

South Dakota Teen Age Republicans



TAR Club Advisor's Guide

June 1, 2006
Prepared by Dusty Johnson
(Updated April 2008)

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Introduction

Congratulations. Serving as an advisor to your local Teen Age Republican (TAR) club is an exciting way to make a difference. This guide is designed to help you build and maintain a strong TAR group in your area.

Three Goals of TARs

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

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

What makes a good advisor?

It takes a special kind of person to be a good TAR advisor. That being said, there are few "qualifications" needed to be an effective advisor – only that he or she be a responsible and enthusiastic adult that enjoys the challenge and excitement of working with teenagers.

In attempting to meet the three goals listed above, good TAR advisors learn to strike a delicate balance. The job of the TAR advisor is to guide, rather than to direct the club. He or she motivates with enthusiasm, but shouldn't dominate the group's activities. Young people learn best when doing, and so TARs should be allowed to run their own club. The best advisors aren't detached, however. They keep the TARs on track, help maintain order, and make sure that everyone is learning and having a good time.

What if I need help?

You should feel free to contact the state TAR advisor (Dusty Johnson, 280-5511, dustyjohnson@hotmail.com) whenever necessary. 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 exist without advisors. Thank you.

SECTION ONE

Getting started

Successful TAR clubs take time and effort to build. The steps to building each club vary from area to area, but here are a few steps that help make new club building efforts more successful.

1. “The Core”

The first step in building a new or revitalized TAR club is to locate a core group of interested teenagers that will provide leadership and enthusiasm in getting the new group off the ground. A good core will consist of between three and five young people. A mix of genders and ages is nice, but isn't necessary.

2. Set the time, location, and speaker

Set the meeting a month out, so that you and the core group will have time to prepare. Make sure to pick a time that works for the core.

It will generate interest for the meeting if you can secure a “big name” speaker for the first meeting. Invite a statewide-elected official or a well-known local legislator. It is important for the first meeting to be interesting, so lean toward a good speaker, even if lesser-known, over a “big name” that isn't as exciting.

3. Recruit

The core group needs to work with you to identify a large number of students in the area that will be invited to the first meeting. It is important to start off strong, as young people are far more likely to be excited about an organization that seems healthy and fun.

- Each member of the core should bring two friends to the first meeting
- Announcements should be placed in the newspaper and on the radio
- Flyers should be put up around the middle and high schools and information should be placed in the school announcements (p6)
- A sheet should be passed around the local Republican meeting so that people can write down the names of young people with whom you can follow-up
- Ask local Republican elected officials to identify one teenager that will attend the meeting

It is important that you and the core group contact students directly. Not many teenagers will respond only to your marketing efforts, so the personal

contact and request is vital. Teenagers that indicate interest should be reminded via phone call or email a day or two before the meeting.

4. Keep good lists

As you gather names of potential TARs, make sure to enter them into the "TAR Prospect List" (p7). If at all possible, create a digital list and keep it up to date. In January and May of every year, send your list to the state advisor so that he/she can add those names to the state mailing list. **Keeping a good list is crucial.**

5. The first meeting

The first meeting should be short – **no longer than one hour**. There should also be food and soda available. Obviously, pizza is usually a popular choice and many county parties will pay for refreshments at the first TAR meeting.

One of the core group should be selected in advance to serve as temporary chairman. He/she will run the meeting until officers are elected (generally at the second meeting). Here is a sample agenda for the first meeting:

- Welcome 2 minutes
- Introductions around the room 5 minutes
- "Why TARs?" 10 minutes
- Speaker 15 minutes
- Brainstorm activities, events 10 minutes
- Announce elections (meeting 2) 3 minutes
- Set next meeting time, location 2 minutes
- Questions, final comments 3 minutes

During the introductions, pass around a sign-up sheet. It is important that you keep a good list of who attends meetings, and how you can contact them in the future. Use the "Sign-up Sheet" (p8).

