

South Dakota Federation of Teen Age Republicans



TAR Officers' Guide

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Introduction

Congratulations. Serving as an officer for the South Dakota Federation of Teen Age Republicans is an honor and a tremendous opportunity to make a difference. This guide is designed to help you be a good officer and have an effective year in office.

Three Goals of TARs

It is worthwhile to remember that TARs exists for three important reasons:

1. Help Republican candidates win elections
2. Teach young people about the Republican Party and its values
3. Provide leadership opportunities for young Republicans

What if I need help?

More than anything, a good TAR officer knows that they should ask for help whenever they need it. You should feel free to contact the state TAR advisor (Dusty Johnson, 280-5511, dustyjohnson@hotmail.com). The South Dakota TARs website can also serve as a helpful resource (www.sdtars.com).

Thank You!

Thank you for your willingness to help. We need more young people interested and involved in politics and government. TARs is a good tool to help facilitate that interest and involvement, and TARs can't be successful without good officers. Thank you.

SECTION ONE

Basic Information for all Officers

As a teenager, you have many competing demands for your time. A good TAR officer remembers his or her obligations to the organization and works hard to meet them.

In addition, here are a few suggestions that apply to all TAR officers:

1. **Email** – Check your email regularly, and respond to all TAR-related email within a few days. Even if you don't have time to provide a full response, it is proper to drop the emailer a quick note to let them know you received their message and will respond more completely soon
2. **Advisory Board Contact** – You should make a point to talk to your advisory board contact regularly, at least every other month. A quick phone call, email, or facebook message can do wonders for keeping everyone on the same page.
3. **Schedule** – You should maintain a calendar, "day planner," or some other kind of schedule. This will help you stay up-to-date on TAR-related tasks and events.
4. **Recruit** – Always be on the look-out for young people that you think would like to get involved. Write their names down and email a member of the advisory board so they can add them to our mailing list.
5. **Things to do right away** – As soon as you get home from camp:
 - Go to your email account and add dustyjohnson@hotmail.com to your allowed list. You may also want to add the email addresses of the other TAR Board members.
 - Put the dates of TARs in Action, TAR Days, and TAR Camp into your calendar or planner.
 - Call or email the county Republican Party officials in your area (chair, vice-chair, secretary, treasurer, committeeman, committeewoman) and let them know you have been elected to your position. Give them your contact information and let them know that you are happy to help in any way you can. If you don't know who those people are (or how to get a hold of them), you can call the State Republican Office at 224-7347 and they will get you that information.

SECTION TWO

District Representatives

In many ways, the district representatives are the backbone of the TAR executive board. Located in different communities across the state, district representatives are well-positioned to improve existing clubs and to recruit new TARs.

I. Responsibilities

There are four areas of responsibility for district representatives: attendance, communication, recruitment, and other duties.

Attendance

- Attend at least four of six board meetings
- Attend TARs in Action
- Attend TAR Days
- Attend TAR Camp

Communication

- Respond to TAR emails promptly
- Provide information on your district to the newsletter and executive board
- Communicate regularly with clubs in your district

Recruitment

- Recruit four new students to a state TAR event
- Start one new TAR club in your region

Other Duties

- Participate with state fundraising efforts
- Participate in other executive board projects
- Assist local Republican Party with events and activities

II. Recruitment

No district representative responsibility is more important than recruitment. Each district rep should be dedicated to both recruiting new individuals to TAR events and to building new local TAR clubs.

Recruiting new TARs

Almost everyone that attends a TAR event enjoys the experience, but the trick is getting them to that first event! **Remember – someone can't say "yes" to TARs if no one ever asks them.**

Here are the steps to being a great TAR recruiter:

1. **Make a list** – About a month or so before a major TAR event (e.g., TAR Days) or two weeks before a local TAR meeting, make a list of young people in your area. The list could include:
 - Friends
 - Younger relatives (brothers, sisters, cousins, etc)
 - Kids from church
 - Kids from work
 - Kids from your neighborhood
 - Sons and daughters of Republican leaders in your community
2. **The "Ask"** – Ask each of the young people on your list if they would like to attend the upcoming TAR event or meeting. If you ask ten people, you may only get a couple to say "yes," but that is two more than would have come if you didn't ask anyone!
3. **Follow-up** – Work with your friend to get them registered or, if you prefer, pass their name and contact information along to the local or state TAR advisor, who will handle the follow-up for you.

Building new clubs

There is a lot of information about starting a new club in the "Club Advisors Guide." Here are a few important steps for you to follow as you attempt to start a new TAR club in your area:

1. **Contact leaders in your target community** – Decide what communities (or schools) you are going to try to start a TAR club in. Then contact Republican leaders in that area and ask for their help. They will likely have a list of students that they think might be interested.
2. **Set up a meeting** – Following the guidelines laid out in the club advisors guide, set up the first meeting for the new club. Make sure the meeting is well publicized and that you have a number of young people from the area lined up to attend.
3. **Attend the meeting with TARs from your club** – Drive over to the meeting with TARs from your club. This will help add excitement to the meeting and will convince the potential TARs that they can have fun and make a difference.

III. Communication

The most effective district representatives communicate regularly with TARs and Republicans at all levels. A few guidelines:

- **Local Party** – Ask the local Republican club to add you to their email or mailing lists. That way you can stay informed as to what is going on in your county. Work hard to be as helpful and involved as you can be with your local party. Attend Lincoln Day Dinners, help out at fairs and parades, and keep them informed of TAR events and information.
- **District TAR Clubs** – As a district rep, it is your responsibility to keep tabs on what the clubs in your area are up to, and how you can help them. It is helpful to email or call club chairmen periodically to see if they need any help.
- **State TAR Federation** – Aside from submitting articles for the newsletter and attending TAR meetings and functions, you should stay in contact with the state TAR organization as much as possible. Feel free to call officers or state advisors if you have questions or need help.

