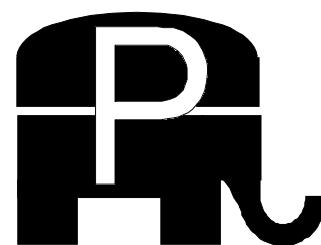


Leadership Materials



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Club Member Survey

Name (optional) _____ Date _____

To maintain the strength of our club, become better acquainted and learn more about your interests, please complete this survey. Results will be printed in the club newsletter and used to improve the club.

1. Rate this year's programs (5 is highest, circle one): 1 2 3 4 5
How can programs be improved? _____

2. Please list two programs or speakers you would like to have: _____

3. Rate the club newsletter(5 is highest, circle one): 1 2 3 4 5
How can it be improved? _____

4. Rate the club Web Site(5 is highest, circle one): 1 2 3 4 5
How can it be improved? _____

5. Do our meetings meet the description of "Fun, Fellowship, and Program"? Yes No

6. How can meetings be improved? _____

7. Do you favor a club social event? Yes No
If yes, what type? _____

8. What things do you like most about the club? _____

9. What things do you like least about the club?

10. Please add any additional comments: _____



Organizational Materials List

1. Club Start Packet

Each new club is furnished a Club Start Packet. This consists of organizational aids and tools such as the club handbook, guides for various club officers and key committees, and other items useful in helping the new club off to a good start.

2. The National Pachyderm Quarterly

3. Leaders (Administrative) Bulletin

Distributed periodically (quarterly or more) to club officers.

4. General Interest Materials

Materials of general interest are distributed on occasion to “At-Large” members and club presidents. “Free” items made available via a notice printed in the National Pachyderm have included:

- A. Campaign organization chart (sample)
- B. Checklist for starting your campaign
- C. “How to Poll Voters”
- D. “Coffee” — checklist for the host
- E. Organizing a precinct
- F. Understanding politics; how to prepare for a career in politics; candidate information and more

5. Display Materials

A packet of items that can be used on a display board is available. When appropriate, why not have a Pachyderm display when a crowd of Republicans assemble?

6. Dues Report Forms

Dues Report Forms are furnished to all club treasurers (forms are not required —plain paper is acceptable). Treasurers may obtain membership cards, too. Using cards is optional by a local club. Lapel pins are furnished for new members (treasurers order as needed).

7. Club Roster

Club treasurers are provided periodically a copy of their club’s roster from headquarters. This enables a check to be made of the club’s paid up list vs. the headquarters file. This headquarters roster is used as the mailing list for the *National Pachyderm*. Club presidents are sent a copy of the cover letter, while lists are sent to the treasurers.

8. Club Supplies List

A list showing items available at headquarters.

9. Leadership Materials

Club President, Secretary, Treasurer, Membership Chairman, Political Education Chairman and PPP Chairman (Politics: Preparation and Participation), Club Programs, Leaders Workshop Guide and Campaign Workshop Guide. The Club Start Guide is available with the Club Start Packet for Club Extension Committee use and other members desiring to start clubs.

10. Action Program

Provides suggestions for club goals and guidelines for club action (included in the handbook).



Sample Letter to Candidates

OFFICERS 2001 -2003

OFFICERS

President
Joe Briggs
 Great Falls, MT

Vice President
Jeannine Stuart
 St. Louis, MO

2nd Vice President
Glenn Grantom
 Kingwood, TX

3rd Vice President
Pete Hinojosa
 Lake Houston, TX

Secretary
Tom McElwain
 Butte, MT

Treasurer
Skip Smallwood
 Cape Girardeau, MO

DIRECTORS 2003

Luanne Dewitt
 Chattanooga, TN

Don Hornbeck
 Houston, TX

Col. Sam Roberts
 Missoula, MT

Daniel G. Stockemer
 Wichita, KS

DIRECTORS 2005

Paul Nahon
 Springfield, MO

John Porter
 Galveston, TX

Ivan F. Young
 Ocala, FL

Tom McElwain
 Butte, MT

REGIONAL DIRECTORS

Terry Fusselman
 Moberly, MO

Kerry Neves
 Galveston, TX

Ronda Carpenter
 Great Falls, MT

Immediate Past President
William C. Phelps
 Columbia, MO

CHAIRMAN EMERITUS
George W. Parker
 Columbia, MO

THE NATIONAL FEDERATION OF THE GRAND ORDER OF PACHYDERM CLUBS, INC.



Dear Republican Candidate:

For your information, the Pachyderm Clubs are open to all Republican candidates. In fact, our by-laws provide that all club regular meetings are “open to the public.”

Every Pachyderm Club will be glad to accept any literature, bumper stickers, etc., that you may desire to distribute. It is our policy to treat all candidates equally in that our rules prohibit the clubs from taking stands on issues or candidates in a contested primary.

Therefore, if you or your campaign helpers desire to make some of your campaign materials available for distribution at our club meetings, just contact the club president or show up at a club meeting with the materials.

To arrange a speaking engagement at a club, just contact one of the officers.

It is our desire to be helpful to all candidates of our party as best we can within the spirit of fairness and equal treatment for all. If any question arises at anytime during the coming campaign about any of our clubs or our policies, please do not hesitate to contact me.



