

Club Operations



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Action Program for Clubs

The following are club activities that have been suggested, some previously, as a guide in the planning and operation of your club;

Review Organizational Materials

At the beginning of each club administrative year, the new president should review organizational materials available from Pachyderm headquarters and assure that his key officers and committee chairmen have the items pertaining to their position. Outgoing officers and committee chairman are expected to pass pertinent records to their successors.

Membership

Membership dues become due annually on January 1st and delinquent as of March 1. Each club should conduct their annual membership drive between January 1 and March 1. The Federation has prepared and distributed to all clubs a guide folder for Club Membership Chairmen. The guide contains ideas and sample forms and letters that can be used. The National Federation provides an annual dues renewal notice on or about November 15 to all Pachyderm members. Return envelopes are addressed to the local club, so the local club treasurer will process the incoming dues. Remember: Dues are the backbone of most organizations like ours!



Note

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Political Education

Responsibility for conducting the following programs could be assigned to a club political education committee or to separate chairmen.

P.P.P. Program (Politics: Preparation and Participation)

Although this program may encompass other activities, the main thrust will be the promotion of political campaign workshops. The emphasis on workshops is believed to fulfill a basic need of the Republican Party as a whole. A widespread and practical approach to fulfilling the training required for candidates and volunteers could be accomplished by the PPP Program. Also, one continual problem is the recruitment of qualified candidates at every level. This is included in the three major objectives of the program: (1) To recruit candidates, (2) To train candidates, (3) To train volunteers. Duration examples: For candidates, 4 hours to 1 day; for volunteers, 2 hours; for recruiters, 1 to 1 1/2 hours for overview.

New materials have been prepared to aid locally qualified persons in conducting the workshops. Each Pachyderm Club President should strive to see that one or more members of the club qualify as a Certified Coordinator. A Club Guide for the PPP Program is available at Headquarters.

New Member Orientation

Purpose: To inform new members (any club member should be welcome to attend) about political processes, Republican Party organization and the club. The orientation is usually held at an evening or Saturday session of about 1 1/2 hours duration. It would include a briefing on party organization from top to bottom, a review of the state laws governing political parties, how an individual can influence legislation and elections and information on the local club and the Pachyderm club movement. It has been said that the basis of morale in any organization is members knowing what they are there for and what they are there to do. Such an orientation serves to motivate members and enhances their dedication. Members who know the high purposes of their organization are better members. One Man With A Belief Is Worth 99 Without and Knowledge Is Power, are related to a good understanding on one's organization. The Federation office staff will assist by providing an Orientation Session Outline and other materials. (Alternate: A club program on this topic.)

Starting New Clubs

An active club extension committee works on starting new clubs in nearby towns. A club start guide and other assistance is available from Pachyderm headquarters. Establish a club goal for the number of clubs you plan to start each year.

Communications/Liaison

Appoint a Club Liaison Chairman to other Republican organizations in your area. This can promote better communication and coordination of political activities. If there is no TARS (Teenage Republicans) group in your town, help start one. (Contact headquarters for informational materials.) Same for College Republicans. All Republican clubs can be complementary to each other. The Pachyderm Club's policy is to assist and work with other party groups. (See Youth Chairman below)

Fund-raising

Local Clubs

The Federation encourages local clubs to participate in local party fund raising efforts. Events might include: garage sales, auction, dinners, BBQ's, fun-parties, and theater parties. Having some funds to defray members expenses to state and national meetings is provided in many organizations. Pachyderms should do the same. Coordinate with the local Republican Committee and other GOP organizations in fund-raising.

National Federation

Since income from dues alone cannot provide adequately for growth and expansion of the Pachyderm Club movement, all clubs are asked to support the Federation by in the following ways:

(1) Clubs are asked to forward 15% of the proceeds from club fund-raising events as a contribution to the Federation (This has been a policy for several years and some clubs have contributed regularly.) (2) Encourage members when renewing their annual dues to give an amount beyond their dues. (3) Support the Pachyderm Fellows Program. A "Pachyderm Fellow" is a person who contributes \$500-\$999 to the Federation. The monies can be given in small amounts over a period of three years and when \$500 is reached, the Pachyderm Fellow certificate would be forthcoming. The "Pachyderm Fellow — National Sponsor" level is for contributions of \$1000 or more. (A special plaque is presented.)

Programs

"What's in it for me?" is the question a member commonly asks when assessing an organization to which they belong. Club programs are the main source, and probably the most important tool, for providing the members information and education on political and government affairs. Of course, some variety in programs might include a football coach as a speaker or occasionally other programs not related to politics and government. We must remember that one major expectation of a new Pachyderm member is that he will have the opportunity to learn about and keep abreast of our political processes - this is the Pachyderm Club's special contribution.

Club Scrapbook

Keep your club scrapbook up to date. Display it at the annual installation of officers, at federation functions and the like, to share your club's history and accomplishments. It is one measurement used in determining club award. Recommended Scrapbook Size: A size that can be stored on a bookshelf, approximate maximum 12" h X 11"w.