It is extremely important that this first meeting is interesting and does not get bogged down. Work with the temporary chairman to ensure this happens.

The "Why TARs?" presentation is designed to show the teenagers how fun TARs can be. Contact Dusty Johnson or Katie Duenwald (page 33) for a copy.

6. The second meeting

You and the core group should continue working to identify potential TARs. If the crowd at the second meeting is even larger than at the first one, it will send a good message to everyone present. Reminder emails, postcards, or phone calls should go out to everyone on your list a few days before the meeting.

Officer elections should take place during the second meeting, beginning with chair. Procedures for officer election are explained in section three ("Officers"). The other item of business should be planning for the next meeting, which should be a fun social activity (bowling, skating, etc.) with limited, if any, business conducted.

Thinking about ***getting involved?***
Interested in ***politics?***
Want to ***make a difference?***



**Then don't miss this
opportunity!**

Kundert High
Teen Age Republican Meeting
Tuesday, Sept. 15
7 p.m. at Pizza House

SECTION TWO

Meetings and Activities

It isn't usually difficult to get a group of teenagers together to form a TAR club. What is challenging, however, is keeping those teenagers coming back meeting after meeting. The best way to maintain that enthusiasm is an ambitious, year-round, and well-balanced variety of programs and activities.

Balance

It is a mistake for TAR clubs to only be active during election years. It is also a mistake to have only "business" meetings month after month. To build a good TAR club, meetings and activities should be balanced evenly between:

1. Business

Every other TAR meeting should spend at least some time on business, whether that is recruitment, fundraising, or planning for upcoming events. Recruitment is covered in section four of this guide and fundraising ideas are listed in section five of this guide.

2. Educational

Speakers – Plan well in advance so that you will be able to get the individual you want to speak. Focus on good speakers that will discuss interesting topics. Some possibilities:

- College or university professors
- Current or former state legislators
- Mayor or city councilors
- Party officials
- Statewide elected officials (Sec of State, Treasurer, PUC, etc.)
- Representatives from local civic organizations
- Staffers from a Congressional or Senatorial Office
- Staffers from the Governor's Office or Cabinet Agency
- Candidates for office
- Two Individuals interested in debating a controversial issue

Tours and field trips – Much can be learned from a field trip or tour. Be creative when thinking of locations, such as:

- Police station (get fingerprinted)
- County courthouse (learn how elections are run or watch a trial)
- Newspaper office
- Hospital, factory, or local historical site
- State Capitol
- Field office for a U.S. Senator or Congressman
- To TAR meetings or events in other towns

Community Service – It is important to let teenagers know that they have an obligation to help others. After all, politics is all about building a better community, state, or nation. Make sure that all club members wear TAR t-shirts when participating. Here are a few ideas of possible community service projects:

- Read to senior citizens
- Purchase books on Republican leaders, history, or philosophy and donate them to schools, families, or libraries. Make sure to mark the books with TAR identification.
- Participate in an existing community event for charity (Red Cross, March of Dimes, etc.)
- Food drive
- Read to children
- Help with a local beautification project

3. Political

Particularly during an election year, there will be many political events that TARs can get involved in. Here are a few examples:

- Hand out stickers for candidates at a parade
- Help out with Lincoln Day Dinners or other GOP events
- Help local candidates with a literature drop
- Help local candidates put up their yard signs
- Attend candidate debates and root for your favorite candidate
- Acting as ushers at political events
- Stuffing envelopes

4. Social

TARs can't be all work and no play. Social events can be a great way to keep members motivated, and can be an excellent recruitment tool. TAR club leaders should make sure that everyone at social events is having a good time. A few possible TAR social events:

- Bowling
- Pizza party
- Beach party
- Skiing
- Skating
- Movie
- Hayride
- Ice cream social
- Barbecue
- Costume party