Sincerely,

Club President

Note

State Federation presidents may use such a letter for statewide or congressional candidates and provide them with a list of Pachyderm clubs and contacts.



 President's Pocket Agenda	 President's Pocket Agenda	 President's Pocket Agenda
<p>I. Opening Invocation, Pledge of Allegiance, Preamble (occasionally)</p> <p>II. Introduction of guests</p> <p>III. Announcements Communications, officer reports, member news, events</p> <p>IV. Special Recognitions New members induction, other</p> <p>V. Recognition of GOP officials Brief reports or questions and answers</p> <p>VI. Mini-Program 1-3 minute political education topic</p> <p>VII. Speaker Introduction (or forum, etc.)</p> <p>VIII. Closing Thank officials/speaker, thank/invite non-members to join, mention handouts, remind members to pay dues</p>	<p>I. Opening Invocation, Pledge of Allegiance, Preamble (occasionally)</p> <p>II. Introduction of guests</p> <p>III. Announcements Communications, officer reports, member news, events</p> <p>IV. Special Recognitions New members induction, other</p> <p>V. Recognition of GOP officials Brief reports or questions and answers</p> <p>VI. Mini-Program 1-3 minute political education topic</p> <p>VII. Speaker Introduction (or forum, etc.)</p> <p>VIII. Closing Thank officials/speaker, thank/invite non-members to join, mention handouts, remind members to pay dues</p>	<p>I. Opening Invocation, Pledge of Allegiance, Preamble (occasionally)</p> <p>II. Introduction of guests</p> <p>III. Announcements Communications, officer reports, member news, events</p> <p>IV. Special Recognitions New members induction, other</p> <p>V. Recognition of GOP officials Brief reports or questions and answers</p> <p>VI. Mini-Program 1-3 minute political education topic</p> <p>VII. Speaker Introduction (or forum, etc.)</p> <p>VIII. Closing Thank officials/speaker, thank/invite non-members to join, mention handouts, remind members to pay dues</p>
 President's Pocket Agenda	 President's Pocket Agenda	 President's Pocket Agenda
<p>I. Opening Invocation, Pledge of Allegiance, Preamble (occasionally)</p> <p>II. Introduction of guests</p> <p>III. Announcements Communications, officer reports, member news, events</p> <p>IV. Special Recognitions New members induction, other</p> <p>V. Recognition of GOP officials Brief reports or questions and answers</p> <p>VI. Mini-Program 1-3 minute political education topic</p> <p>VII. Speaker Introduction (or forum, etc.)</p> <p>VIII. Closing Thank officials/speaker, thank/invite non-members to join, mention handouts, remind members to pay dues</p>	<p>I. Opening Invocation, Pledge of Allegiance, Preamble (occasionally)</p> <p>II. Introduction of guests</p> <p>III. Announcements Communications, officer reports, member news, events</p> <p>IV. Special Recognitions New members induction, other</p> <p>V. Recognition of GOP officials Brief reports or questions and answers</p> <p>VI. Mini-Program 1-3 minute political education topic</p> <p>VII. Speaker Introduction (or forum, etc.)</p> <p>VIII. Closing Thank officials/speaker, thank/invite non-members to join, mention handouts, remind members to pay dues</p>	<p>I. Opening Invocation, Pledge of Allegiance, Preamble (occasionally)</p> <p>II. Introduction of guests</p> <p>III. Announcements Communications, officer reports, member news, events</p> <p>IV. Special Recognitions New members induction, other</p> <p>V. Recognition of GOP officials Brief reports or questions and answers</p> <p>VI. Mini-Program 1-3 minute political education topic</p> <p>VII. Speaker Introduction (or forum, etc.)</p> <p>VIII. Closing Thank officials/speaker, thank/invite non-members to join, mention handouts, remind members to pay dues</p>

Pocket Meeting Agendas
This sheet of business card-sized meeting agendas can be copied for use by the club president as well as other club officers.



Secretary's Report

Pachyderm Club: _____

Date _____

Submitted by: _____

1. Club Program Highlights

Report on all activities, programs, speakers, topics discussed and other pertinent information from your club meetings this month.

2. Miscellaneous Information

Report on all coming events, club news, such as vacancies filled or changes to your club's board; news about achievements of individual Pachyderm members or club officers, or any other activities of interest.

3. Attendance

Approximate number in attendance at meetings: _____

Note: Please use this Secretary's Form when submitting your monthly report. Reports may be written or typed. Use the reverse side or additional sheets if needed. Attach a copy of your local newsletter, news clips or photos that might be a source of news for other Pachyderm publications. List any comments or suggestions desired. Please place Pachyderm headquarters on your mailing list for club newsletters.

Monthly report is due before the fifth of the month.
Timely remittance is most important!
NFPC • PO Box 1602 • Great Falls, MT 59403-1602 • (888)-gopachy



Club Leadership Roster

Club Achievement Report

Officers (for term _____)

President _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Vice President _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Sergeant-At-Arms _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Secretary _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Treasurer _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Ex-Officio _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____



Club Leadership Roster (continued)

Directors (for term _____)

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Committee Chairpersons

Programs _____ Historian _____
 Club Extension _____ Political Ed _____
 Awards _____ Membership _____
 Fundraising _____ PR _____
 NP Reporter _____ Special Events _____

Note: NP Reporter may be Club Secretary. Secretary is responsible for sending roster updates to headquarters.

