



VFRW

Policies & Procedures

2014

The VFRW Recording Secretary will keep the master of this document updated

Table of Contents

| | |
|---|----------|
| POLICY Guidelines (VFRW) | 3 |
| EXPENSE REIMBURSEMENT | 3 |
| Introduction | 3 |
| VFRW President | 3 |
| VFRW Elected Officers | 3 |
| VFRW Committee Chair (Limitations) | 4 |
| VFRW Board/ Members attending NFRW Board Meetings and Conventions..... | 4 |
| Acting for VFRW President - Travel..... | 4 |
| VFRW Officer Invitation/ Speaking Requests..... | 4 |
| EXPENSE REIMBURSEMENT REPORT / APPROVAL FORM REQUIREMENT | 5 |
| ENDORSEMENT OF CANDIDATES..... | 5 |
| USE OF LOCAL CLUB NAME..... | 5 |
| USE OF VFRW AND LOCAL CLUB STATIONERY | 6 |
| STATES AND LOCAL CLUBS -- Not Fundraisers for the Party..... | 6 |
| MEMBERSHIP LIST CONFIDENTIALITY..... | 6 |
| MATERIALS ALLOWED AT STATE AND LOCAL MEETINGS | 7 |
| MEETING ATTENDANCE REQUIREMENTS - Elected Officer - Voting Board..... | 7 |
| MEMBERSHIP REQUIREMENTS / REINSTATEMENT | 7 |
| MEMORIAL RECOGNITION..... | 8 |
| Introduction | 8 |
| VFRW State Presidents (past or present)..... | 8 |
| Officer or Voting Board Member (past or present) | 8 |
| Governor, Lt Governor, Attorney General, Congressman, Senator, State Legislator or Republican Party Chairman | 8 |
| WEBSITE ADMINISTRATION | 9 |
| APPROVAL FOR POSTINGS | 9 |
| Change Authority..... | 9 |
| CHANGE METHDOLOGY FOR THIS DOCUMENT..... | 9 |

POLICY Guidelines (VFRW)

EXPENSE REIMBURSEMENT

Introduction

A VFRW woman should remember that she is a volunteer in this organization and expect to use some of her own money. Consequently, mileage considered for approval may only be reimbursed for event travel that exceeds 25 miles round trip. The mileage reimbursement rate will be reviewed each year and determined by a vote of the VFRW Executive Board. Also, for those who travel, reimbursement for meals is only for ticketed meals. Clubs who invite the VFRW President, Officers or Board members as speakers or guests are encouraged to pay for the invitee's meal.

VFRW President

The President's expenses in the performance of the duties of her office shall be reimbursed within the approved budgeted limits of her office. They shall be approved by the VFRW First Vice President with a copy provided for her records before submission to the Treasurer. This copy should include specific supporting information (the invitation, the call, mileage report, lodging, registration fees, etc.) that is attached to the President's Expense report. These expenses are submitted to the VFRW First Vice President, (2nd VP if 1st VP is not available) at least *quarterly* in an itemized fashion. Expenses required for attendance at statewide Republican events (RPV Advance, RPV Gala, etc.) and visits to Club Events (other than to her home club) are also covered until her annual budgeted allowance has been met.

Note: Office supplies or copies for business of President are posted to office supplies and not applied against President's Budget

VFRW Elected Officers

Elected Officers expenses shall be approved by the President prior to the reimbursement by the Treasurer. Those who speak on behalf of the VFRW, (with the approval of the President) or are selected as the VFRW Presidential surrogate by the President, must submit an itemized request for reimbursement to the President for her signature. The Treasurer will reimburse within that officer's budgeted allowance. Incidental attendance at Republican events does not warrant reimbursement. District Representatives attending events in their district are not included for reimbursement as this is considered part of their duty. District Representatives or elected women officials are encouraged to participate in installations for local clubs to defer VFRW expense.

VFRW Committee Chair (Limitations)

Committee Chair expenditures are limited by budget. Any contracts or expected expenses of significance (e.g., Legislative Day, annual Convention) should be discussed, approved and signed by the President prior to reimbursement, following review by the Executive Committee and/or the VFRW Legal Counsel. Any expected expenditure that could exceed the committee budget must be reviewed and approved by the Executive Committee if less than \$200 and if more than \$200 by the Voting Board of Directors also in advance of the actual expenditure. As with all other reimbursements, they should be documented in detail and approved by the President before reimbursement by the Treasurer.