Meeting Tips

- Meetings should start on time and should rarely last more than one hour. Meetings that include field trips and tours are regular exceptions, however.
- A formal agenda is not needed for meetings that are mostly social in nature. It is good to have a “formal” meeting from time-to-time, however, so TARs get an opportunity to see how such meetings are run.
- Let your program speaker know what your expectations are regarding how long he/she should talk and about what. It is best to not have speakers talk for more than fifteen minutes.
- There should be an agenda for every meeting. A sample agenda is on page 13. Below is a description of some of the typical agenda items. No agenda item should be drawn out longer than necessary.
 - **Call to order** – This is done by the chair and should be done on time. If the chair is not present, the vice-chair may start the meeting.
 - **Introductions** – New members and guests are welcomed, and everyone goes around the room introducing themselves. A sign-up sheet is also passed around the room (see p8).
 - **Minutes** – The minutes of the last meeting are read by the secretary (even better is to distribute copies of the minutes before the meeting starts). Members can make any corrections, and then a motion to approve is in order.
 - **Financial report** – The treasurer briefly reports on the balances of the club’s accounts and describes any recent activity.
 - **Reports of officers and committees** – This is an opportunity to hear from the club chair, vice-chair, and the heads of any committees.
 - **Old business** – Any item that has not been resolved in past meetings should be placed on the agenda for discussion, and perhaps final resolution.

Meeting preparation

1. Set program, time and location – ONE MONTH

Speakers and activities should be arranged at least a month in advance, so that they can be announced at the preceding meeting. The meeting time and location should remain as consistent as possible.

2. Personal notice (email, calls) – TWO WEEKS

TARs should receive an email reminder (or phone call) a week or two before the meeting. Potential new members should be followed-up with personally.

3. General notice – TWO WEEKS

Notice of the meeting (including program and other details) should be placed in the local newspaper, school announcements, and any Republican mailings.

Publicity

Most local newspapers and radio stations are happy to cover the activities of young people. To truly be effective, your TAR club has to get its word out. One of the best ways to do that is by using local media. Here are some best practices:

1. Establish relationships

Start by compiling a list of all of the media in your area (along with contact information), including the names of the news directors or reporters most likely to cover TAR events. You and the TARs should work hard to establish a point of contact within each media outlet. Send those reporters invitations to your special events and don't be afraid to send them a reminder email a day or two before the event.

2. Press releases

One of the best ways to get coverage of your club news is to issue press releases. There are two kinds of press releases, "advance" releases and "follow-up" releases. There are times when one or the other might be more appropriate, and times when using both are best.

Keep press releases relatively short and use only clear and simple language. Include the five W's (who, what, when, where, why?). Use the same format for all of your releases and, if using follow-up releases, get them in as soon after the event as possible. It is often best to both email a release and drop a hard copy off at the station or office. Here are a few instances when it would make sense to issue press releases:

- After TAR Camp (with a photo of the club members that attended)
- Before big events (like a fundraiser)
- After club elections (to announce officers for the next year)

3. Know what's news

Not everything that your club does is news. You can hurt future coverage of your events if you issue too many press releases, so use some sense before sending out a release.



Kundert County TARs

MEETING AGENDA

November 19, 2005 at 7 p.m.
Republican Headquarters

1. Call to order
2. Introductions
3. Minutes
4. Financial report
5. Reports of officers and committees
 - Chair
 - Recruitment Committee
 - Fundraising Committee
6. Old business
 - Upcoming Lincoln Day Dinner
7. New business
 - Adding a middle-school rep to the executive board
8. Next meeting
 - January 21, 7 p.m. at the Headquarters
9. Program
 - Governor Mike Rounds "Building a Better SD"
10. Adjourn

Suggested Timeline for Meetings and Activities

Below is a two-year timeline outlining some activities and meeting topics that clubs can cover. Note that there is a difference between election year activities and non-election year activities. The timeline begins in the fall before an election year and goes until the spring after the election year (after which the cycle repeats from the beginning). This is offered only as a suggestion – feel free to change.

