the unit.