SECTION THREE

Treasurer

A good organization has a strong financial position and a plan for raising and spending its resources. The TAR treasurer has a tremendous responsibility over this area of the state federation.

I. Responsibilities

There are four areas of responsibility for the treasurer: attendance, finances, recruitment, and other duties.

Attendance

- Attend at least four of six board meetings
- Attend TARs in Action
- Attend TAR Days
- Attend TAR Camp

Finances

- Plan and manage at least one statewide fundraiser
- Prepare a TAR executive board budget
- Prepare and maintain appropriate financial documents

Recruitment

- Recruit four new students to a state TAR event
- Start one new TAR club

Other Duties

- Respond to TAR emails promptly
- Provide information for the newsletter (when requested)
- Participate in other executive board projects
- Assist local Republican Party with events and activities

II. Fundraising

Managing a successful statewide fundraiser is not easy. Here are a few tips to keep in mind:

1. **Pick a fundraiser that will work statewide** – Many fundraisers that are successful at the local level (carwash, bake sale, auction) don't work well on a statewide level. That is why TAR treasurers often choose to do a raffle. Some treasurers spend a great deal of time securing a large number of donated prizes. Donated prizes are excellent, but in

general, multiple prizes aren't necessary. People don't buy raffle tickets because they expect to win something; they buy tickets to support the seller of his/her organization.

2. **GET A PLAN!** – It is next to impossible to run a successful fundraiser if you don't have a detailed plan down on paper. Page 10 has a sample fundraising plan. You can feel free to amend it however you like, but once your plan is completed
3. **Be Organized** – You will be dealing with significant amounts of money during this fundraiser. It is important to keep good records so that you know who has tickets and how many they have. You'll want to know when they return the unsold tickets, how many they did sell, and how much money they returned to you. Without a good organizational system, you won't have all of the information you'll need.
4. **Follow Up** – Your fellow TARs are busy, and you will likely need to be diligent on your follow-up with them. You can't have a successful raffle without good ticket sellers, and you won't have good ticket sellers without good supervision and assistance. You provide the supervision and assistance.

III. Financial Documents

Preparing and working with financial documents can be intimidating at first, so make sure that you stay in regular contact with your state-level advisor. As treasurer you will be responsible for three important financial documents:

1. **Annual Budget** – You can see an example budget on page 13. A budget is simply a statement of what you expect the organization's revenues and expenses will be during your time in office. A budget is based on estimates and so will be different on at least a few line items from what the organization actually raises/spends. Your proposed budget should be ready for approval by the executive board at its first meeting after camp.
2. **Register of Transactions** – You should maintain an accurate record of every deposit made and every check written. You should have this information up-to-date at all times and an accurate balance of the checking account should be reported at each executive board meeting. A list of transactions since the last board meeting should also be circulated as an informational item at each board meeting.

3. **Year-End Financial Report** – At you approach the end of your time in office, you will need to prepare a short year-end financial report. This report should describe the results of the fundraising efforts, explain any major differences between the budgeted and actual revenues and expenditures, and include a year-end income statement (see an example on page 14).

TAR Raffle Plan

Draft

Goal

Raise \$1500

Timeline

- Week after camp
 - Decide on plan, prizes, other details
 - Once a fundraising plan is finished, it should be submitted to the advisory board contact ASAP.
 - Print Tickets
 - Find a local printer willing to cut you a deal or ask your advisory board contact if the state party will be able to print the tickets for you (see sample ticket below).
- Week of August 5
 - Contact TARs
 - You'll contact each TAR to determine how many books they would like to receive.
 - Let them know your expectations (and the award) up front.
- August 12
 - All tickets out to sellers
 - To save on postage, mail tickets for several TARs in one town to that club's chair.
 - Each TAR should also get a sheet explaining the basics of the raffle (see page X for an example)
 - Record any tickets you send out in the Excel "Ticket Record." It is very important to keep good records.
- Week of Sept 3
 - Reminder calls
 - Remind people to sell their remaining tickets and to mail you the cash and stubs as soon as possible.
- Sept 15
 - All tickets turned in
 - Cross check the stubs and cash you have received with the ticket record. Follow-up with those with outstanding tickets.

- Sept 30 Drawing
 - Have witnesses present.
- Week of Oct 1 Contact winners
- Board meeting Discuss results and possible improvements

SAMPLE TICKET

<p>★ SD Teen Age Republicans ★</p> <p>Name _____</p> <p>Address _____</p> <p>Phone _____</p> <p>Seller _____</p>	<p> </p>	<p>★ SD Teen Age Republicans ★</p> <p><u>PRIZE:</u> \$250 cash</p> <p><u>TICKETS:</u> 1 for \$5 • 5 for \$20 • 10 for \$35</p> <p><i>September 30 drawing. For a list of winners, visit sdtars.com.</i></p>
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TAR Raffle Information for Sellers

Draft

*The TAR that sells the most raffle tickets will receive **\$100 CASH!***

Tickets

- There are 8 tickets per page.
- The right half of each ticket is where the buyer's information is recorded. This is the half that we keep! The left half of each ticket is the informational stub. These should be ripped off and given to the buyer.

Ticket Pricing

- 1 ticket for \$5
- 5 tickets for \$20 (save \$5)
- 10 tickets for \$35 (save \$15!)
- Please notice that the tickets get cheaper the more that they buy. Use that to your advantage to “up-sell” an interested buyer.
- **Checks should be made to “TARs.”**

Prizes

- The winner will win \$250 CASH.
- The TAR that sells the most tickets will receive a \$100 cash prize (only tickets sales submitted by September 15 will be counted).