VFRW Board/ Members attending NFRW Board Meetings and Conventions

The VFRW will pay the NFRW Registration fee to the Biennial Convention for all allowed Delegates elected by the VFRW Board of Directors. Additionally, Registration Fees not to exceed 250.00 will be paid for all NFRW Committee Chairs. NFRW appointed Sergeants-at Arms (not to exceed 2 excluding the chair) will be reimbursed at 50% per person of the registration fee.

The VFRW Executive committee is given first choice of attending the Biennial Convention and any remaining slots are filled by election at the VFRW Board of Directors meeting held not less than 6 weeks prior to the NFRW Convention. The VFRW will pay the NFRW Registration fee to NFRW Board Meetings for the VFRW President and NFRW Committee Chairs. NFRW appointed Sergeants-at Arms (not to exceed 2 excluding the chair) will be reimbursed at 50%.

Acting for VFRW President - Travel

When an individual is directed by the VFRW President to attend a function in her stead, the travel mileage and applicable event charge are covered. (This does not include club installations and events generally handled by the District Representative or Party Officials in the area.)

VFRW Officer Invitation/ Speaking Requests

At state or local political events, an elected VFRW officer or District Representative from the area that is specifically requested by an official of the event may represent the VFRW. Remarks/Speeches should be approved by the VFRW President or Executive Board prior to the event. Requests for a speaker for a national event should be at the discretion of the VFRW President as to who should represent the VFRW.

Invitations to VFRW Officers to attend club functions should include the information of whether or not the charge for this event will be complimentary. This will avoid confusion and potential embarrassment to the club and to the VFRW Officers. These invitations should include whether or not the Officer will speak at the event.

When requesting a speaker or special invitee/ representative (whether this be a VFRW Officer, Excom member, or BOD member, DR, etc), a VFRW Event Invitation/Request Form with the above information, should be sent. This form shall detail the length of the event, costs and directions or housing options and should be included with the original invitation. This special form will be posted on the VFRW website for use. (Follow NFRW FORM)

EXPENSE REIMBURSEMENT REPORT / APPROVAL FORM REQUIREMENT

When an expense is incurred by a VFRW officer, Committee Chair, District Representative, or member and reimbursement is expected, that individual must fill out and submit the reimbursement form with actual receipts of the expenditure to the VFRW President for approval. The President will review/approve and forward the originals of the approved reports to the VFRW Treasurer for reimbursement. (Anyone preparing the form and expecting approval without prior approval from the voting board or VFRW President must secure that approval before reimbursement will be made.)

ENDORSEMENT OF CANDIDATES

A candidate shall not be endorsed by the VFRW President, Local Club or Local Club President prior to certification as the Republican nominee or GOP endorsee when there is more than one officially filed Republican candidate for the same office. This applies to Local Clubs as entities and not to individual members.

If it is necessary for the VFRW President or a Local Club President to be included on a slate of delegates or alternates for a particular candidate in order to be elected to serve as a delegate or alternate, such action is permitted provided this is the only method of election. No VFRW member shall run as or support a candidate against the Republican nominee or endorsee running for said office.

USE OF LOCAL CLUB NAME

The name of the Local Club shall not be used by any member in supporting a candidate prior to the certification of the Republican nominee if there is more than one officially filed Republican candidate for the same nomination. This includes support an independent candidate PRIOR to the identification and certification of a Republican nominee for a particular office?

USE OF VFRW AND LOCAL CLUB STATIONERY AND LOGO

VFRW stationery will be used by the officers and members of the Board of Directors only for the conduct of Federation business.

The VFRW Logo may not be used in any way by local clubs.

Local Club stationery will be used by the officers and local club members only for the conduct of Local Club business.

STATES AND LOCAL CLUBS -- Not Fundraisers for the Party

Each State Federation and Local Club has the primary responsibility to raise sufficient money each year to insure the programs, goals, and financial obligations of the organization are met. While the State Federation or Local Club's first financial obligation is to support its own needs, NFRW affiliates do cooperate on a completely voluntary basis with activities sponsored by the official Republican Party organization. No candidate or Party organization has a legal or valid right to demand financial aid from a Republican Women State Federation or local club. They may ask, but the decision to accommodate the request rests solely with the State Federation or Local Clubs.

IT IS IMPERATIVE that the State Federation and Local Clubs be aware of and fully comply with applicable Federal and State Election Laws. (Remember, no club may in any way support a candidate for a federal office.)

MEMBERSHIP LIST CONFIDENTIALITY

States and local clubs have an obligation to their members to keep their membership lists confidential and to assure their members that in joining, they will not be subject to pressure or demands outside the organization resulting from membership information distribution. Although clubs cannot control others, they must make every effort to protect the private information provided them by our members. Therefore, neither Federated States or Local Clubs nor club members **may give, provide or share, in part or in full**, their membership lists to/with any other Organization or Non-Member. It is also suggested/recommended that club associate members not be provided with membership directories.