Club Youth Chairman

Suggested activities: One or more times per year invite high school and college youth to speak at your club. Invite them to inform you about the views of their age group. Sponsor a workshop for youth. This could be a quarterly or semiannual affair. The topics could be some of the same material used for club orientation of new members. Highlight such subjects as How the Republican Party is organized: How to Conduct a Political Campaign (PPP Program). Explain the laws that govern political parties in your state. Hold a Parent, Son and Daughter banquet or special meeting. Appoint a club member to serve as liaison person to each local college Republican club-help start a club. Sponsor a TAR (Teenage Republican) club. Club start materials are available from Pachyderm Headquarters or may be ordered from TAR headquarters. New youth project: Title-- "The Annual Republican Youth Leadership Conference." Can be conducted locally; packets available from Pachyderm headquarters.

National Tar Headquarters

10620-C Crestwood Drive
PO Box 1896
Manassas, Virginia 20108-1896
(703) 368-4214



Bylaws for local affiliates of the National Federation of the Grand Order of Pachyderm Clubs

Article I Name _____

Section 1. The name of this organization shall be the _____, a local organization of the _____ State Federation of the Grand Order of Pachyderm Clubs and the National Federation of the Grand Order of Pachyderm Clubs, Inc.

Article II Purposes and Objectives

Section 1. *Purpose:* (1) To provide a practical means for broad citizen participation in politics; (2) To promote practical political education and the dissemination of information on our political system; (3) To promote development of potential leaders; (4) To assist in carrying out the principles and purposes of the Republican Party in the following fields:

- A. Providing leadership in government.
- B. Protecting individual rights and freedoms.
- C. Promoting clean government with local emphasis.
- D. Keeping the public informed on the status of their government.

Section 2. *Objectives:* (1) To promote the art of politics, recognizing that free government cannot exist without political leaders and politicians; (2) To engage in non-profit political educational activities through club programs and other means; (3) To cooperate with the Republican Party. (4) To promote understanding and harmony within the Republican Party as it deals with divisive issues.

Article III Policies

Section 1. *General Policy:* It is the policy of this organization to offer a non-profit association of citizens who can “break bread” together regardless of their political leanings within the Republican Party, free from factional entanglements.

Section 2. *Fairness Policy:* The club has a policy of fairness and equal treatment toward Republican Party candidates.



- Section 3. *Non-endorsement Policy:*** This organization will not endorse candidates in non-partisan elections, primary elections nor otherwise take sides in the Republican Party's selection of candidates. The club shall not adopt any resolutions, policies or endorsements of any kind which take a stand on issues, except as otherwise provided in these bylaws. Nothing herein prohibits the organization, however, from supporting fully the Republican candidates in uncontested primaries or in any general election.
- Section 4. *Public and Republican Party Officials:*** Elected public or party officials may constitute no more than fifty percent (50%) of a Pachyderm Club's elected officers and directors at any time.
- Section 5. *Disqualification during Elections:*** Any Club officer or director who is a candidate in a contested primary or nonpartisan election campaign shall vacate their office temporarily until the election results are determined.
- Section 6. *Endorsement of candidates by club officers:*** The officers of this organization in their official capacity, shall not permit the use of their name by any person seeking the nomination for an elective office before the filing deadline or in the event of a contested Republican primary. Any officer who violates this rule may be removed by the Board of Directors pursuant to Article VI Section 3(h)

Article IV Membership

- Section 1. *Membership requirements:*** (a) Membership is open to all Republicans. All members of this local organization are required to be members of the National Pachyderm Federation and their local state Pachyderm Federation if one exists. Members are not entitled to vote or hold office unless they are deemed to be in good standing. Membership in good standing is defined as current with all dues, National, State and local as well as having been a member for 30 days.
- (b) Honorary membership. Honorary membership may be granted by the Board of Directors provided the club treasurer shall forward the names and address of such honorary members to the National Federation secretary with the subscription fees (due January 1) for the National Pachyderm Federation periodic publication and to the State Federation Secretary with the appropriate State Federation dues.
- (c) Special membership category. Special membership categories may be approved by a two-thirds vote of the total membership of the



Board of Directors provided that all requirements of Article IV Section 1(a) are met.

Section 2. *Expulsion of members:*

(a) A member may be expelled from the club for cause by a two-thirds vote of the total membership of the Board of Directors at a meeting convened for the sole purpose of hearing cause or causes for expulsion of such a member. Cause for expulsion may include, but is not limited to, repudiation of the Republican Party or the principles, bylaws and philosophy of this club or the National Federation of Pachyderm Clubs. Upon initiation of such action by the Board of Directors, the Secretary shall notify the member in writing of the possible expulsion.

(b) Not less than two weeks prior thereto the Club Secretary shall notify the member in question and every member of the board as to the alleged cause or causes pertaining to a member's possible expulsion as well as the date, time and place at which the motion for expulsion will be heard. At such meeting the President, or his designee, shall present the case for expulsion. The member proposed for expulsion may then present a defense. The vote on expulsion shall be by secret ballot.

Section 3. *Notification of National and State Federation In the case of resignation or expulsion of any member:* The club Secretary shall immediately notify the State and National Federations and all members of the club of such action.

Section 4. *Forfeiture of membership rights:* Any member whose membership in the club has been terminated for any reason whatsoever, shall forfeit all interest in any funds or property of the club and all rights to the use of the Pachyderm name, emblem or other insignia.