Timeline

- Aug 5 Start selling!
- Aug 30 Begin wrapping up sales
- Sept 15 SALES DEADLINE – Turn in all sold and unsold tickets (along with money raised).
- Sept 30 Drawing

Turning in Tickets

- By Sept 15 all sold and unsold tickets (along with money raised) must be turned in.
- If buyers have given you checks, write “Deposit Only” on the back of the check.
- Avoid sending cash through the mail. If at all possible, deposit the cash into an account and write a check to “TARs” for that amount.
- Send tickets and money to TREASURER (see contact info below).

Drawing

- The drawing will be held on September 30, and winners will be notified via telephone or mail.
- Other ticket buyers may see a list of winners after the drawing at www.sdtars.com.

Contact – TREASURER, ADDRESS, EMAIL, PHONE

State TAR Federation Annual Budget

Draft

Income

Statewide raffle	\$1200	
Magazine sales/other fundraiser		\$ 500
Silent auction at State GOP Meeting	\$ 150	
TOTAL		\$1,850

Expenses

Officer name tags	\$ 150	
Pizza and soda @ five meetings		\$ 200
Fundraising expenses	\$ 500	
Miscellaneous	\$ 500	
Gift to Camp Rimrock	\$ 200	
Two \$150 camp scholarships	\$ 300	
TOTAL		\$1,850

Balance

\$ 0

State TAR Federation Year-End Income Statement

Draft

Starting Balance

\$ 500

Income

Statewide raffle	\$ 845	
Magazine sales	\$ 0	
Silent auction at State GOP Meeting	\$ 220	
TOTAL		\$1,065

Expenses

Officer name tags	\$ 110	
Pizza and soda @ five meetings		\$ 180
Fundraising expenses	\$ 255	
Miscellaneous	\$ 85	
Gift to Camp Rimrock	\$ 250	
Scholarships	\$ 300	
TOTAL		\$ 880

Retained Earnings

\$ 185

Balance

\$ 685

SECTION FOUR

Secretary

TARs across the state (as well as TAR supporters) want to stay informed of what is happening with the Teen Age Republicans. As secretary you have the responsibility to do your best to keep everyone up-to-date and educated.

I. Responsibilities

There are four areas of responsibility for the secretary: attendance, communication, recruitment, and other duties.

Attendance

- Attend at least four of six board meetings
- Attend TARs in Action
- Attend TAR Days
- Attend TAR Camp

Communication

- Prepare at least four newsletters
- Prepare minutes for each executive board meeting
- Respond to TAR emails promptly

Recruitment

- Recruit four new students to a state TAR event
- Start one new TAR club

Other Duties

- Participate with state fundraising efforts
- Participate in other executive board projects
- Assist local Republican Party with events and activities
- Maintain all appropriate TAR documents

II. Newsletters

Your goal should be to publish five TAR newsletters. Publishing those newsletters take a great deal of work, but luckily your state advisory contact can provide a great deal of help. In fact, you are in charge of writing (or having others write) all of the articles in the newspaper and doing as much layout as you are able, but the advisor to the secretary will handle the rest of the layout, printing, stuffing, and mailing.

Content

What kind of articles should be in the TAR newsletter? Obviously, you will want a good mix of educational and interesting content, and although you will write most of the articles yourself, you should endeavor to have others author a few pieces, as well. You can include whatever articles you like, but here is the suggested content for each newsletter:

All Newsletters

- Column by the chair
- Column by the state advisor
- "Spotlight" on a TAR supporter, officer, or adviser
- Contact info for the TAR officers
- Important upcoming dates

August Newsletter

1. TAR Camp recap
2. TARs in Action preview
3. New statewide TAR officers

October Newsletter

1. TARs in Action recap
2. Fundraiser update/recap
3. Club building efforts or "TAR Reports" (reports from one district rep from each district)

January Newsletter

1. TAR Days preview
2. TARs paging in the legislature
3. "TAR Reports" (reports from one district rep from each district)

April Newsletter

1. TAR Days recap
2. "Spotlight" on TAR seniors
3. "TAR Reports" (reports from one district rep from each district)

June Newsletter

1. TAR Camp preview
2. Campaigns for TAR officers
3. "TAR Reports" (reports from one district rep from each district)

Deadlines

In order to stay on task and ensure that five newsletters get completed during your time as secretary, you will want to adhere to this proposed schedule:

Newsletter Issue	Assign Articles	Articles Due	Send to Advisor
August	At camp	August 11	August 18
October	September 15	October 1	October 1
January	December 15	January 1	January 8
April	March 15	April 1	April 8
June	May 15	June 1	June 8

1. **Assign Articles** – You will write most articles yourself, but for those articles written by others (chair’s column, advisor’s column, etc), you will need to send them an email reminding them of their assignment and giving them a deadline. According to the schedule above, they will have two weeks.
2. **Articles Due** – In general, you will notice that all articles and columns should be submitted to you no later than the first day of the month that issue is published (the only exception is the August issue, where, because of the proximity to camp, the entire schedule is moved back ten days).
3. **Sent to Advisor** – After receiving the articles, you will have one week to edit them and put them into the newsletter template (to the extent you are doing layout). You will then need to email your work to your advisory board contact.
4. **Mailed Out** – The advisory board will then have one week to layout, print, stuff, and mail your newsletter.

III. Organizational Records

As secretary, you are the custodian of the official records of the Teen Age Republicans. In particular, you will be responsible for maintaining:

- **Minutes** – You (or your designee) must take minutes at each meeting of the TAR executive board. The minutes should record the time, place, attendees, and action taken for each meeting. Within two weeks after each meeting, you should have the minutes completed and emailed out to all members of the executive board.