Club Data

Club Name _____ Annual Dues _____
 Meeting Date/Time/Place _____
 Submitted by _____ Date _____

Send to: NFPC • PO Box 1602 • Great Falls MT 59403-1602 • (888) gopachy



Monthly Secretary Checklist

- 1) Send a copy of your club's monthly newsletter to the National Office.
- 2) Send in the Secretary's report to National by the fifteenth of each month.
- 3) Send any changes in leadership to the National Office as they occur.
- 4) Make your club's internet committee aware of any changes that need to be posted.
- 5) Forward a copy of the minutes of your club's board meeting to the National office.
- 6) Keep a copy of any publicity that your club generates for use in your Scrap book.
- 7) In December, make certain that you fill out the Club Achievement Survey found on Page 6-9 and send it to National Headquarters.

National Headquarters Address for Secretary reports and all other non-dues items:

NFPC
PO Box 1602
Great Falls MT 59403-1602

Duties of the Club Secretary:

From Standard Club Bylaws Article VII Section 4

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.





THE NATIONAL FEDERATION OF THE
GRAND ORDER OF PACHYDERM CLUBS, INC.

Return to: Pachyderms, PO Box 1602, Great Falls MT 59403-1602

CLUB ACHIEVEMENT SURVEY - FOR CLUB YEAR _____

The information from this survey will be a major factor in determining club awards at the next PACHYDERM CLUBS NATIONAL BIENNIAL CONFERENCE. Other factors included are: Club Newsletters, Membership Reports, Secretary's Reports, Club Web Sites and Club Scrapbooks. The club president has the overall responsibility of club leadership; however, all officers and the total membership help promote a record of achievement for the club.

1. This club meets: weekly twice a month monthly.
2. Estimated average attendance at club meetings: _____
3. How many board meetings were held this year? _____
4. During the year covered by this report, has your club:
 - A. Held a new member orientation session Yes, How many? _____ No.
 - B. Sponsored a new club? Yes No.
New club locations _____
 - C. Participated in any club officers workshops or training? Yes No.
(List on reverse side or separate sheet)
 - D. Conducted a membership drive? Yes No.
 - E. Sponsored any special projects or events? Yes No.
(Float in a local parade, charity events, etc. Explain on reverse or separate sheets)
 - F. Sponsored a political campaign workshop? Yes, How many? _____ No.
 - G. Manned a literature table or other Pachyderm promotion activity at a state or regional function? Yes No.
 - H. Contributed funds for scholarships, candidates or for other items? Yes No.
(List on reverse side or separate sheet. Show dollar amount, estimate if actual not available)
5. How many candidates for public office came from your membership in this year's elections?
(List members and office sought on reverse or separate sheet)
6. What awards did your club present this year? (List on reverse or separate sheet)
7. Include with this sheet and other information that may help to show your club's achievements.

Club Name _____ Prepared by _____ Date _____.

Secretary



Monthly Treasurer's Checklist

- 1) Make all club deposits in a timely manner.
- 2) Record all financial transactions and prepare a monthly financial report for the board.
- 3) At least once a month send to the National Billing office and your state federation treasurer a list of new or renewing members along with payment of their dues. The National dues per year is \$ 20 for each member 18 years of age and older and \$ 10 for each member less than 18. State Federation dues varies from state to state. The list of members must include name, address, telephone number and e-mail address if one exists.
- 4) Provide your club secretary and newsletter editor with a list of all new members so that your mailing lists are kept current.
- 5) The billing office for National Dues sends out, from time to time, a list of members for you to verify. Please do so and contact the billing office with any discrepancies.
- 6) Each October, you should notify the billing office of the dues amount set by your club for the following year. This will allow the billing office to make any changes necessary and still mail the first dues renewal notices in November.

National Dues Billing Office Address for all dues related reports, queries and payments:

NFPC Billing Office
 PO Box 1602
 Great Falls, MT 59403-1602
 1-888-gopachy

Duties of the Club Treasurer:

From Standard Club Bylaws Article VII Section 5

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 auditors report made to the Board of Directors.





Treasurer

Pachyderm Club Handbook 2007 Edition

6 - 11
www.pachyderms.org

Date	Dues			Expiration	Spouse:
	Local	State	Na-		

Date	Dues			Expiration	Spouse:
	Local	State	Na-		

Date	Dues			Expiration	Spouse:
	Local	State	Na-		

Date	Dues			Expiration	Spouse:
	Local	State	Na-		

Dues Index Cards

Pachyderm Club

First Name _____ M.I. _____ Last Name _____

Additional Name(s) _____

Member Birthdate _____ Additional Birthdate _____

Address _____ Apt. No. _____

City _____ State _____ Zip _____ Home Phone _____

E-Mail Address _____

Business Name _____

Clip and Save

General Meetings
Time: _____
Place: _____

Web site
www.pachyderms.org

Mail to:

Clip and Save

Pachyderm Club

First Name _____ M.I. _____ Last Name _____

Additional Name(s) _____

Member Birthdate _____ Additional Birthdate _____

Address _____ Apt. No. _____

City _____ State _____ Zip _____ Home Phone _____

E-Mail Address _____

Business Name _____

Clip and Save

General Meetings
Time: _____
Place: _____

Web site
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Clip and Save

Pachyderm Club

First Name _____ M.I. _____ Last Name _____

Additional Name(s) _____

Member Birthdate _____ Additional Birthdate _____

Address _____ Apt. No. _____

City _____ State _____ Zip _____ Home Phone _____

E-Mail Address _____

Business Name _____

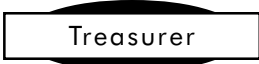
Clip and Save

General Meetings
Time: _____
Place: _____

Web site
www.pachyderms.org

Mail to:

Clip and Save



Dues Billing Process

The National Pachyderm billing process has been designed to minimize the effort required by the local club Treasurers. The National office will handle the mailing of the dues invoices as well as the reminder statements to members who have yet to renew their dues. Each member will receive an invoice for the dues amount that your club has specified along with an envelope that is pre-addressed back to the local club. The first dues statement will be mailed to your members during November. Those who have not paid as of the middle of January will receive a reminder statement along with a pre-addressed envelope. In mid February, those who have still not paid will receive yet another reminder mailing with envelope.

Although the National Billing office does most of the work, there are a few items that you need to take care of on your end as well:

- 1) Make certain that you notify the billing office during October of the dues to be charged for the next year. It is fine if you wish to offer multiple dues categories but if you do, you need to let the billing office know which rates apply to which members. For example, many clubs offer a “couple rate” for multiple members in the same household, and some clubs offer a “student rate” to college students. Please remember, however, regardless of any special rates that the local club may offer, the dues to National is still twenty dollars per member.
- 2) Since the National office will be sending out reminder notices during the first couple of months each year, it is of particular importance that you send in the list of members and the dues checks for those members promptly. We do not want members who have already paid your club getting a second invoice because you have yet to pay national for them.
- 3) Check the list of members that National sends you prior to the dues billing process as quickly and completely as is possible. The more errors that we catch prior to the dues mailings, the less money we will waste in the billing process.
- 4) Once the billing office has processed the dues payment, the National Headquarters will issue a membership card and, in the case of a new member, a lapel pin. These items will be sent on a monthly basis to your club for distribution to the members and will serve as a final confirmation of dues received.

National Dues Billing Office Address for all dues related reports, queries and payments:

NFPC Billing Office
 PO Box 1602
 Great Falls, MT 59403-1602
 1-888-GOPACHY



Awards Nomination Process

National Awards:

The National Federation of Pachyderm Clubs has a multi level awards system designed to recognize excellence both within the membership and the organization itself. Once every two years, the National Federation convenes in a Nationwide conference and bestows a series of awards to recognize attributes such as club growth, Newsletter quality, web site excellence, club scrapbooks, community involvement and club leadership. Recipients of these awards are selected by the National Awards committee based on materials submitted to the National Federation Headquarters throughout the year.

In addition to these “club” awards, the National Federation is also empowered to bestow one “Tough Tusk Award” and two Meritorious Service Awards per year. These awards are designed to recognize the contributions of individual members to the National Federation. The recipients of these awards are also chosen by the National Awards committee, but the nominations come from the individual members, clubs and state federations using the forms on Page 6-15 and 6-16. Any member in good standing can make a nomination for either of these awards at any time. All nominations that are received will be forwarded to the National Awards Committee for consideration at the next National Conference.

Local Club Awards:

Just as the National Federation can award members for excellence, each individual club can as well. Once each year, usually at the installation banquet, your local club can request permission to bestow a single Tough Tusk Award and one or more Meritorious Service Awards. The number of meritorious service awards that can be given varies with the size of the club, but no club may nominate more than 5% of their membership for an award in any year. In practice, clubs should limit the number of these awards bestowed so as to retain the significance of the award.

At least three months prior to the annual banquet, each club President should appoint an awards committee. It is recommended that this committee be made up of prior award winners if possible. This committee should then announce to the membership that it is seeking nominations for awards and distribute copies of the Nomination forms found on Page 6-15 & 6-16. Once the membership has had an adequate opportunity to make nominations, the awards committee should review all of the nominations and make its recommendations for awards. These recommendations are then forwarded along with the Nomination forms to the National Headquarters for processing.

The recommendations will be reviewed at National, the awards ordered and shipped to your awards chairman. The club will be billed for the cost of awards plus shipping. The current costs can be found on the club supply catalog in the back of this manual. All “Tough Tusk” and “Meritorious Service” awards must be authorized by the National Office. Local clubs are not allowed to create their own versions of these two awards. Clubs are free however to modify the “Certificate of Appreciation” found on Page 6-17 for local use.

By controlling the issuance of the “Tough Tusk” and “Meritorious Service” awards, we can insure that the awards are given in a consistent manner and that they are not cheapened through their use as tokens of favor. In fairness to all of the Pachyderms who have received these awards over the years, we must keep the standards very high for the bestowing of these awards.