Article V Member Dues

Section 1. *Annual Dues:* The annual dues shall be all-inclusive for membership in the National and State Federations and the local club. Dues are due January 1 and delinquent March 1 of each year. All new members shall pay the entire annual dues, however, those who join after September 30 shall be credited as paid for the next calendar year.

Section 2. *Dues for Honorary members:* Honorary membership carries no obligation whatever to the member. These members are not



assessed dues and have no rights such as voting or holding office. The sponsoring club is responsible for the fees described in Article IV Section 1(b).

Section 3. *Dues for “Special Membership Categories”:* Members holding membership under the Special Membership Category granted in Article IV, Section 1(c) shall pay dues as determined by a majority vote of the Board of Directors. Regardless of the amount assessed the member, the club is responsible for payment of National and State Federation dues.

Section 4. *Dues Reporting:* National and State federation dues shall be forwarded along with a membership report to the state Federation and National Federation Treasurers no less than once each month.

Article VI Board of Directors

Section 1. *Membership of the Board:* The management of this club shall be vested in a Board of Directors consisting of no less than five and no more than nine At- large Directors elected from the membership. Additionally, the President, Vice Presidents, Immediate Past President, Secretary and Treasurer of the club shall also become voting members of the Board if they are not already At-large Directors. The County Chairman of the local Republican Party is also invited to serve as a non-voting member of the board.

Section 2. *Duties of the Board:* (a) The Board shall determine the policies and activities of this club, approve the annual budget, approve all expenditures, except that the President may approve expenditures of \$50.00 or less. The club may not be financially obligated beyond the balance on hand in the treasury without a majority vote of the membership at a regular or special meeting of the club

(b) The Board of Directors shall meet at least once every two months for the purpose of reviewing, planning and directing the policies and activities of the Club. Minutes of the Board meetings shall be recorded and reports presented at regular meetings of the Club.

(c) Following the election of the Board of Directors in November, the president shall convene a special meeting of the Board including both the existing board and the newly elected members. The purpose of this meeting shall be the election of a President and one or more Vice Presidents for the following year. The President and Vice Presidents shall be elected by the board and shall serve for one year. The Secretary and Treasurer shall be appointed by the President with the approval of the Board of Directors and shall serve



for one year or until their successors are appointed. The newly elected and appointed officers and directors shall begin their official duties on January 1 following their election.

(d) Representation of the Club at conventions, caucuses or other meetings, shall consist of the President, Vice-Presidents and such other delegates as the Board may designate.

(e) One-third of the Board members shall constitute a quorum, except for hearings involving expulsion of a member, in which case 75% of the voting members shall constitute a quorum.

(f) Special meetings of the Board may be called by the President or one third of the members of the Board with at least 48 hours notice to all Board members

(g) The use of proxies in actions of the board is prohibited.

Section 3. *Election, Vacancy and Removal :*

(a) Each year, except for the first year of a club's operations, one third of the At-Large Directors positions shall be elected from the membership to serve for a term of three years. No Director shall be eligible to serve more than two consecutive three year terms.

During the first year of operation, the membership shall elect no less than five, nor more than nine At-large Directors. One third of these shall be elected to one year terms, one third elected to two year terms and one third to three year terms.

(b) A nominating Committee consisting of three members shall be appointed by the Board of Directors by July 1 of each year. This Committee shall submit a report to the Club no later than the last regular Club meeting in September. Any member may submit nominations for Directors provided that such nominations are given in writing to the club secretary no later than two weeks prior to the November election. Nominations from the floor are prohibited.

(c) Three Directors shall be elected at the first regular meeting in November. Election shall be by ballot except when the number of nominees is equal to the number of vacancies, a voice vote may be taken. The three candidates receiving the greatest number of votes for Director will be declared elected.

(d) The annual meeting with installation of officers and newly elected directors, shall be held in December, the date to be determined by



a majority vote of the Board of Directors.

(e) In the event of a vacancy in the office of President, the vacancy shall be filled by the Vice-President. Vacancies occurring in other offices will be filled by a majority vote of the Board of Directors, provided that notice thereof is given at a regular club meeting prior to the Board meeting when such vacancy shall be filled.

(f) Elected or appointed members of the Board of Directors who miss more than two consecutive regular meetings of the Board of Directors may be removed from the Board of Directors by a 2/3 vote of the Board of Directors present at a meeting. The motion to remove a director must have been announced in advance of the meeting as a part of the agenda.

(g) Elected or appointed Officers of the club who miss more than two consecutive regular meetings of the Board of Directors may be removed from the Board of Directors by a 2/3 vote of the Board of Directors present at a meeting. The motion to remove an officer must have been announced in advance of the meeting as a part of the agenda.

(h) Members of the Board or Officers may be removed for causes other than the lack of attendance. These include but are not limited to nonfeasance, malfeasance, violation Article III section 6, repudiation of the Republican Party or the principles of the Pachyderm Federation. Should such charges be leveled, the rules for member expulsion detailed in Article IV Section 2 shall govern the process.

Article VII *Qualifications and Duties of Officers:*

Section 1. *Eligibility:* Except in the first year of a new club a person must have been a member of the Pachyderm Club for four months or longer to be eligible to serve as a director or officers. No officer may assume the position to which they have been elected, nor be installed to that position until such time as their local, state and national dues are paid for the year that they are to serve as an officer.