- **Constitution** – You will need to keep an undated hard and electronic copy of the TAR Federation Constitution and make them available to whoever requests them.
- **Contact Information** – After TAR Camp you should prepare a contact list for all members of the executive board and advisory board. That list should be emailed out to all members of both boards and should be regularly updated as needed.

SECTION FIVE

Vice-Chairman

As vice-chairman, you have to be ready to serve in the place of the chairman of the organization whenever you are needed. You are also the official historian of the organization and play your most important role as the liaison to all local clubs.

I. Responsibilities

There are four areas of responsibility for the vice-chairman: attendance, communication, recruitment, and other duties.

Attendance

- Attend at least four of six board meetings
- Attend TARs in Action
- Attend TAR Days
- Attend TAR Camp

Communication

- As the official historian of the SD TARs, complete a scrapbook with information on the TAR year
- Respond to TAR emails promptly
- Provide information for the newsletter (when requested)

Recruitment

- Recruit four new students to a state TAR event
- Start one new TAR club
- Act as the executive board's liaison to local TAR clubs and work to strengthen and improve those clubs

Other Duties

- Participate with state fundraising efforts
- Participate in other executive board projects
- Assist local Republican Party with events and activities
- Serve as the chairman in his/her absence

II. Scrapbook

The TAR scrapbook serves two important purposes. First, it serves as the historical record of the TAR year. Second, it is submitted to the national TAR

organization and is an important consideration for which state federation receive awards.

A typical scrapbook will feature pages on at least these items:

- **Major events** – TAR Days, TAR Camp, and TARs in Action are important events that should be given considerable space in any scrapbook.
- **Activities** – Include information on board meetings, state Inaugurations, GOP state conventions, community service projects, campaigning for candidates and other fun or interesting activities.
- **Clubs** – What did local clubs do? Did they help local candidates get elected? Have a car wash? Help with the Lincoln Day Dinner? Help form another club? Make sure you have information and pictures on these items in the scrapbook, too.

Here are a few suggestions for vice-chairmen looking to have a successful scrapbook:

1. **Take pictures** – If you don't have a digital camera, you will likely want to get one. Photos are a must-have for your scrapbook, and although you will be able to get photos from others, you'll also want to have a library of your own to choose from.
2. **Save handouts** – A scrapbook is not just a photo album. You will tell the story of the TAR year better if you include facts, figures, and information. Handouts from events and activities will help with that task.
3. **Get information from others** – The best scrapbooks include information on what TARs are doing at the local level in helping to build the organization and get candidates elected. You'll likely need to secure photos and other information from local TARs clubs. Ask early so you aren't stressed as your deadline approaches.
4. **Make it a work in progress** – The best scrapbooks are not thrown together the week before camp. Rather, they are built piece-by-piece over the year as events and activities happen. Plan to show your scrapbook to the executive board at TAR Days. It won't be completed, but will show that you are making progress.

III. Liaison to Clubs

Your most important duty as vice-chair is to act as a liaison to local TAR clubs, who often need some gentle prodding to keep organized and moving. Here are a few suggestions:

1. **Read club advisors guide** – The club advisors guide contains a great deal of information about how to operate an effective TAR club. The more you know about its contents, the better a liaison you will be with the local clubs.
2. **Maintain an accurate contact list of club chairmen and advisors** – You are responsible for maintaining and updating the contact list for local clubs. Regular contact with these clubs will be necessary for you to keep it up-to-date.
3. **Contact the club chairmen regularly** – Several times a year, you should contact the club chairmen by email or phone to discuss their club. How are things going? Do you need any help? Is your advisor engaged? Do you have people coming to TAR Days? Here is a suggested schedule of contacts and what you should address at those times:
 - **1st contact** (September 1)
 - TARs in Action recruitment
 - **2nd contact** (October 15)
 - Election activities (in an election year) or club-building
 - **3rd contact** (February 1)
 - TAR Days recruitment
 - **4th contact** (April 15)
 - Club-building and club elections
 - **5th contact** (June 1)
 - TAR Camp recruitment
4. **Follow-up** – You will learn a great deal from your conversation with the club chairman, and you need to make sure that you (or someone else) follows-up. If they need brochures or other information or have a parent that is upset, let the state advisory board know. If they need help recruiting, give them some ideas. If they haven't thought about an upcoming TAR function, email them some additional encouragement to spend some time getting a group together to attend the event. It is good to follow-up advice over the phone with an email a few days later.

SECTION SIX

Chairman

The chairman of the Teen Age Republicans is ultimately responsible for all facets of the organization. That being said, there are a few areas that an effective chairman should spend particular time and energy on.

I. Responsibilities

There are four areas of responsibility for the chairman: attendance, communication, recruitment, and executive management.

Attendance

- Plan six board meetings and attend at least four of those meetings
- Attend TARs in Action
- Attend TAR Days
- Attend TAR Camp

Communication

- Respond to TAR emails promptly
- Provide information for the newsletter
- Update the executive board and state advisory board regularly on the activities of the SD TARs

Recruitment

- Recruit four new students to a state TAR event
- Start one new TAR club
- Oversee and encourage the recruitment efforts of every member of the executive board

Executive Management

- Act as the organization's representative at state and local party functions and assist whenever possible with those events and activities
- Oversee the performance of all executive board members and projects
- Submit a year-end report

II. Executive Board Meetings

The TAR constitution requires that the executive board (which you chair) meets at least six times a year. Although it is best if most of your meetings are

in-person, it is likely that you will need to have at least one of those six meetings via conference call (contact the state advisor for more information). Here are the steps to organizing a successful meeting:

1. **Select a date, time, location** – In some cases, these details will be chosen for you (the meetings at TAR Days and TAR Camp, for instance), but for the other meetings, you will have broad discretion. Sometimes it is best to send out a “feeler” email to the board first, to verify that the date you are thinking about doesn’t have too many conflicts.
2. **Prepare an agenda** – For each meeting you will need an agenda to keep things running smoothly. Agendas have roughly the same format for each meeting (although you will need to customize each one for the meeting and business at hand), and a sample one is located on page 26 (the items in italics must be customized to the meeting). A list of topics you will want to discuss at each of the meetings is listed later in this section.
3. **Provide notice** – You should provide written or electronic notice to all board members at least three weeks prior. You will want to include a copy of your proposed agenda.
4. **Presiding over the meeting** – The best meetings start on time, end on time, stay focused on the agenda, strike the right balance between formality and informality, and include food. You may want to review the constitution and basic parliamentary procedure in advance of the meeting so that you are prepared if questions arise.