Beginning of school year (non-election year – 2007, 2009, 2011)

September

Kick-off meeting

Discuss recruitment

October

Recruitment pizza party

November

Area legislators talk about upcoming session

Plan for GOP State Dinner

Beginning of calendar year (election year – 2008, 2010, 2012)

January

Social event

Discuss fundraiser

SEND YOUR LIST OF TAR PROSPECTS TO STATE ADVISOR

February

Fundraiser

Discuss TAR plans for county Lincoln Day Dinner

Recruitment for TAR Days

March

Field trip

Discuss TAR plans for county Lincoln Day Dinner

Finalize TAR Days plans

Attend TAR Days

April

Social Event

Recruitment for TAR Camp

Register high school seniors to vote

May

Elections for TAR officers
Community service event
SEND YOUR LIST OF TAR PROSPECTS TO STATE ADVISOR

June

Plan for upcoming parades and fairs
Plan for TAR Camp
Plan for State GOP Convention
SEND YOUR CHARTER APPLICATION TO STATE ADVISOR

July

Attend TAR Camp

August

Legislative candidates speak
Discussion on how TARs can help candidates

Beginning of school year (election year – 2008, 2010, 2012)

September

Kick-off meeting
Plan homecoming parades for local and statewide candidates
Discuss recruitment and goals

October

Pizza party
Help candidates with lit drop, yard signs, other

November

Election night party

Beginning of calendar year (non-election year – 2009, 2011, 2013)

January

Social event
Discuss election results
Discuss fundraiser
SEND YOUR LIST OF TAR PROSPECTS TO STATE ADVISOR

February

Fundraiser
Recruitment for TAR Days

March

Field trip

Discuss plans for Lincoln Day Dinner
Finalize TAR Days Plans
Attend TAR Days

April

Social Event
Recruitment for TAR Camp
Register high school seniors to vote

May

Elections for TAR officers
Community service event
SEND YOUR LIST OF TAR PROSPECTS TO STATE ADVISOR

June

Plans for TAR Camp
SEND YOUR CHARTER APPLICATION TO STATE ADVISOR

July

Attend TAR Camp

SECTION THREE

Officers and Committees

The most important job of any advisor is working with the officers. Running a TAR club is too much work for one person, so the group will be most successful when the officers are managing the club's efforts.

Work to motivate and inspire the officers in your club. They are teenagers, so often have many things going on at once and aren't yet masters at time management. Provide regular reminders of their duties and upcoming deadlines. Sometimes a helpful email is all that is needed to get someone moving again.

Once a club is firmly established, a club constitution should be established and adhered to. Among other things, that constitution will detail the qualifications and responsibilities of club officers (sample by-laws are on pages 19-21). In general, the duties of club officers are as follows:

Chair

The chair is the chief executive officer of the organization, acts as its spokesman, and presides over the meetings of the club and the executive board. He appoints all committees and their chairman and has the power to remove them from those positions. He is responsible for directing the actions of the club, with particular focus on recruitment.

Vice-Chair

The vice-chair serves as the right-hand assistant to the chair and should be ready to fulfill the duties of the chair (if for any reason the chair is unable to serve). He/she serves as club historian and in any capacity designated by the chair. This often means chairing the recruitment committee.

Secretary

The secretary keeps true and accurate minutes of club and board meetings and is responsible for (working in coordination with the advisor) sending out notices and reminders of upcoming club meetings and activities. He/she maintains the club constitution and keeps lists of club officers and committee chairs. He/she is responsible for correspondence as directed by the chair, including thank-yous to speakers. Finally, the secretary provides the State TARs with regular reports on the club's activities.

Treasurer

The treasurer is the custodian of all funds of the club, and must keep true and accurate records of all monies received and disbursed. He/she is usually in charge of club fundraising.

Middle-school representative

Some clubs have a middle school representative who is responsible for reaching out to potential TARs at the middle school level and for representing those younger TARs on the executive board.