Section 2. *President:* The President serves as the chief executive officer of the Club; appoints all committees except as otherwise provided in these bylaws; is an ex-officio member of all committees except the nominating committee; presides at all meetings of the club and Board of Directors; exercises general supervision over affairs of the club, and performs such other duties as are ordinarily incumbent upon a President.



- Section 3. *Vice-Presidents:*** The 1st Vice-President shall assist the President and preside over meetings of the club or Board in the President's absence. The 1st Vice-President shall serve as the Chairman of the Program Committee. Additional Vice-Presidents (if applicable) shall perform such duties as assigned by the Board.
- Section 4. *Secretary:*** The Secretary shall keep all records and minutes of meetings of the club and Board of Directors and perform such other duties as may be delegated by the Board of Directors.
- Section 5. *Treasurer:*** The Treasurer shall receive and disburse all funds subject to the approval of the Board of Directors for amounts over the authority of the President; shall keep a record of all receipts and disbursements; provide monthly financial statements at Board meetings and give a written report at the annual meeting in December. The financial records shall be examined annually as of December 31 and an examiner's report made to the Board of Directors.
- Section 6. *Bylaws Compliance:*** All officers must become familiar with the provisions of these Bylaws, the State Federation Bylaws and the National Federation Bylaws to assure that they are in compliance.

Article VIII Standing Committees

- Section 1. *Political Education:*** The purpose of the Political Education Committee is to promote programs designed to keep the club membership informed on the political processes and issues; to promote political education generally in the schools and community for youth and adults, and to make recommendations for improvements in laws regulating political parties and the political processes.
- Section 2. *Program Committee:*** The Program Committee shall be composed of the 1st Vice-President who shall serve as the Chairman and no less than two other members who shall be appointed by the President to serve for a term of one year. This committee is responsible for providing speakers for the Club's regular meetings.
- Section 3. *Other Committees:*** The President with the concurrence of the Board of Directors may appoint other committees which may include but are not limited to Membership, Awards, Club Extension, Youth and Special Events Committees.



Article IX Meetings

Section 1. *Meeting Times:* Regular meetings of this club shall be held _____ . The Board of Directors is empowered to make temporary changes in the meeting time, date and place for special occasions. Any permanent change of the regular meeting date, time or place must be approved by a two-thirds vote of the members present at a regular meeting after two weeks written notice has been mailed to all members.

Section 2. *Special Meetings:* Special meetings may be called by the President or the Board of Directors. No special meeting shall be called where club business will be transacted unless a notice thereof is mailed to each member five days prior to the meeting, stating the time, place and subject of the meeting. Fifteen percent (15%) of the membership shall constitute a quorum at a regular or special meeting . No proxies are permitted.

Article X Dissolution

Section 1. Upon dissolution of the club, or revocation of the charter, all monies remaining in the club treasury, after all outstanding debts of the club have been paid, shall be forwarded to the Treasurer of the State Federation. If a State Federation does not exist, the monies shall be forwarded to the Treasurer of the National Federation of the Grand Order of Pachyderm Club's, Inc.

Article XI Amendments

Section 1. These Bylaws may not be amended by the local club. Only the National Federation Board of Directors is empowered to modify the bylaws of any of it's local affiliates.

Article XII Parliamentary Authority

Section 1. Robert's Rule of Order Newly Revised shall govern this Club in all cases to which they are applicable and which are not inconsistent with these bylaws.

Adopted this _____ day of _____, 20__

President

Secretary



Installation of Officers

President [name], Pachyderms, and guests. I am pleased and honored to conduct the installation ceremony for the _____ chapter of the Grand Order of Pachyderm Clubs.

[personal comments or observations if any, designation of sergeant-at-arms or member designated to assist the installation officer]

As I read the names of the officers and directors to be installed, each of you please come forward.

- _____, President
- _____, 1st Vice-President
- _____, 2nd Vice-President
- _____, Treasurer
- _____, Secretary
- _____, Sergeant-At-Arms
- _____
- _____
- _____, Directors

As a member of the Board of Directors, each of you shares some common duties. Each of you should help maintain a friendly, courteous atmosphere among the members and guests. Each of you has the common duty of supporting your club president, your governing board, and the club as a whole. The morale and success of the club will depend not only on the leadership of the President, but also on the contribution and support each of you can bring to the leadership of the club.

President [name], you have been entrusted with the greatest responsibility of any club officer. You are more than a presiding officer at meetings. You are to be guided by the bylaws and the decisions of the club membership and the Board of Directors. Yet, the ultimate responsibility for the overall club program is yours. You must acquaint yourself with the policies and traditions of the pachyderm movement and initiate and carry through programs for the betterment of the club.

At this time I ask the following of each of you: [Name of each], do you solemnly pledge to perform faithfully and impartially the duties of the office to which you have been elected?

On behalf of the National Federation of the Grand Order of Pachyderm Clubs, I hereby declare the officers and board members of this Pachyderm Club fully installed. Ladies and gentlemen, this concludes the installation ceremony.