Suggested Meetings and Agenda Topics

1st Board Meeting

- July 25 at TAR Camp
- No email notice required
- Agenda item: Goal Setting
- Agenda item: Fundraising

2nd Board Meeting

- Early September at State Fair
- Email notice by August 11
- Agenda item: TARs in Action recruitment
- Agenda item: Fundraising
- Agenda item: Budget approval
- Agenda item: Club building

3rd Board Meeting

- October 15 (teleconference)
- Email notice by September 24
- Agenda item: Club building
- Agenda item: Fundraising wrap-up
- Agenda item: Election activities

4th Board Meeting

- January 20 (teleconference)
- Email notice by December 30
- Agenda item: TAR Days recruitment
- Agenda item: TAR Days planning
- Agenda item: Fundraiser #2 planning

5th Board Meeting

- March 20 at TAR Days
- Email notice by February 28
- Agenda item: TAR Camp recruitment
- Agenda item: Scrapbook
- Agenda item: Fundraiser #2

6th Board Meeting

- July 20 at TAR Camp
- Email notice by June 29
- Agenda item: Year-end assessment
- Agenda item: Duties at camp

III. Acting as TAR Representative

The South Dakota Republican Party allows the chairman of the TARs to be a voting member of the State Party Executive Board. This is a tremendous honor and, as a result, the Teen Age Republicans should work hard to be represented well at that and other Republican meetings and events.

At meetings of both the Republican Executive Board and Republican State Central Committee, the TAR chairman (or his/her designee) will be allowed to give a brief report (less than five minutes) on the state of the TARs. Some suggestions:

1. Have your remarks prepared and practiced well in advance of these meetings.
2. Most of the meetings will likely take place some distance from your home, so travel may be an issue. Consider getting a ride with a Republican leader from your area who is going to the meeting.

3. In the event that you are unable to provide the TAR report, it is imperative that you find another TAR who can provide the report in your place.

It is also recommended that you attend as many state party fundraisers, conventions, events, and activities as possible. If cost is ever a concern, contact a member of the advisory board, who will examine some other possibilities with you.

IV. Recruitment

You are the officer in charge of recruitment, the most important internal function of the organization. Your time in office may be largely judged based on how successful your recruitment efforts for TAR Days, TAR Camp, and TARs in Action are. A few thoughts on recruitment:

1. **Recruitment initiative** – A month or so prior to each large TAR event, you should put into place a coordinated effort to: 1) convince students that have attended TAR events in the past to attend the upcoming event, and 2) reach out to teenagers that have never attended a TAR event. You should think carefully about what tools and mechanisms you can use to recruit attendees. One example of a recruitment initiative can be found on page 27.
2. **“ABC” (Always be closing)** – Everywhere you go, you should be looking for young people who would make good TARs. Carry with you some brochures or other TAR material and pass them out whenever appropriate. If you meet potential TARs, write down their contact information and give it to the state advisor so we can add them to our mailing list.
3. **Use technology** – The advent of social networking sites has meant that there are a variety of new ways to inform and educate teens about TARs. Use those tools, and any new ones that might arise.

V. Executive Management

As chairman, you are the chief executive officer of the organization. You need to oversee the efforts of every officer and every project and are ultimately responsible for the success of the organization. There are three steps that good leaders use to manage people within an organization:

1. **Goal setting** – As an executive board you should set a series of goals for the year and discuss how you will go about meeting those goals. It is important that the goals are written down and that each resulting task or action has a deadline and an officer or other TAR who is responsible for it. Goal setting is important because every member of the team should know what target you are aiming for. After all, you can't expect a player to score if he/she doesn't know where the basket is.
2. **Following-up** – Goals without follow-up are ineffective. From time-to-time you will need to evaluate (on your own and then later with the board) how you are progressing on your goals. All of the members of the executive board are busy, and so you will need to occasionally remind them of their assigned tasks and encourage them to complete them on time.
3. **Assessment** – After major events, activities, or deadlines have passed, the board should conduct a careful assessment of what happened. What worked well? What didn't work well? Did we learn about any particular strengths or weaknesses of the board? How can we improve?

An important part of this assessment process is your completion of the chairman's year-end report by July 15. The report should outline the activities and experiences of the State TAR Federation during the course of your term. Suggestions for how to improve the organization are also an appropriate part of this document.