The Executive Board

The executive board is made up of elected club officers, as well as the chairs of standing committees, if those are used by your club. The executive board meets outside of regular club meetings to deal with issues or discuss details that don't make sense to handle at a club meeting.

Standing Committees

Some clubs use a committee structure to get work done. Most clubs won't need to make widespread use of committees, but some might make sense for your club. Some committee examples:

- Programming – plans and organizes events and speakers
- Membership – handles recruitment of new members
- Finance – plans and organizes club fundraisers
- Publicity – works (often with media) to spread the word about TARs
- Calling – reminds (via email and phone) members of upcoming events

Club Constitution

Attached on the next few pages is a model club constitution. Groups should feel free to customize this constitution to their needs, but please note that the state executive board must approve the constitution.

CONSTITUTION

Kundert County Teen Age Republicans

Preamble

We, the Teen Age Republicans of Kundert County, seeking to improve our State, Nation, and Party, hereby organize to better encourage political involvement among young people, share the wisdom and beliefs of the Republican Party with others, and help carry Republican candidates and causes to victory.

Article I

Name

- Section 1. The name of the Organization shall be the Kundert County Teen Age Republicans, hereafter referred to as the "Organization."
- Section 2. No one shall use the name of the organization in any way that is inconsistent with the values of the Organization and the Republican Party.

Article II

Purpose

- Section 1. The purpose of the organization is to promote and advance the principles of the Republican Party and its candidates within Kundert County, and to support the State Teen Age Republicans.
- Section 2. Nothing in this Constitution shall be construed to bind the Organization to support any one candidate or issue, unless they have been endorsed by Republican primary or state convention.

Article III

Membership

- Section 1. Membership shall be open to all persons ranging from thirteen (13) years old to three (3) months following graduation from high school.
- Section 2. Members shall reside or attend school within the borders of Kundert County
- Section 3. Local membership dues shall be five (5) dollars. Dues may be paid at any time of the year, but must be paid twenty-four (24) hours prior to any meeting at which the member casts a vote.
- Section 4. Honorary membership may be granted by a two-thirds (2/3) vote of the members present at any meeting of the Organization.

Article IV

Elections

- Section 1. Election of officers shall take place at either the first meeting of the school year or at the last meeting of the previous year.
- Section 2. Any member in good standing with the organization may be nominated for and elected to office.

- Section 3. Election of officers shall be conducted by secret ballot.
- Section 4. To be elected, a candidate must receive a simple majority of the members present at the meeting. In the event that no candidate receives a majority vote, another round of balloting will take place.

Article V

Officers

- Article 1. The elected officers of the Organization shall be: a) Chair, b) Vice-Chair, c) Secretary, d) Treasurer.
- Article 2. Officers are elected for a term of one year.

Article VI

Duties of Officers

- Article 1. CHAIR: The chair shall preside over all meetings of the Organization, appoint all committees with the approval of the executive board, and represent the Organization to the State TARS and the county Republican Party.
- Article 2. VICE-CHAIR: The Vice Chair shall act as the Organization's historian, chair of the recruitment committee, and act as chair in the Chair's absence.
- Article 3. SECRETARY: The Secretary shall keep a copy of the constitution, keep true and accurate minutes of all meetings, provide notice to members of meetings and events, handle correspondence as directed by the Chair, and report on the Organization's activities to the State TARS.
- Article 4. TREASURER: The treasurer, working with the Organization advisor, is the custodian of all funds of the club and coordinates Organization fundraising.
- Article 5. EXECUTIVE BOARD: The officers above, along with one other Organization member appointed by the chair, shall constitute the executive board. The executive board is responsible for the business of the Organization between meetings. Any decision of the executive board can be overturned by a majority vote of members present at any subsequent Organization meeting.