Sample Installation Agenda

I. Call to Order — Outgoing President

- A. Pledge of Allegiance.
- B. The Pachyderm Preamble
- C. Invocation (*optional, please see note #1*)
- D. Acknowledgment of special guests and dignitaries:
 - (1) Visiting Pachyderm club officers
 - (2) Club past presidents
 - (3) Elected officials
 - (4) Other
- E. Word of appreciation for the outgoing officers

Note

A sample program from actual club installation/charter night banquets is available from Pachyderm headquarters.

The incoming president recognizes the outgoing president and presents him or her with an appropriate gift from the club. Gifts have included engraved gavel, elephant on a stand, Past-President's plaque, etc.

II. Installation of Officers and Board of Directors

- A. The Installing Officer is introduced and given the gavel to take charge of the Installation ceremony.

III. Presentation of Gifts — New President

- A. Presentation to Outgoing President

IV. Introduction of the Guest Speaker

V. Adjournment

Note #1

Many Pachyderm Clubs include an invocation at all of their functions, but caution must be exercised that any invocation used is nondenominational. Since Pachyderm is open to all adult Republicans, we have many religions within our ranks and it would be unfortunate to inadvertently offend them while offering a prayer.



The Pachyderm Challenge

(May be read at Installation of Officers)

Your Pachyderm Club, through the individual and collective efforts of its members, such as each of you here today, has unlimited potential for advancing better government, and for making our government more responsive toward the fulfillment of our ideals of justice and liberty for all.

Remember, the good citizen who actively participates in the American political processes is contributing to the survival of our free government. This work may be a choice of being an active member of a political club such as the Pachyderms, supporting a candidate, or doing something else in political matters.

To some degree, every citizen with an equal voice and vote, is a politician. Those who participate in our political system are helping to make the constitution and free government work. They are helping to maintain our freedoms, which includes freedom of assembly. If we do not keep freedom of assembly, the organizations to which we belong might not even be able to meet!

Therefore, what is more important in America than working in the Party of your choice, supporting the candidate of your choice, or doing something in politics — all of which is in support of better government?

The facts are that only about 14% or fewer of our people have ever contributed any of their time or money to a political party or candidate. Yet, they want capable and honest persons in public office.

With this record of citizen participation, perhaps we are fortunate that we have not had more wrongdoing and violations of public trust.

The Challenge for us is clear and is perhaps best summarized in the Pachyderm motto, “Free Government Requires Active Citizens.” As Pachyderms, we are setting an example of citizen participation and we can also encourage our fellow citizens to be involved.

Let us conclude this Challenge to the new officers and to all Pachyderms with the following thoughts:

Good citizenship includes politics. We get the government we deserve, not the one we wish for. And lastly, “All that is necessary for the triumph of evil is for good men to do nothing.”



Tough Tusk Award

Required Presentation Reading

By John Stoeffler

“Just as a chain is only as strong as its weakest link, so it is with freedom. It will remain strong only as long as each of us is strong. The link between the tusk and the chain is a reminder of this.

The color of the chain is gold, to remind us that our freedoms are precious. The tusk is white to remind us that our goals must be spotless, our motives pure. The tusk is a tool of a Pachyderm used to strip the bark from trees and dig for roots. This should remind us that, as Pachyderms and Republicans, we must strip away the facade of irresponsible politicians and dig until we get to the root of the problem.

The tusk, when held with the point downward, is curved to remind us that when on top, one small step in the wrong direction can bring us down. When held with the point upward, it reminds us that when we are down there is only one way to go — up!

The tusk is made of very durable material, reminding us that we must resist the temptation to let ourselves and our Party crumble.

The tusk is pointed to remind us that we must jab our political opponents effectively and hard so that we will always make our point.”

Officers Workshop

This workshop is designed to aid in the training of new club presidents and officers. Any member is welcome to attend.

In areas where a Certified Workshop Coordinator is available, he or she would conduct the workshop. If a club president has not been advised that a coordinator is available, then the president should see that his officers receive some workshop training. The president may call upon one or more past presidents or other club members to assist.

Contents

1. Agenda
2. How to Analyze a Club's Impact
3. How to be a Leader
4. On Leadership
5. Kindness and Leadership
6. How to Run a Successful Club
7. Wrap-Up

All club presidents are mailed a copy of the current Pachyderm Clubs national handbook. Normally, this mailing goes out after the club roster is received at headquarters. Election of officers is held in November (National Bylaws, Article IV, Sec. 6). The club secretary should forward the roster form immediately after the club officers are elected. See Club Roster in the Leadership Materials section for more information. You may contact headquarters for additional assistance.



Note

This workshop can be used at any time during the year. A first session should be held for new officers as soon as possible.



Officers Workshop Agenda

Handouts

You may use some or all of the following workshop pages as handouts to attendees.



Note

You may adjust the time and topics to suit your needs. Remember, enthusiasm is catching like a disease — the leader sets the tone for a meeting. People can be inspired at workshops: “A good cause puts life and courage into men’s hearts.”