TAR Executive Board

MEETING AGENDA

DATE at TIME

LOCATION

1. Call to order
2. Introductions
3. Minutes
4. Financial report
5. Reports of officers and committees
 - *Appropriate Officer A*
 - *Appropriate Officer B*
 - *Committee A*
6. Old business
 - *Example A*
 - *Example B*
7. New business
 - *Example A*
 - *Example B*
8. Announcements
 - *Next meeting – DATE, TIME at LOCATION*
 - *Other Announcement A*
9. Adjourn

SD Teen Age Republicans

Recruitment Initiative

Goal One – Retention

Goal

Get 75 TARs to Camp

Steps

1. **Form Committee** – Form a recruitment committee. Members should be organized, able to stay on task, and willing to make lots of phone calls.
2. **Review Names** – Review the list of all TARs that have attended TAR Days or TAR Camp in the last couple of years. This is the committee's target group
3. **Assign Names** – Divide up the names on the list, assigning some to each committee member.
4. **Contact** – Committee members will then contact their assigned TARs. They can use the outline below:
 - **Greeting** – *“Hey, Sue! How has your summer been going?”*
 - **The Ask** – *“I’m getting excited for TAR Camp. Are you going to be there?”*
 - **If yes** – *“Great. Have you registered yet?”* Note: If they haven't, tell them about www.sdtars.com and mark down that they need a registration form mailed to them.
 - **If no** – *“Oh, really, why not?”* Note: At this point, try to talk them into coming to Camp. If money is the reason they can't attend, ask them if they will attend if you can find them a scholarship.
 - **The Ask II** – Regardless of whether or not they are coming to Camp, you need to find out if they know of other people that might be interested. Have they told their brothers and sisters about Camp? Their cousins? Their friends?
5. **Record info** – Once the call is done, the committee member should record all of the information into the attached “Recruitment Calls” chart.
6. **Stick with it!** – Everyone is busy, so committee members will need to call people several times before getting them on the phone. The committee should stick with it until everyone has been contacted.
7. **Reports** – Each Wednesday, send out a reminder email to the committee members asking them for their report.

SECTION SEVEN

Resources

Being a TAR officer can be intimidating – don't worry, you're not alone. The state advisory board has worked hard to compile resources that will help you do your job. Here are a few of them:

1. **State Advisory Board** – The state advisory board is made up dedicated volunteers who want to help you succeed. Each TAR officer is assigned a specific advisor, but you should feel free to contact any advisor if you need assistance. The contact information for each advisor is listed on page 29.
2. **SDTARs.com** – The TAR website contains a number of resources, which can be found in two places:
 - www.sdtars.com/organization/resources.php contains recent newsletters, club constitutions, and information on running for office and applying for TAR awards.
 - www.sdtars.com/advisor/ is a page not accessible from the home page and is intended only for officers and club advisors. It contains contact information for TARs, TAR letterhead, recruitment presentations, and the TAR Club Advisors Guide.
3. **Master Activity Timeline** – Beginning on page 30 is a master timeline of all of the activities that need to be undertaken by the TAR executive board, their due date, and who is responsible. You should enter all of the dates and tasks that affect you into your calendar or schedule.
4. **Others** – This guide also contains a few other resources that might prove helpful to you, including:
 - State TAR Constitution
 - District Map
 - Basics of Parliamentary Procedure



SD Teen Age Republicans

Master Activity Timeline

Date	Task	Type	Leader
July 25	1 st board meeting (TAR Camp)	Meetings	Chairman
July 30	Assign articles for August newsletter	Newsletter	Secretary
July 30	Finalize fundraising plans	Fundraiser	Treasurer
August 1	Print tickets	Fundraiser	Treasurer
August 5	Contact TARs re: fundraiser	Fundraiser	Treasurer
August 8	Minutes for 1 st board meeting	Minutes	Secretary
August 11	Articles due for August newsletter	Newsletter	Secretary
August 11	Notice for 2 nd board meeting	Meetings	Chairman
August 12	Send tickets to sellers	Fundraiser	Treasurer
August 15	Submit draft budget to advisor	Reporting	Treasurer
August 18	August newsletter sent to advisor	Newsletter	Secretary
August 25	August newsletter mailed	Newsletter	Secretary
September 1	Contact clubs (re: TARs in Action)	Club Services	Vice-Chair
September 1	Initiate recruiting efforts for TARs in Action	Recruiting	Chairman
September 1	2 nd board meeting (State Fair)	Meetings	Chairman
September 3	Reminder calls (tickets due 9/15)	Fundraiser	Treasurer
September 15	Assign articles for October newsletter	Newsletter	Secretary
September 15	All tickets turned in	Fundraiser	Treasurer
September 15	TARs in Action (APPROXIMATE!)	Meetings	ALL
September 15	Minutes for 2 nd board meeting	Minutes	Secretary
September 24	Notice for 3 rd board meeting	Meetings	Chairman
September 30	Draw winners	Fundraiser	Treasurer
October 1	Articles due for October newsletter	Newsletter	Secretary
October 1	Contact winners	Fundraiser	Treasurer
October 8	October newsletter sent to advisor	Newsletter	Secretary
October 15	Contact clubs (re: club	Club	Vice-Chair