MATERIALS ALLOWED AT STATE AND LOCAL MEETINGS

All materials should have the approval of the state's or club's President or elected officers before being circulated, displayed or sold at meetings or events. State and Local Clubs should not be used as a platform to promote other groups. The VFRW is a partisan political organization with political education as its primary objective. This policy includes:

- (a) Circulation of Petitions;
- (b) Resolutions;
- (c) Books for Sale;
- (d) Literature unrelated to the Local Club's or State's activities;
- (e) Literature for all candidates before the primaries. (If there are two or more candidates running for the same office, displaying literature for only one would constitute endorsement.)

If a state or local club is asked to distribute outside material to its membership, and it agrees to do so, the state or local club Board of Directors or Executive Committee should approve the content. The organization or individual wishing to have the material sent should pay the postage. This procedure includes Republican candidates and office-holders as well.

MEETING ATTENDANCE REQUIREMENTS - Elected Officer - Voting Board

An elected officer or voting member of the Board of Directors may not miss more than two consecutive meetings without being represented by proxy; or they need to explain the reasons to the Executive Board in writing or by appearance at the next Executive Committee meeting after the absences. Meetings are held infrequently so attendance is vital to the continuation of VFRW business. (This policy is exempt to past presidents of the VFRW due to their contribution and service).

MEMBERSHIP REQUIREMENTS / REINSTATEMENT

VFRW Club Membership is open to any Republican woman of voting age. However, loyalty to the Federation, to the Republican Party and to Republican candidates or nominees is an obligation of membership. A breach of loyalty to this commitment, in which a member changes her allegiance to an opposition party or candidate for any purpose, would forfeit her eligibility for membership!!!!!! (Supporting an independent in a primary before the Republican nominee is officially certified is also NOT appropriate). Should she later wish to re-instate her membership in a NFRW affiliate (club), the affiliate has the option of whether

or not to accept dues and grant membership. Since Virginia does not register voters by party, potential members should be considered based on their commitment to the Republican ideals and issues.

MEMORIAL RECOGNITION

Introduction

Notification of the death of a member, past or present, should be made directly to the President of the VFRW. The President shall notify the Executive Committee and the Webmaster for proper recognition.

VFRW State Presidents (past or present)

In the event of the death of a Present or Past VFRW PRESIDENT, a memorial in the amount of \$200 will be sent to the charity of her family's choice. A Memorial should be written in the CONVENTION CALL following her death; and, potentially, in the CONVENTION PROGRAM. In addition it should be posted on the VFRW Website and in the next VFRW Newsletter.

Officer or Voting Board Member (past or present)

Once notified of the death of a present or past OFFICER or VOTING BOARD MEMBER.....or a LONG-TIME SUPPORTER, deemed appropriate by the Board of Directors , a memorial in the maximum amount of \$50 shall be sent to the charity of that family's choice. A Memorial may be written in the following CONVENTION CALL after her death. In addition, it should be posted on the VFRW Website and in the next VFRW Newsletter.

It is understood that **all** memorial donations should be given for those leaders who remained members in Good Standing with the VFRW. The Executive Committee has the final authority.

Governor, Lt Governor, Attorney General, Congressman, Senator, State Legislator or Republican Party Chairman

In the event of the death of a Virginia Governor, Lt Governor, Attorney General, Congressman, Senator, State Legislator or Republican Party Chairman, or other current and/or former Republican President of the US, the VFRW Executive Committee will decide on an appropriate Honor.

WEBSITE ADMINISTRATION

APPROVAL FOR POSTINGS

The VFRW President will provide the webmaster basic information to be posted on the website. It is felt that no information should be posted without first being reviewed and approved by the VFRW President. Other Elected Officers or Committee Chairs may provide information but the oversight and final approval rest with the President.

Specific information that may be communicated and kept current will be:

- a. New clubs and the detail concerning them
- b. Removal of clubs no longer eligible
- c. Legislative Issues
- d. Fundraising activities
- e. Community Services
- f. Scholarship and Awards Committee
- g. Calendar updates - currently a duty of the Corresponding Secretary

Change Authority

It is critical that we protect the information displayed on the VFRW website by limiting those authorized to input or make changes. The VFRW President, by authority of her office, has full access and oversight responsibility of ALL information. The website Committee Chair has administrator authority and shall maintain and manage the format and placement of information as directed by the President.

CHANGE METHDOLOGY FOR THIS DOCUMENT

The Executive Board will review these procedures and bring forward any suggestions deemed to have merit at their discretion but at least once annually.