9:00-9:10 a.m.	Opening
9:10-9:20 a.m.	A Pachyderm Club <ul style="list-style-type: none"> • What and why • Aids for clubs
9:20-9:35 a.m.	Who am I — Who are you? <ul style="list-style-type: none"> • Each attendee gives the following: name, hometown, club size and the challenges facing his or her club.
9:35-9:45 a.m.	Pachyderm Club Leadership <ul style="list-style-type: none"> • Review summary articles (what, how, etc.)
9:45-10:00 a.m.	Coffee Break
10:00-10:25 a.m.	Analyze Club’s Impact <ul style="list-style-type: none"> • Explanation (divide into groups of no more than seven)
10:25-11:30 a.m.	Club Operation <ul style="list-style-type: none"> • Duties of officers (brief review) • Membership: Finding and retaining • Program and Political Education • PPP Program • How to run a successful club
11:30-11:50 a.m.	Goals <ul style="list-style-type: none"> • Set club goals for the year
11:50-12:15 p.m.	Question and Answer Session
	Close

Kindness and Leadership

Something Old

“Kindness is the most vital ingredient of all sound human relationships and the most binding force of any civilized society.”

— Chinese saying

Something New

Kindness is the Best Motivator

By Tim Friend (from USA Today, Feb. 16, 1988)

BOSTON — A little kindness can go a “very long way to promote creativity, reason and cooperation in other people,” a researcher says.

“Our studies have implications for classrooms, businesses, relationships or any situation where you want to bring out the best in someone,” says psychologist Alice M. Isen of the University of Maryland, Baltimore County.

Isen, who discussed her findings at the American Association for the Advancement of Science meeting here, has studied the effects of kindness on the way we think for years.

In a series of tests designed to see if people’s moods could be influenced, shoppers in a mall were given a free sample of stationery or a pair of nail clippers. When given a questionnaire a short time later, they responded more positively overall than people who weren’t given a gift.

Further studies showed that people who have been put in a good mood have better memory and increased creativity.

“Some people think the way you motivate others is to criticize. They may try to work harder, but their performance won’t be as good,” Isen says. She advised people who work for a boss who constantly berates them to get out as soon as possible. “That’s an exceedingly destructive situation.”

Isen found that people who are disappointed or conditioned to think negatively about themselves lose creativity, become less cooperative and more narrow-minded. But, she says, all isn’t lost for them.

“It’s significant that creativity and cooperation can be fostered in everyone,” she says. “These aren’t qualities that you either have or don’t have.”

Did You Know?

One of the four basic principles of parliamentary law:

Courtesy must prevail at all times.



On Leadership

Alexander F. Laidlaw

Alexander F. Laidlaw, a Canadian-born adult education expert, served for ten years as general secretary of the Cooperative Union of Canada and for twelve years as associate director of the Extension Department of St. Francis Xavier University, Antigonish, Nova Scotia.

Excerpts from "Leaders and Leadership," by Alexander F. Laidlaw, published in the November, 1972 issue of Adult Leadership (pp. 171-172):

"Leadership is the thing that will decide what kind of world we shall live in tomorrow. This is the paramount question above all others: What kind of leaders do we want, and how do we make sure we get them?"

Will there be another war? Will we begin to close the gap between rich and poor? Will the nation take positive steps towards solving the nightmare of pollution? Will organizations — whether business, labor union, church, civic body, university, or government department — do their job well and serve the people well? It depends largely on the quality of leadership they get.

There is a close correlation between social tensions and the leaders who happen to be in control at the time. Problems, discord, and strife often disappear when leaders are changed. Under a new conductor a listless orchestra may begin to play as if inspired."

Excerpts from an article on leadership by Dr. John W. Gardner. The article was published in the winter 1967-68 issue of Columbia College Today:

"Leaders worthy of the name, whether they are university presidents or senators, corporation executives or newspaper editors, school superintendents or governors, contribute to the continuing definition and articulation of the most cherished values of our society. They offer in short, moral leadership.

The thing that makes a number of individuals a society rather than just a population or a crowd is the presence of shared attitudes, habits, and values ... shared views of why it is worthwhile for the enterprise to continue and flourish. Leaders can help bring that about. In fact, it is required that they do so.

Leaders thus have a significant role in creating the state-of-mind that is the society. They can express the values that hold the society together.

Most important, they can conceive and articulate goals that lift people out of their petty preoccupation's, carry them above the conflicts that tear a society apart, and unite them in the pursuit of objectives worthy of their best efforts."

John W. Gardner
John W. Gardner is the former Secretary of Health, Education, and Welfare and is a past president of the Carnegie Corporation.

How to be a Leader

Leadership bestows power, commands respect and, most important, fosters achievement. Contrary to popular belief, most good leaders are made, not born. How do they (and you) get others to follow?

Always give credit

Giving credit is more effective than even the most constructive criticism, which often hurts rather than helps.

Take informed risks

To be a leader, you must learn to fail and not die a thousand deaths.

Show the way

If you're confident about reaching a goal, others echo that confidence and try to achieve it for you.

Keep the faith

If you trust others to do well, they will. If, on the other hand, you believe your people will fail, they will probably meet your expectations, as well. Having faith in someone gives him or her self-confidence and pleasure. It may sound corny, but the experts agree it works.

Get a compass

People don't follow leaders who lack direction.

Act the part

Good leaders have learned to sound and look like winners. They know that appearance and manners count — their demeanor is unruffled and assured.

Be competent

Knowledge and proficiency are part of a leaders' charisma. Competence galvanizes people and will make them look to you for guidance and direction.

Foster enthusiasm

"The best way to generate excitement? Be enthusiastic yourself — it's contagious," says Lee Ducat.