Article VII

Removal of Officers

- Article 1. An officer may be removed from office by a two-thirds vote at any meeting of the Organization, provided that more than half of the Organization's members are present.
- Article 2. Any vacancies in office, whether by resignation or removal, shall be filled by appointment of the Chair, until an election can be held at the next meeting of the Organization.

Article VIII

Ratification and Amendments

- Article 1. This Constitution may be ratified or amended by a two-thirds (2/3) vote at any meeting of the Organization, provided that more than half (1/2) of the Organization's members are present.
- Article 2. Upon ratification or amendment of this document, it will be signed by the Chair and sent to the State TAR Organization for approval and to have the State Chair's seal and signature affixed. The State TAR secretary will maintain a copy.

Article IV **Supremacy of this Constitution**

- Section 1. This Constitution shall govern matters concerning the Organization. Any decisions made in conflict with this Constitution are void.
- Section 2. In matters concerning the Organization's relationship or interaction with the State TARs, the State TAR constitution and rules are supreme.
- Section 3. If the Organization is in conflict over the interpretation of this document, the Chair shall interpret as they see fit until amendment or clarification can take place.

Date ratified

Chair, Kundert County TARs

Date signed

Chair, South Dakota TARs

Date

signed

SECTION FOUR

Recruitment

Every TAR club should conduct an aggressive and broad-based membership drive at least twice a year. One should be at the beginning of the school year, and a second should be in the spring before school ends.

A growing and dynamic membership is essential for a healthy and dynamic TAR club. Teen Age Republicans should seek to attract intelligent and responsible members. Students involved in school government or other leadership organizations often make good members.

The key to recruitment is asking

TARs don't recruit themselves. They need someone to ask, "Would you like to join the TARs?" Here are common sources for new TAR members:

1. **Friends** – This is the easiest way to recruit new members. Sometimes students that have never been interested in politics or government will attend a TAR meeting if asked by a friend. Some clubs have "Bring a Friend Parties," where every TAR is asked to bring one friend to a pizza party or other social event.
2. **Brothers, sisters, cousins** – Too often, TARs will forget about their own family members (sometimes they will forget on purpose!). It is worth having each TAR member make a list of all of their younger relatives and their ages once a year. The advisor can then keep those lists handy and ask those students to join once they are old enough.
3. **Children of GOP activists or officials** – Each Republican Party leader or elected official in the area should be asked if they have children, grandchildren, nieces, nephews, other young relatives. Those students should be contacted.
4. **Leaders in other organizations** – A good advisor will always be on the lookout for good student leaders. Keep an eye on the local newspaper for students that receive awards or are recognized for service in leadership organizations like:
 - Boy Scouts
 - 4H
 - Student Governments
 - Boys and Girls State
 - FBLA
 - FFA
 - Debate
5. **Students involved in their church** – Many families that are actively involved in their church will have children that might be interested in

TARs. It is also smart to contact students who attend Christian schools in the area or who are home-schooled.

“Sourcing” Names

Ask anyone you can think of for the names and contact information for young students that might be interested in TARs. Make a point to pass around sheets at Lincoln Day Dinners or local GOP meetings requesting leads. Don't make those people contact the teenagers. Instead, take the names and contact information they provide and have the TARs (or in some cases yourself) do the recruitment.

1. Start by mailing TAR information to their home
2. Follow-up with calls by a likable and outgoing TAR
3. Invite them to the next meeting
4. Remind them a few days in advance of that meeting
5. Make sure to enter their contact information in the “TAR Prospect List” (p7).

If for some reason you would prefer to have statewide TAR officers or the state advisor contact a particular student, feel free to pass along the names and contact information to Dusty Johnson (280-5511, stateadvisor@sdtars.com).

Once you have contacted those on your list of potential TARs, turn that list over to the state advisor so that those students can be added to the state mailing list.

Membership Contests

In the past, clubs have had success with membership contests. Give a good prize to the TAR that brings in the most new members (or to anyone that meets a specific quota) by a certain timeline.

REMEMBER – You can't recruit members you don't contact!