Tough Tusk Award

Nomination Form

Award Level: Club State National

Eligibility: Any Pachyderm member in good standing

- Criteria:
- A. Primarily for outstanding citizenship in the field of political and governmental affairs.
 - B. Service or contributions made towards community improvement or other civic activities for the good of the community, state or nation.
 - C. Consideration of nominee's honors, awards, and other recognition received for previous undertakings.

Nominee Information

Name _____ Spouse's Name _____

Address _____

City/State/Zip _____ Phone (_____) _____

Employment Background _____

Education: High School _____

College (degree, date) _____

Military Service (branch, service dates, rank) _____

Organizational memberships and offices (civic, political, etc.) _____

Honors, awards and other recognitions _____

Additional Information: Using the reverse side of this sheet or an attached sheet, please explain any service or contributions made by the nominee towards community improvement or other civic activities for the good of the community, state or nation.

Return this completed form to the club secretary or Awards Committee chairman for local review. Applications approved at the club level are then to be forwarded to the National Headquarters

Return by (date): _____

Club _____ Submitted by _____ Date _____

Date to be awarded _____



Meritorious Service Award

Nomination Form

Award Level: Club State National

Eligibility: Any Pachyderm member in good standing

- Criteria:
- A. Club members who have exhibited special devotion to the club over long periods.
 - B. Club members who have contributed exceptional service to the club or party over shorter periods.
 - C. Club members who have performed exceptional service outside the organization which has brought honor and notoriety to the organization.

Nominee Information

Name _____ Spouse's Name _____

Address _____

City/State/Zip _____ Phone (_____) _____

Employment Background _____

Education: High School _____
 College (degree, date) _____

Military Service (branch, service dates, rank) _____

Organizational memberships and offices (civic, political, etc.) _____

Honors, awards and other recognitions _____

Additional Information: Using the reverse side of this sheet or an attached sheet, please explain any service or contributions made by the nominee towards community improvement or other civic activities for the good of the community, state or nation.

Return this completed form to the club secretary or Awards Committee chairman for local review. Applications approved at the club level are then to be forwarded to the National Headquarters

Return by (date): _____

Club _____ Submitted by _____ Date _____

Date to be awarded _____



Certificate of Appreciation

THE NATIONAL FEDERATION OF THE
GRAND ORDER OF PACHYDERM CLUBS, INC.

wishes to express its appreciation to

for dedicated service to

Pachyderm Club

and its movement in pursuit of good government.



“Free Government Requires Active Citizens.”



Membership Prospect List

Use this form to generate a list of prospective members for your club. After you've filled out the form, give it to your membership chairperson. Then take the next step in bringing in new members — by inviting them to come!

Lead Generation List

Make copies to hand out to your club members for the club membership drive. In addition, the membership chairperson can give the list to new members throughout the year. Two will fit on a standard 8 1/2" x 11" sheet of paper.

1. A relative

2. An associate at your business

3. A neighbor or a new neighbor who has moved in

4. Person in your church

5. Person with whom you do business

6. Member of some other club you belong to

7. A person you met at a social event

8. A person who just started his or her first job

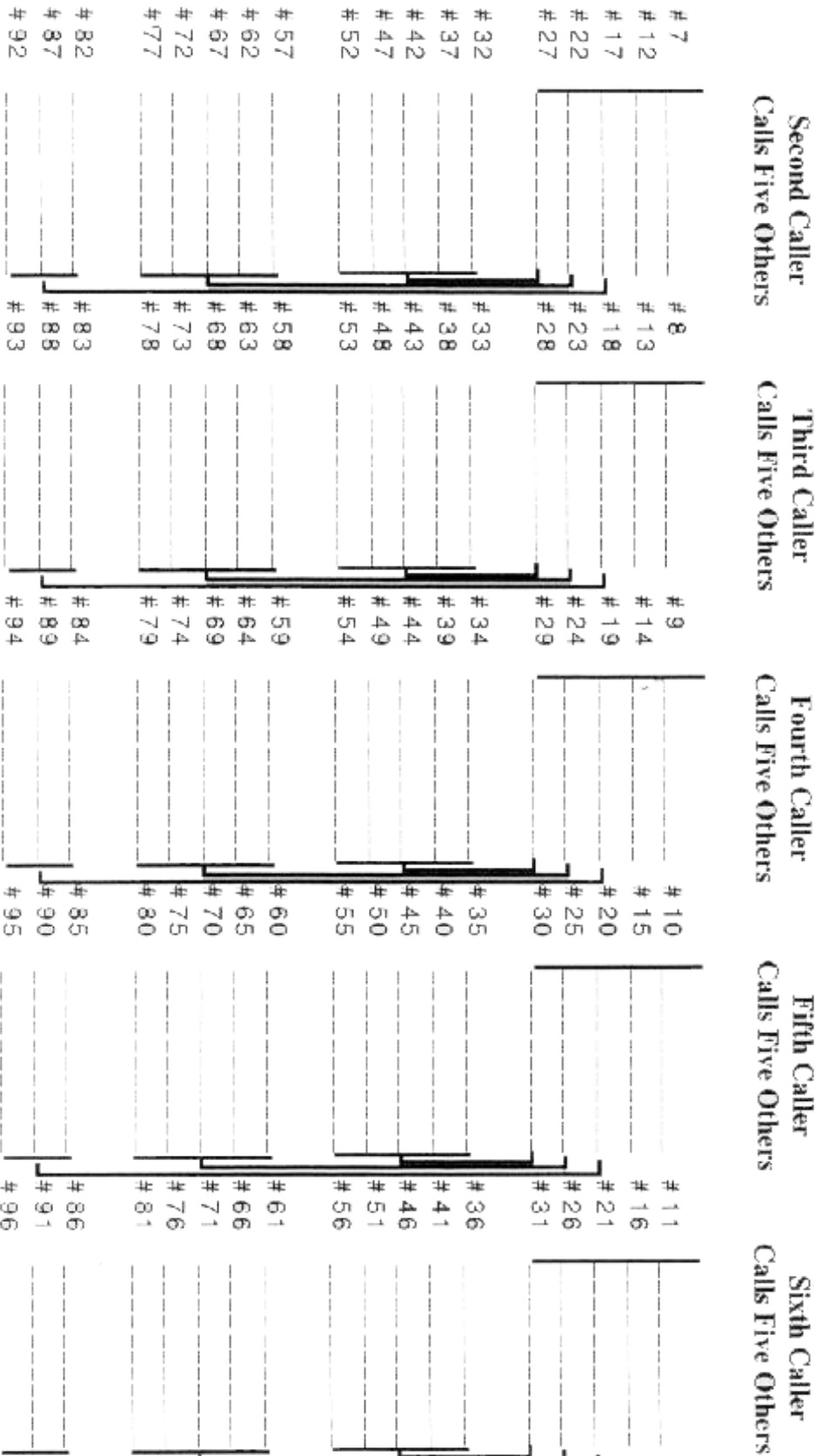
9. A person you know through your spouse or children