Delegate

Organizations are much more efficient and healthy when membership shares the burden and is involved.

Source

Reader's Digest, *August 1989*;
condensed from *Woman's*
Day, March 28, 1989 (by
Sherry Suib Cohen)



The Vision for Pachyderm Clubs

The vision for Pachyderm Clubs is to improve our political system by:

- Promoting broad citizen participation in political affairs.
- Providing a place where any citizen is welcome to participate and learn about political and governmental affairs (in a civic club format, providing fun, fellowship and program).
- Promoting positive programs to encourage and aid in the development of political leaders for the future (particularly directed toward high school and college-level youth).
- Serving as a unifying force, regardless of factions within the party. Rules to encourage this: (1) No club may take stands on candidates in a contested primary or on individual issues, but the organization encourages discussion; (2) The club serves as a forum on issues by presenting pro and con, not necessarily at the same meeting; (3) Meetings are open to the public.
- Organizing Pachyderm clubs in every state.

A Reminder

We cannot escape the fact that with our equal vote and equality before the law, each citizen is equally responsible for our government at every level. Look back on your life's experience: Have you had a meeting place available in your community where you could learn about and keep informed on political affairs?

The Bottom Line

No one knows what positive effects this unique political organization might have on our constant search for better government with liberty and justice for all. It might immeasurably strengthen not only the Republican Party, but our overall political system, as well.



Contract for Political Participation

Whereas: Free Government Requires Active Citizens

*Therefore: Pachyderm Clubs Covenant to Our
Communities that*

- We will strive to inform and involve all citizens in political participation.
- We will assist in training candidates and volunteers in campaign techniques.
- We will endeavor to present opposing viewpoints on political issues.
- We will focus on the development of political leaders.
- We will orient our members in the ideals of the Pachyderm club movement.
- We will support the purposes of the Republican Party and its ideals of liberty and justice for all.
- We will seek to diminish the myths and falsehoods about politics and political leaders.

Note

*This contract was presented at
the Pachyderm clubs' Biennial
Conference, Washington, D.C.,
Sept. 15-17, 1995.*



How to Get and Keep Club Membership

To have a successful club, you should try to accomplish as many of the listed items as possible.

Review this list as a reminder of what your club needs.

- Invite prospective members to attend meetings.
- Develop a booklet outlining the club's program.
- Show benefits of membership.
- Display a preview of the group's annual program.
- Provide door prizes at some of the meetings.
- Recognize members for jobs well done.
- Develop an awards system.
- Provide interesting programs with knowledgeable speakers, movies, refreshments and entertainment.
- Hold an annual party.
- Develop a dynamic publicity program.
- Run a well-organized, short meeting.
- Develop an active program of activities.
- Keep new members active.
- Arrange a permanent well-equipped meeting place.
- Make everyone feel like a part of the group.
- Select energetic officers.
- Provide a group insignia, pin or apparel.
- Rotate responsibilities among members.
- Hold club brainstorming sessions.
- Publish a newsletter.
- Sponsor activities with other Republican organizations.
- Announce club meetings and activities well in advance.
- Use news bureau for write-ups in local newspapers.
- Keep a scrapbook.
- Send letters to prospective members.
- Sponsor a "men's night out" or "ladies' night out" during the year.
- Provide opportunities for leadership development in the group.
- Have recreation for relaxation and fellowship.
- Develop a well-planned agenda for each meeting.
- Hold both formal and informal meetings.
- Keep business at general meetings to a minimum.
- Send out notices of meetings.
- Outline a program of indoctrination for new members.
- Work toward accomplishing set goals.
- Have a social period after meetings.
- Balance business and social activities.
- Feature "light" speakers for dinner meetings.
- Have exchange meetings with other clubs.
- Have sound organization and good objectives.
- Plan fund-raisers.

How to Run a Successful Pachyderm Club

Pachyderm Club Leadership Education

Regardless of whether a regional director is available, the club president should assume some responsibility to see that the club officers and committee chairmen know their duties.

Regional Directors

Federation regional directors have responsibilities in officer training.

Officers and Committee Chairmen

Club leaders should know the contents of the Pachyderm handbook, particularly the information about their own jobs or assignments.

Club Presidents

- Consider the advice and help of past-presidents.
- Plan specific use of club officers and committee chairmen.
- Meet with every committee as appropriate. Adopt a budget by Jan. 31.
- Follow up with chairmen. Appointing a program chairman does not necessarily mean that your programs will be good.
- See that club goals/objectives are formulated early in the term.
- Prepare an overall schedule for club board meetings. Also, prepare an annual calendar.
- Invite new members to participate in some club activity soon after joining. For example, weekly-meeting clubs need a program chairman for each month. This can be a good task for a new member and permits other members to get to know him or her.

Orientation for New Members

The basis for morale in any organization is for members to know why they are there and what they are there to do.

Knowledge of Pachyderm Background

New members need to know what Pachyderm clubs have done in the past and what they can do in the future. They need to know the purpose and the overall benefit for good government that the clubs can serve.

“One man with a belief is worth 99 without.”

If a new member learns of the Pachyderm clubs’ purpose, how a club operates, where a club fits into the overall political system, and if he or she believes those activities are worthy, he or she will most likely be a dedicated member.