SECTION FIVE

Finances

TAR clubs need some funds to function effectively. Luckily, fundraising can provide a fun and educational opportunity for TARs.

It often makes sense to have clubs put together a budget to act as a financial roadmap for the year. Few clubs operate off of budgets, but they can be an effective financial management tool, and provide a learning opportunity for the TARs. A sample club budget is located on the next page.

There are four major areas where TAR clubs spend money:

1. **Administrative** – stationery, postage, printing, materials, etc.
2. **Speakers** – sometimes clubs pay speaker's travel expenses
3. **Social** – food or drink at meetings, parties, picnics, etc.
4. **Scholarships** – funds for members to attend TAR Camp

Here are some ways that TAR groups can raise money:

- **Silent auction** – Write to famous Republicans requesting that they donate something to your TAR group to be auctioned off at the Lincoln Day Dinner.
- **Coat check** – Check coats at a Lincoln Day Dinner or other GOP event in your area.
- **Valet parking** – Park cars at a Lincoln Day Dinner or other GOP event in your area.
- **Raffle** – Raffles work best when the prizes are donated. Do not feel as though the prizes have to be too impressive. Most good Republicans will buy the tickets regardless and it is important to keep your costs low.
- **Car Bash** – At a county fair set up an old junked-out car and charge people \$3 to use a hammer to put a bash or crack in the car.
- **Egg Roll** – Go to a house, introduce yourself, explain the project, and ask for an egg. Go to the next house and sell the egg for whatever they will buy it for. Repeat.
- **TAR servant auction** – Auction off TAR members (individually or in groups) for an hour or half day to do chores or errands.
- **School directory** – If the local school doesn't have a directory, the TAR club should publish one. Sell advertising in the directory and sell for a nominal price.
- **Bake sale**
- **Car wash**
- **Snow shoveling**
- **Ice cream social**

SAMPLE
TAR Club Budget

Income

TAR member dues	\$ 50	
Raffle	\$200	
GOP dinner coat check	\$150	
Silent auction	\$200	
		\$600

Expenses

Postage	\$ 25	
Officer name tags	\$ 25	
Pizza and soda @ five meetings		\$150
Bowling party	\$150	
Fundraising expenses	\$100	
Miscellaneous	\$ 50	
Two \$50 camp scholarships	\$100	
		\$600

Balance

\$ 0



CONSTITUTION

South Dakota Federation of Teen Age Republicans

PREAMBLE

We, the Teen Age Republicans of the State of South Dakota, in order to improve our State, Nation, and Party, hereby organize to better encourage political involvement among young people, share the wisdom and beliefs of the Republican Party with others, and help carry Republican candidates and causes to victory.

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 not be used by any individual member, group of members, or officers in any manner inconsistent with the values of the Organization or Republican Party.

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.

ARTICLE III MEMBERSHIP

- Section 1. Young people who have completed sixth grade and are at least 12 years of age may join the active membership of the Organization, and may remain active until three (3) months following their graduation from high school. The Organization encourages persons not fitting our age requirement to work with us in support of the Organization.
- Section 2. 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 (24) 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 3. Honorary membership in the Organization may be granted by a two-thirds (2/3) vote of the Executive Board, or a two-thirds (2/3) vote of the delegates at the Organization's annual State Convention. Honorary membership shall carry none of the obligations, and all of the privileges of membership, excluding voting.

ARTICLE IV ELECTIONS

- Section 1. The Chair of the Organization shall act as Chair 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 Chair. 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 current State Chair 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 or his or her designee.

- 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 convention rules, which must be approved by a majority of dues-paying members present.
- Section 6. Each dues-paid member attending the convention shall have one vote. Chartered TAR clubs in good standing may be allotted up to two additional votes, in accordance with the convention rules.
- Section 7. No more than five (5) convention votes may come from out-of-state dues-paying members. In the event that more than five dues-paying members are present at convention, they must caucus among themselves to determine how their five votes shall be cast.
- Section 8. Only dues-paid members in attendance of the Organization's Annual State Convention will be allowed to vote for District Representative, and only for Representatives from their District. Out-of-state dues paying members do not reside within any district, and so may not vote for district representatives.