10. A person you met at a Republican function

11. Other known Republicans



Pyramid Calling Chart



Insert the name of each caller and those he/she calls on the chart.



New Member Orientation — Sample Outline

I. Introduction and “Why bother with politics?”

1. Why bother with politics? Why are we here and what are we here to do?
2. Review of the state election laws governing political parties

II. Republican Party Purpose and Organization

1. Purpose
2. Overall organization chart

Handout or display materials might include: National Committee Rules, your State Committee’s bylaws, county GOP bylaws, roster of State, District and County GOP Committees and public officials, a copy of election and political information published by the State, County or other political jurisdictions and maps of the various political districts such as Congressional, State Senate, etc.

3. Party platform development

III. The Political Party Club

1. Overall place of clubs in party and politics
2. General purpose of clubs

IV. Electing the Candidate of Your Choice

1. Brief review of how to conduct a political campaign
2. List what one individual can do

V. The Pachyderm Club

1. Background
2. Purpose
3. Main rules and organization of the local club (Organization chart showing the Federation and the local club)
4. Club functions and activities (Consider having your club’s committee chairmen present, who could briefly explain what their committees do and invite new members to select any committee they desire to work with.)

VI. Orientation Wrap-Up

Summarize and close with a few words on the Pachyderm vision.

VII. Questions and Answers

Coffee

Note: The orientation program should run approximately 1 1/2 to 2 hours. Throughout the club year, parts of the contents above could be presented at the club regular meetings.

Remember: One of the foundations of morale in any organization is that the members know why they are there and what they are there to do!



Sample Annual Club Budget

Income	15 members	45 members	75 members
Dues: \$40.00/year	\$600.00	\$1800.00	\$3000.00
Expenses			
National Dues: \$20.00/year	300.00	900.00	1500.00
State Dues: \$2-5 (based on \$2)	30.00	90.00	150.00
Charter/club start	50.00	50.00	50.00
Programming: Speakers and guests, meals, etc.	*40.00	150.00	600.00
Telephone (long distance)	15.00	40.00	75.00
Postage, newsletters etc.	60.00	180.00	360.00
Printing, stationery, newsletter, programs, etc.	50.00	180.00	350.00
Supplies (awards, pins, plaques, name tags, banners)	30.00	100.00	250.00
Misc. contributions, memorials, adv., displays, etc.	25.00	80.00	350.00
	600.00	1770.00	2685.00
Reserves for exigencies	0.00	30.00	315.00

* Most clubs add 50 cents or \$1 to the meal price or sell \$1 tickets for a drawing to defray the cost of meals.

Typical Club's Budget Assumptions

1. Club meets every week.
2. Club publishes and mails a monthly newsletter.
3. Club provides pins for the members. (Supplied at no charge by National for new members)
4. Club gives speakers a memento (bookmark, pen, etc.)
5. Club has officer/director name tags.
6. Club gives at least one award (plaque) each year.
7. Club has at least one major function per year with programs, tickets, etc.
8. Club solicits programs widely and makes long distance phone calls (headquarters, state federation, etc.)
9. All other activities requiring funds are either self-supporting or financed by special fund-raisers.