	building/election activity)	Services	
October 15	October newsletter mailed	Newsletter	Secretary
October 15	3 rd board meeting (Teleconference)	Meetings	Chairman
October 29	Minutes for 3 rd board meeting	Minutes	Secretary
December 15	Assign articles for January newsletter	Newsletter	Secretary
December 30	Notice for 4 th board meeting	Meetings	Chairman
January 1	Articles due for January newsletter	Newsletter	Secretary
January 8	January newsletter sent to advisor	Newsletter	Secretary
January 15	January newsletter mailed	Newsletter	Secretary
January 20	4 th board meeting (Teleconference)	Meetings	Chairman
February 1	Contact clubs (re: TAR Days)	Club Services	Vice-Chair
February 1	Initiate recruiting efforts for TAR Days	Recruiting	Chairman
February 3	Minutes for 4 th board meeting	Minutes	Secretary
February 28	Notice for 5 th board meeting	Meetings	Chairman
March 15	Assign articles for April newsletter	Newsletter	Secretary
March 20	TAR Mock Legislature (APPROXIMATE!)	Meetings	ALL
March 20	5 th board meeting (TAR Days)	Meetings	Chairman
March 25	Update on scrapbook (at TAR Days)	Scrapbook	Vice-Chair
April 1	Articles due for April newsletter	Newsletter	Secretary
April 3	Minutes for 5 th board meeting	Minutes	Secretary
April 8	April newsletter sent to advisor	Newsletter	Secretary
April 15	April newsletter mailed	Newsletter	Secretary
April 15	Contact clubs (re: club building and club elections)	Club Services	Vice-Chair
May 15	Assign articles for June newsletter	Newsletter	Secretary
June 1	Articles due for June newsletter	Newsletter	Secretary
June 1	Contact clubs (re: TAR Camp)	Club Services	Vice-Chair
June 1	Initiate recruiting efforts for TAR Camp	Recruiting	Chairman
June 8	June newsletter sent to advisor	Newsletter	Secretary
June 15	June newsletter mailed	Newsletter	Secretary
June 29	Notice for 6 th board meeting	Meetings	Chairman
July 15	Scrapbook completed	Scrapbook	Vice-Chair
July 15	Scrapbook submitted to National TARs	Scrapbook	Vice-Chair
July 15	Year-end chairman's report due	Reporting	Chairman
July 15	Year-end financial report due	Reporting	Treasurer
July 20	TAR Camp (APPROXIMATE!)	Meetings	ALL
July 20	6 th board meeting (TAR Camp)	Meetings	Chairman



CONSTITUTION

South Dakota Federation of Teen Age Republicans

PREAMBLE

We, The Teen Age Republicans of the State of South Dakota, in order to encourage young men and women of desire and ability to enter the political field and pursue an active part in, and construct a stronger Republican Party; shall, through the South Dakota Federation of Teen-Age Republicans, pioneer in enabling Republican youth to find a voice in politics.

ARTICLE I.

NAME

Section 1. The name of the organization shall be the South Dakota Federation of Teen-Age Republicans, hereafter referred to as "Organization."

Section 2. The name of the Organization shall be perpetual.

Section 3. The name of the Organization shall not be used by any individual member, group of members, or officers in any manner except those provided herein.

ARTICLE II.

PURPOSE

Section 1. The general purpose of the Organization shall be to promote and advance the principles of the Republican Party in the State of South Dakota; to aid the Republican Party by encouraging the active participation of teenagers; and to rally voters in support of the Republican Party and its selected candidates.

Section 2. The Organization shall collect, analyze, discuss, and disseminate information concerning the Republican Party, and politics in general.

Section 3. The Organization shall not endorse, support, or assist any specific candidate or issue, unless said Candidate has been declared the Republican nominee by primary or convention; or if said issue is declared the official stance of the South Dakota Republican Party, by resolution in convention.

ARTICLE III

MEMBERSHIP

Section 1. The active membership of the Organization is open to all persons residing in the geographic area of the State of South Dakota, ranging in age from thirteen (13) to three (3) months following their graduation from high school and/or reaching the age of nineteen (19).

Section 2. The Organization encourages persons not fitting our age and residence requirements to work with us in support of the Organization.

Section 3. Annual membership dues of the organization shall be set at five (5) dollars per person. Dues may be paid at any time during the year, but must be paid twenty-four hours prior to the opening of a voting convention in order to participate as a voting delegate. Local clubs retain the power to collect local dues in excess of this. The Organization's year begins with installation of new officers following the Organization's annual State Convention.

Section 4. Honorary membership in the Organization may be granted by a two-thirds (2/3) vote of the Executive board, or a three-fourths vote (3/4) of the delegates at the Organization's annual State Convention. Honorary membership shall carry none of the obligation, and all of the privileges of membership, excluding voting.

ARTICLE IV

ELECTIONS

Section 1. The Chairman of the Organization shall act as Chairman of the Organization's State Convention, and shall preside over all of its activities.

Section 2. An election committee of not less than three (3) members shall be appointed by the Chairman. The election committee shall assist the Secretary in Convention by acting as tellers, and in any other way as the Secretary may see fit.

Section 3. Article IV, Sections 1 and 2, are void if the present State Chairman and Secretary are currently seeking elected office in the Organization. In the event this occurs, the non-candidate officers of the executive board shall make all appointments concerning the elections; with the assistance of the Organization's State Advisor.

Section 4. All nominations for elected offices of the Organization shall come from the floor of the Organization's Annual State Convention.

Section 5. Balloting shall be conducted in accordance with the rules set forth by the Republican Party of the State of South Dakota.

Section 6. Each dues-paid member attending the convention from a Chartered Club shall have one vote. For every five (5) dues-paid members of majority fraction not attending the Convention, the respective Chartered Club will be allotted one (1) additional vote.

The Chairman shall appoint all committees and their chairmen with the approval of the Executive Board; and retain total power to remove members from committees, and direct the actions of said committees. As Chief Executive, the Chairman shall represent the Organization and its members to the South Dakota Republican Party and its auxiliaries. The Chairman shall also perform in any other capacity directed by the Executive Board.

Section 2. VICE-CHAIRMAN: The Vice-Chairman shall represent the Organization in any Capacity designated by the Chairman, and preside over the Organization in the Chairman's absence. The Vice-Chairman shall act as the Organization's historian by compiling a composite of all the officers, meetings, conventions and other facts and items of interest to be looked back upon and/or used in the future. The Vice-Chairman shall also be the chairman of the membership committee, and is responsible for all the Organization's recruitment efforts.

Section 3. SECRETARY: The Secretary shall maintain oversight of the constitution, and have a copy of this document available at all times. The Secretary shall keep true and accurate minutes of all proceedings of the Organization, and report them to the members in a timely manner. The Secretary will also maintain a list of all officers and committee chairmen. The Secretary is also responsible for publishing a newsletter no less than four (4) times a year.