New Member Induction

Place importance on the manner in which the club inducts new members. As a minimum standard:

- Announce in advance the time and place of the induction.
- Provide a summary statement of what Pachyderm Clubs are about.
- Provide a thoughtful introduction for each inductee and present him or her with a lapel pin.
- Inform the new member that a copy of the club bylaws and a membership roster are available. Also, you may provide other current Pachyderm publications, such as *Join the Team* and the *What and Why* sheet.

The Good Club Meeting

- Begin and adjourn the meeting on time.
- Use a standard meeting format.
- Involve as many members as possible.
- Give the guest speaker a time limit and a thoughtful introduction.
- Develop fellowship — show enthusiasm — applaud guests and introductions, especially public officials and VIPs.
- Reward accomplishments with prizes or awards.
- Determine member interests and hobbies — the *Member Survey* can help (see *Leadership Materials*).

Function of Board and Committees

Board of Directors

- Get to know the board — obtain biographical sketches and review them, looking for their individual talents.
- Elicit broad participation from the board. They should be a part of the club's administration. Make sure each board member has a job and ask for periodic reports.
- Remind board members of meeting times — usually a phone call the day before or of the meeting will suffice.
- The president should encourage all members to speak during meetings, while discouraging members to monopolize discussion.
- The best board meetings do not immediately follow regular club meetings — set dates ahead of time and space them evenly.

Committees

- Most of what a club accomplishes is through its committees. Carefully select committee chairmen based on interest and qualification.
- Set individual conferences with the new chairmen. Discuss meetings, board meeting attendance and other club functions.
- Communicate with club officers and committee chairmen — share the federation's Leader's Bulletin, etc. Assign directors to tasks. For example, PR may be divided into newsletter, press releases and inter-club communication.

What a Pachyderm Club Can Do

- Help inspire and motivate people toward supportive activities and good government.
- Become a communications center for politics and government.
- Aid candidate recruitment.
- Serve as a training ground for future leaders and volunteers.
- Provide a forum for candidates and officeholders.
- Conduct campaign workshops periodically.
- Provide regular club programs centered on government and politics.
- Have a club orientation program for new members.
- Have a political education committee (“Political Awareness Promotes Better Government”).
- Survey local high schools to discover what is taught on practical politics. Offer to assist your local schools in enhancing the teaching about practical politics.
- Raise funds for candidates and Pachyderm scholarships.
- Establish an annual scholarship for a boy and a girl to attend Boys State or Girls State or some other activity related to political service.
- Hold an annual recognition event for public and party officials.
- Hold an annual charter night banquet.
- Sponsor an annual or semiannual Republican Youth Conference to aid Teenage Republicans and College Republican clubs.



Note

Contact Pachyderm headquarters for more information and handout materials.

Attributes of a Good Pachyderm Club

A good club has:

- Character
- Community respect
- A worthy purpose
- Fraternal spirit
- Forums and educational events (pro and con on issues)
- Ability to bring new people to the Republican Party

The Bottom Line

A Pachyderm club supports better government. This means promoting liberty and justice for all.

Club Format

- Fun, fellowship and program



Wrap-Up and Reminders

Key Materials

Some key items distributed at workshops or via mail to club presidents:

- Club Handbook — should be passed on to each incoming president
- Leadership guides and materials for officers and chairmen
- Local club organization chart

Phone Book Listing

Consider placing a listing for “Pachyderm Club” in your local phone book. Establish a permanent club address with a P.O. Box.

Recognition/Relationship with Public Officials

Periodic updates from these Republicans are important. Use the “President’s Pocket Agenda” to remind yourself of proper introductions. Remember: Most club business is handled by the board — regular meetings are mostly fun, fellowship and program. For programs, keep in mind club purpose and goals.

Free-of-Charge Functions

See that at least one or two functions are held each year where all Republicans are invited to attend free-of-charge. Local Republicans should be able to meet their congressional representatives, for example, without paying \$50.00 for a dinner event. Coordinate this activity with your local Republican organizations. Take advantage of such gatherings by having a literature table and invite guests to join.

Set Goals

Your club needs goals for the year. Goals enable you to talk about something which will take place in the future — this means anticipation! This can add interest and enthusiasm. Consider a project, a drawing perhaps, in which one member will have the opportunity to win \$50 or \$100 for his or her trip to the state Republican convention or the national convention, state Lincoln Day, etc. See the suggested club goals on the organization chart.

Communicate

Communication is usually a problem. Use the post office to help you communicate — have a postcard handy. Be sure Pachyderm headquarters is on your mailing list for newsletters, etc.

Keep Tradition Alive

Club leaders should keep these things alive: Pachyderm Preamble and Purpose and the club events listed on your annual calendar. The annual calendar listings serve to maintain club traditions.

Obtaining New Members

Obtaining new members is a constant task. Use the prospect list for members to generate new members. Frequently remind members to bring guests.

Presidents

Remind members of the need for funds to support the growth of new clubs. This is what the “beyond” your dues solicitation is about. A special Pachyderm pin is given to those contributing beyond dues. Also, know about the Pachyderm Foundation, the Pachyderm Fellows program and the Committee of 100.

Be Enthusiastic!

Lastly, nothing happens until someone gets excited. The president usually sets the tone for enthusiasm — have lots of applause and friendliness!