January	February	March
<p>1 New Year's Day Congress Convenes</p> <p>15 Martin Luther King Jr.'s Birthday State of the Union Ben Franklin's Birthday</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> • Plan awards event • Publish newsletter • Survey members for functions, goals, program ideas, etc. • Plan Lincoln Day celebrations (local and state) • Start membership drive (dues delinquent March 1) • Review annual calendar and plans for the year • Speaker — Economic Forecast 	<p>Ground Hog Day Boy Scout Week</p> <p>6 Reagan's Birthday</p> <p>12 Lincoln's Birthday</p> <p>14 Valentine's Day Battleship Day Ash Wednesday Brotherhood Week President's Day</p> <p>22 Washington's Birthday Bachelor's Day</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> • Represent club at state Lincoln Days • Abraham Lincoln/ Republicanism program • Have city/county officials present program on local elections/needs of your town or community • Invite spouses/guests for Valentine's Day 	<p>1 Membership dues delinquent Texas Independence Day Girl Scout Week Red Cross month</p> <p>17 St. Patrick's Day First Day of Spring Pachyderm Foundation Birthday Palm Sunday/Passover</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> • Plan Pachyderm Day at state legislature • Girl Scout Program • Top Recruiter Ceremony • New member orientation • St. Patrick's Day social — invite spouses • Honor Local GOP leaders/ youth panel, students
July	August	September
<p>1 Canada Day</p> <p>4 Independence Day Captive Nations Week End of Korean War</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> • Build July programs around Independence Day • Enter local parades • American Ideals program • Follow up on unpaid members, continue recruitment • "Why am I a Republican" 	<p>Family Day V-J Day Freedom of Enterprise Week Woman's Equality Day Republican National Convention (Presidential election years, usually in August)</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> • Local, state fairs — parades! • Plan Labor Day program • Guest from Republican Women's Club • Economist for program on free enterprise system • V-J Day Veterans Program 	<p>Labor Day Rosh Hashanah Terrorist attacks on US Grandparent's Day Yom Kippur Citizenship Day Constitution Week American Indian Day National Farm Safety Week</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> • Work with high schools and colleges on Citizenship Day • Labor / Political programs • Contact local school leaders • Plan fall activities • U.S. Constitution Program • Commemorate loss of life to terrorist attacks



April	May	June
<p>1 April's Fools Day Good Friday Easter</p> <p>13 Jefferson's Birthday Pan American Week Canada—US Goodwill Week National Pachyderm Week (of the 20th)</p> <p>20 Pachyderm Founder's Day San Jacinto Day</p> <p>21 Secretaries' Day Arbor Day</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> • Plan summer activities • Political programs: mayor/ state/federal • Pro and con on major issues • Cooperative efforts between county GOP committees and clubs 	<p>Law Day</p> <p>8 V.E. Day, World War II National Family Week Police Week Mother's Day Radio Month Armed Forces Day National Maritime Day Memorial Day</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> • Contact local bar association for program on rule of law, or on local police • Plan for local fair booth/ parades • Family values program • Mother's Day celebration • Armed Forces Day celebration/ National defenses status • Memorial Day celebration • Invite local media to meetings 	<p>6 D-Day, World War II</p> <p>14 Flag Day Magna Carta Day Bunker Hill Day Emancipation Day Father's Day First Day of Summer</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> • County-wide flag day program • Review goals, plan second half of year • Mid-year board meeting • Father's Day celebration • Summer Picnic • D-Day Veterans Program
October	November	December
<p>National Newspaper Week Columbus Day United Nations Day Navy Day</p> <p>31 Halloween</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> • Plan officer elections (appoint nomination committee for board) • Plan for Tough Tusk, other awards • Media Day Program • Start final push for year: Review of membership, other goals • Halloween Party • "How Politics Works" • State laws governing political parties 	<p>Election Day American Education Week</p> <p>11 Veteran's Day Club Officer Elections Thanksgiving</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> • Visit/honor veterans, have veterans program • Contact schools for Education Week Program • Thanksgiving program emphasizing the American political system • Order award supplies 	<p>Hanukkah</p> <p>7 Pearl Harbor Day Bill of Rights Day Officers' Training Workshop Aviation Day Forefather's Day</p> <p>24 Christmas Eve 25 Christmas Day 31 New Year's Eve</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> • Conclude year's business • Program on Constitution, Bill of Rights • Christmas or New Year's Party



Program Tips

The programming of a Pachyderm Club is of critical importance because it is interest in the programs that brings people to the meetings. All Pachyderm Clubs are expressly forbidden to take sides on issues but that does not mean that we should not use the discussion of issues as a part of our programming. On the contrary, we need to use issues, but we must insure that both sides of each issue are presented. Sometimes, both sides of an issue can be adequately presented in a single meeting, but more often than not, each will require a separate meeting. This makes the job of the program committee easier, because the covering of each important issue requires at least two meetings. Clubs have reported great success with scheduling a series of meetings to cover multiple aspects of very large and complex issues. The Great Falls Montana club had six straight weeks of programs covering all aspects of electrical utility deregulation and as a result enjoyed great press coverage, a huge increase in attendance and a record number of guests.

Pachyderm Clubs are also forbidden to take sides in contested primary elections, but just as with the issues, contested races provide multiple programs for each office. Once again, we are not taking sides if all candidates are given an equal opportunity to speak. Debates also make very good programs although they can be difficult to administer fairly. If you are going to use a debate format for one of your meetings make certain the rules and policies that are going to govern the debate are written out and agreed to by all participants prior to announcing the debate.