ARTICLE V QUALIFICATIONS OF OFFICERS

- Section 1. Every Officer must be a dues-paid member in good standing with the Organization.
- Section 2. District Representatives, in addition to complying with Article V, Section 1, must also reside in the District they serve.

ARTICLE VI OFFICERS

- Section 1. The titles of the Organization elected officers in order of precedence shall be:
- a) Chair
 - b) Vice-Chair
 - c) Secretary
 - d) Treasurer

e) District Representative

Section 2. The Organization shall divide the State into the following Districts, each of which shall elect two (2) Representatives:

District One: Harding, Perkins, Corson, DeweyZiebach, Meade, Lawrence, Butte, Pennington, Custer, Fall River, and Shannon Counties.

District Two: Campbell, Walworth, Potter, Sully, McPherson, Edmunds, Faulk, Hyde, Hand, Brown, Spink, and Beadle Counties.

District Three: Marshall, Day, Clark, Codington, Hamlin, Deuel, Grant, Roberts, Kingsbury, Brookings, Miner, Lake, and Moody Counties.

District Four: Bennett, Haakon, and Jackson, Stanley, Jones Mellette, Todd, Hughes, Lyman, Tripp, Brule, and Gregory Counties.

District Five: Charles Mix, Douglas, Bon Homme, Hutchinson, Davison, Sanborn, Hanson, McCook, Turner, Yankton, Clay, Union, Lincoln, and Minnehaha Counties.

ARTICLE VII DUTIES AND POWERS OF OFFICERS

Section 1. CHAIR: The duties of the Chair shall be to preside over all meetings of the Organization and its Executive Board and also to preside over all of its conventions. The Chair shall appoint all committees and their chairmen with the approval of the Executive Board and shall retain power to remove members from committees, and to direct the actions of said committees. As Chief Executive, the Chair shall represent the Organization and its members to the South Dakota Republican Party and its auxiliaries. The Chair shall direct the recruitment efforts of the Organization and shall also perform in any other capacity directed by the Executive Board.

Section 2. VICE-CHAIR: The Vice-Chair shall represent the Organization in any capacity designated by the Chair, and preside over the Organization in the Chair's absence. The Vice-Chair 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-Chair shall also act as the board's liaison to all local TAR clubs.

- Section 3. SECRETARY: The Secretary shall act as custodian of the constitution. The Secretary shall keep true and accurate minutes of all proceedings of the Organization and shall 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 Chair 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 fundraising efforts in their district. They will also assist the Chair with recruitment efforts, and act in any other capacity designated by the Chair.

ARTICLE VIII POWERS OF THE EXECUTIVE BOARD

- Section 1. Voting Members of the Executive Board shall be the Chair, Vice-Chair, Secretary, Treasurer, and all District Representative. Ex-Officio non-voting members shall include the State Advisor, Parliamentarian, Immediate-Past Chair, the chairs of each chartered TAR club, and ranking Republican Leaders selected by the Chair.
- 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 Chair or upon request of four (4) board members with a written statement of purpose. Seven (7) days written or electronic 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. Members participating via teleconference or other electronic means are considered present.

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 completes the necessary charter application, 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 has a constitution approved by a majority vote of the Executive Board.

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. Each chartered club must annually file an updated charter application and pay its annual dues of ten (10) dollars by July 15 of each year in order to be afforded the rights and privileges granted to chartered clubs at the annual convention.

Section 4. A club may have its charter revoked at any time by a two-thirds (2/3) vote of delegates at the Organization's annual State Convention, or a two-thirds (2/3) 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 Chair 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 Chair 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 Chair of the Organization.

ARTICLE XIII SUPREMECY 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.

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