Section 4. TREASURER: The Treasurer is the custodian of all the Organization's funds, and shall keep true and accurate records of all monies received and disbursed. The Treasurer shall render a statement of all the Organization's accounts at all meetings of the Organization. The Treasurer must have consent of the Executive Board for all monies paid out, and must countersign all checks with the State Advisor. The Treasurer shall be chairman of the fund raising committee, and be responsible for all the Organizations fundraising efforts.

Section 5. DISTRICT REPRESENTATIVE: The District Representatives shall provide a full report to the Executive Board of activities held in their district at all meetings of the Organization. They are also responsible for providing the Secretary with regular reports for the newsletter, and for assisting the Treasurer with all fund raising efforts in their district. They will also assist the Vice-Chairman with recruitment efforts, and act in any other capacity designated by the Chairman.

ARTICLE VIII

POWERS OF THE EXECUTIVE BOARD

Section 1. Voting Members of the Executive Board shall be the Chairman, Vice-Chairman, Secretary, Treasurer, and all District Representative. Ex-Officio non-voting members shall include the State Advisor, Parliamentarian, Immediate-Past Chairman, and ranking Republican Leaders selected by the Chairman.

Section 2. The Executive Board shall have complete control over all property of the Organization and the operation of and conduct of all the Organization's affairs.

Section 3. The Executive Board shall meet at least six (6) times a year. They will meet upon the call of the Chairman or upon request of four (4) board members with a written statement of purpose. Seven (7) days written notice must be given to all board members prior to a meeting, other than any meetings held at the Organization's Annual State Convention.

Section 4. A quorum must be present to conduct the affairs of the Executive Board for transaction of all its voting business. A quorum consists of five (5) voting members of the Executive Board.

Section 5. The Executive Board has the authority to plan, discuss, set, and suggest activities of the Organization and its subordinates.

Section 6. Any action taken by the Executive Board is subject to veto by the voting delegates present at the Organization's Annual State Convention.

ARTICLE IX

REMOVAL AND REPLACEMENT

Section 1. Any officer may be removed from office for irresponsibility, neglect of duties, or any other just cause. A written reason of impeachment for said officer must be presented to the Executive Board and be accepted by a vote of four (4) members. Removal shall be effected by a two-thirds (2/3) vote of the entire Executive Board at the next meeting, to be held no later than two (2) weeks later.

Section 2. Vacancies on the Executive Board shall be filled by a majority vote of the Executive Board. Notice of vacancies will be issued to the Executive Board in accordance with Article VIII, Section 3 of this document.

ARTICLE X

CHARTERING OF SUBORDINATE CLUBS

Section 1. The Organization shall issue a charter to any club that pays the Charter fee of ten (10) dollars, has an active membership of no less than five (5) dues-paid members of the Organization, and a constitution approved by a majority vote of the Executive Board.

The Charter becomes effective upon the signature of the Chairman, and the affixing of the seal of the Organization.

Section 2. An individual who does not live within the range of a Chartered Club may become a member of the organization by sending their dues to the Treasurer, as long as they meet the requirements set forth in Article III, Sections 1 and 2.

Section 3. A Club may have its charter revoked at any time by a two-thirds vote of delegates at the Organization's Annual State Convention, or a unanimous vote of the Executive Board.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order, Newly Revised, shall govern all meetings of the Organization.

Section 2. The Chairman shall appoint a Parliamentarian to govern over the Organization's Annual State Convention and Election of Officers.

ARTICLE XII

ADOPTION AND AMENDMENTS

Section 1. This Constitution shall be ratified upon a two-thirds (2/3) vote of the delegates at a convention called for that purpose. The Constitution shall become effective immediately upon the signature of the Chairman and the seal of the Organization is affixed.

Section 2. This constitution may be amended by a two-thirds (2/3) vote of the delegates at the Organization's Annual State Convention, or a convention call for that purpose. The call for Amendment must be made in front of the convention at least twenty-four (24) hours prior to the vote upon said amendment.

Section 3. This Constitution and all its amendments shall be signed and sealed by the Chairman of the Organization.

ARTICLE XIII

SUPREMACY OF THIS CONSTITUTION

Section 1. This Constitution shall be supreme in all matters concerning the Organization and its subordinate clubs. The Organization or the Executive Board shall make no decisions in conflict with this document. If decisions are made in conflict with this document they are automatically void. This Constitution shall be everlasting.

Section 2. If at any time, the Organization is in conflict over the reasonable interpretation of this Constitution, the Chairman shall interpret it as they see fit until further amending or clarifications can take place.

Parliamentary Procedure Basics

Speaking

- Must be recognized by presiding officer first
- Each member may speak on the subject before any member speaks twice
- Five minutes, although more may be yielded by another member
- Loud and clear!

Questions

- Must ask question courteously through presiding officer
- The presiding officer will ask if the member if he/she wishes to answer
- That member does not have to answer the question

Amendments

- Amendment must be germane (dealing with subject matter)
- "Hoghouse" (change whole bill)
- Amendments may go "two deep"

Voting

- Regularly by voice vote
- When the vote is close, or when more or less than a majority is required, legislators can vote by rising (standing up)
- When requested and supported by 1/6 of the body, legislators vote with a roll call. This is also used for final disposition of a bill.

The motions below are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT:	YOU SAY:	Interrupt	Second	Debate	Amend	Vote
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for ...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority

Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Incidental Motions - No order of precedence. Arise incidentally and are decided immediately.

YOU WANT:	YOU SAY:	Interrupt	Second	Debate	Amend	Vote
Enforce rules	Point of Order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	Division	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None

Motions That Bring a Question Again Before the Assembly - No order of precedence. May introduce only when nothing else is pending.

YOU WANT:	YOU SAY:	Interrupt	Second	Debate	Amend	Vote
Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 (or majority with notice)
Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority