



Understanding Our “Tri-Level” Organization : Clubs, AzFRW and NFRW

Club members remit annual dues to their Club. Of the dues amount received, Clubs then send \$24 for each Active member on to AzFRW. AzFRW retains only \$4 per member, forwarding \$20 per member to the NFRW. Every Republican Woman who joins a local “Federated” club automatically joins AzFRW and NFRW. Clubs also remit a nominal annual “Service Charge” on top of dues. The NFRW Annual Service Charge fee is \$15 per Club and AzFRW annual is \$10 per Club. Club Service Charges fees are due with the First Quarter (Q1) Report in January each year.

The AzFRW State President serves as Arizona’s member to the NFRW Board of Directors and attends the NFRW meetings during her term. NFRW holds two meetings in even years and one in the odd year which is usually combined with a Legislative Day at the U.S. Capitol. Conventions for both NFRW and AzFRW occur every two years and are held in the fall of odd years. Conventions are more extensive than regular meetings and legal business such as elections and bylaws amendments are handled by the voting body which is established through the Delegate credentials process.

For the NFRW biennial convention, the State President and one Delegate per club (usually the Club President but not necessarily) have voting status. Other Arizona members serving NFRW in various official capacities may also have voting status. In addition, each state sends their elected Delegates-at-Large and Alternates-at-Large to the NFRW Convention, the number for which is determined by the state membership totals as of the third quarter (Q3) of the convention year. For either State or National Convention, credentials requirements must be met to preserve voting status.

AzFRW State Meetings are held three times in even years and twice in odd years with the third meeting of the odd year being the biennial AzFRW Convention. For State Meetings only, Club Presidents may send a proxy (with duly executed proxy form) to represent their club if they cannot attend. Club Presidents should do their best to attend all meetings or make sure their club is represented.

For State and National Conventions, proxies are not permitted. Properly credentialed Alternates may substitute in the event of an emergency. For the AzFRW State Convention, Clubs are entitled to representation by means of their voting Delegates and Alternates in addition to their President or her Alternate and the number is based upon Q3 membership numbers. Refer to appropriate Bylaws for more details on AzFRW Delegates and Alternates or NFRW Delegates-at-Large and Alternates-at-Large. Please be aware that whether it is for AzFRW State Convention or NFRW Convention, all who have voting privileges must comply with the credentialing and registration requirements to preserve their voting rights!

Each organization is governed by their documents which include their Bylaws, Standing Rules and other Policies or Procedures.

All officers must comply with these documents and follow them to the letter.

In the case of NFRW and AzFRW, Bylaws may only be amended at Conventions every two years by the voting body.

AzFRW members may propose amendments to NFRW Bylaws or the AzFRW Bylaws by following the guidelines for submitting on the respective websites.



Each new term, NFRW reviews the AzFRW Bylaws for compliance and advises of any necessary or recommended changes.

Each term, AzFRW reviews all the local Club Bylaws for compliance and advises of any necessary or recommended changes.

All Club Bylaws and Objects shall be consistent with those of the NFRW. (*AzFRW Bylaws, Article III, Section 2, Item B-3*) They also may not conflict with NFRW.

As a leader, when a question or issue arises, your first response should be:
“What do the Bylaws say?”

If the local Club Bylaws are not clear, refer to Roberts Rules of Order (most current) for additional information.

Our State Parliamentarian, your Region Director or other State Officers are always available to assist when Clubs run into issues.

Remember, club bylaws, standing rules or policies may not be in conflict with AzFRW or NFRW and must be lawful.

If you find discrepancies or errors in your Club Bylaws or other documents, determine the proper manner to remedy or update your documents.

Bylaws are intentionally not very specific. They are the frame of your structure and only changed with difficulty. Standing Rules, or other policies, comprise the décor of your structure and are far more easily changed. When amending Bylaws, try to avoid extensive specifics, for you will be anchored to them.

Bylaws MUST be respected and followed!

AzFRW Executive Committee & General Leadership Guidelines

Understanding the AzFRW Board of Directors and Executive Committee

- The Board of Directors is the governing body for the AzFRW. Each member of the Board of Directors shall be an Active club member in good standing. Voting Board members are the Executive Committee, the Appointed Officers, Arizona's National Committeewoman, the Past Presidents of AzFRW, AzFRW Club Presidents, AzFRW Standing Committee Chairs and any members serving as NFRW Officers, Chairs or Committee Members. State Meetings are Board of Directors meetings and are open to all active members to attend.
- The AzFRW Board of Directors is quite large and the Executive Committee serves as a smaller guiding force on behalf of the AzFRW Board of Directors. The Executive Committee makes recommendations to the Board for their approval and/or action. Examples would include the Budget, Standing Rules or other document updates, etc.
- The voting members of the Executive Committee is comprised of 14 elected officers who are the AzFRW President, 1st, 2nd and 3rd Vice Presidents, Secretary, Treasurer, the eight Region Directors and Immediate Past President. The Parliamentarian also attends all Executive Committee Meetings. Other officers or guests may sometimes be invited to attend or be present, but do not have voting privileges.
- The decision power of the Executive Committee is limited by the bylaws. The guiding vision of the President and the members of the Executive Committee is intended to create a spirit that will positively energize the organization.
- Executive Committee members should realize that they are at all times setting an example in their demeanor, attire and message.
- Discussions in Executive Committee are sometimes sensitive, always considered confidential and never discussed with anyone outside of the Executive Committee. Executive Committee Minutes are also confidential and are distributed only to Executive Committee members.
- Parliamentary procedures shall be followed for all AzFRW meetings.

In addition to such other duties or responsibilities as may be requested by the President, or as defined in such other documents as Bylaws, Standing Rules or Financial Policies, the Executive Committee shall:

- Read and become familiar with all published AzFRW documents including Bylaws, Standing Rules or other Policies. Bylaws, Standing Rules and Policies should always be carried by all Executive Committee members.

- Per the AzFRW Bylaws (Article V, Section 2, Item A-1) the President is the official representative of the Federation. Accordingly, all communications, plans or events shall be pre-approved by the President prior to implementation. Per our Standing Rules, “No sale of materials shall be made, and no materials may be distributed at AzFRW Meetings or events without prior approval of the AzFRW President.” Adopted February 10, 2018.
- Submit any expense reimbursements or mileage reimbursements within 60 days. Other than mileage, receipts are to be provided for all expense requests per AzFRW reimbursement policies. Expenses submitted later than 60 days will not be reimbursed.
- Submit newsletter articles, State Meeting or other documents, Convention Reports or any other such items requested in a timely manner and by the deadline dates as published or requested.
- Executive Committee members are expected to attend all Executive Committee meetings. If unable to attend, they should submit their request to be excused by contacting the President with a copy to the Secretary.
- Unless officially excused, State Officers and all Committee Chairs are expected to attend all State Meeting events. This is as a professional courtesy to our guest speakers, to our 1st Vice President for her hard work in arranging quality programs and to properly represent the Federation with the presence of duly elected officers in a formal gathering of members, guests or elected officials.
- AzFRW is a 527 Political Organization. We are a non-profit, but we are not tax exempt. According to NFRW, all Clubs are also 527 Political Organizations.
- All in-state travel for AzFRW Officers, other than the President, shall be pre-approved by the President prior to officers accepting speaking requests or scheduling any visits. This is accomplished by use of the Speaker Request Form.
- It is our job as the Arizona Federation of Republican Women to educate, encourage, motivate, mentor and inspire our leaders and members on the local level statewide.