Another important aspect of a good program is generating a crowd. It is not only disappointing to get a great speaker and not have a large number of people attend, it is also damaging. You will find that most of the speakers at your club also speak to a number of other groups each year. For the most part, all of these guest speakers know each other and compare notes on how they were treated when they speak to an organization. It is very difficult to secure speakers if your club has a reputation of low attendance or poor manners toward the speaker. Remember, these speakers are our guests and desire a large and polite crowd. It is critical that the club make every effort to have a good turnout at every meeting, but this is especially true if you have invited a prominent or out of town speaker.

There are several ways to build a crowd for a speaker that do not involve any expense. The first is to remind your members of who the speaker is and ask them to invite guests. This is one of the reasons that your club should have a monthly newsletter, to inform members of the “coming attractions”. Your club should also have a calling tree set up so that members can be reminded to attend the day of the event. A club web site and e-mail are electronic methods to inform your members and the public about your upcoming speakers. Lastly, never overlook the use of earned media and public service announcements. Most newspapers publish at no charge a “what is happening today” section where organizations can list their meetings. Many electronic media outlets offer a similar service to announce upcoming events. These are a tremendous opportunity that many of our clubs do not exploit.

You should also provide all of the news outlets in your area with a reminder as to who your speaker is a least a week prior to the event so that they can assign a reporter to cover those items that they view as newsworthy. Do not be discouraged if the press does not attend all of your meetings, they will pick and choose, but every time you do get a news story it will greatly enhance both your public image and your standing in eyes of potential speakers.



PPP Info Flyer
 The flyer at right is to be photocopied and distributed by the PPP Program Committee Chairman to prospective coordinators.

Pachyderm Clubs' PPP Program

Politics: Preparation and Participation

What

A program to promote:

1. Citizen participation
2. The development of political leaders

How

1. A four-hour Campaign Workshop sponsored by Pachyderm clubs in coordination with the Republican Party, with objectives to a.) recruit candidates, b.) train candidates, and c.) train volunteers.
2. Club Leaders Workshop
3. Club Start Workshop

Volunteers Needed

Pachyderms sought as Coordinators/Trainers for the "Politics: Preparation and Participation

There is a need for volunteer coordinators, who would become certified to conduct one or more of the workshops. Dynamic, outgoing Pachyderms who have served as club presidents will be given priority; others may apply. Certified coordinators will be expected to dedicate one weekend each year to this project. For additional information, contact the political education department, Pachyderm headquarters: PO Box 1602, Great Falls MT 59403-1602, 888-gopachy or www@pachyderms.org.

*"Knowledge dispels the fear of running;
 knowledge instills confidence"*

Detach here and mail

Yes, I would like to participate. Please send me an application and background information.

Name _____

Address _____

City _____

Phone (h) _____ (w) _____



Campaign Workshop Agenda

Location _____

Date _____

- 8:30 - 9:00 a.m. Registration (coffee and doughnuts)
- 9:00 - 9:05 a.m. Introduction (_____)
- 9:05 - 9:25 a.m. Overview and Campaign Philosophy (_____)
- 9:25 - 10:00 a.m. Planning your campaign (_____)
- 10:00 - 10:05 a.m. Break
- 10:05 - 10:40 a.m. Creative Campaigning (_____)
- 10:40 - 11:10 a.m. Recruiting Volunteers/GOTV (Get Out The Vote)
- 11:10 - 11:15 a.m. Break
- 11:15-11:45 a.m. Public Relations and Advertising
 - a.) Radio and the Candidate (_____)
 - b.) Television and the Candidate (_____)
- 11:45-12:00 a.m. Budget and Finance
- 12:00-12:25 p.m. Lunch Break
- 12:25-12:35 p.m. Direct Mail
- 12:35-1:00 p.m. Questions and Answers/Closing Remarks

Instructors

References

- Workshop text/manual: “How to Win An Impossible Election” By George Parker, 2nd ed. (copies available from Pachyderm headquarters)

Recommended: Read the entire manual and make notes prior to attending the workshop.



Club Start Guide

How to Start a Pachyderm Club

It only takes one person to start a club. Begin by contacting the local GOP Chair and Republican leaders to seek their assistance.

Step 1: Form a Steering Committee

Once you have decided to start a club, ask three to five others to join you as a steering committee.

Caution: Some persons when asked about starting a club will say, “I’ll check around and see if there is any interest in a club.” This is normally not the way to start anything! Remember, leaders create interest — leaders start things moving.

Find out if there are factions within the local party. If so, try to have at least the major factions represented on the steering committee. Remember, Pachyderm Clubs should be a “unifying” force for the party.

Step 2: Plan Steering Committee Meeting

Schedule a meeting of the steering committee. Accomplish the following at the first organizational meeting:

Explain Pachyderm Clubs

Use as references the *What and Why* sheet and *Join the Team* pamphlet.

Sign-up those present as members

Select a temporary club treasurer, who will start a bank account. The treasurer collects the dues at this and subsequent meetings. He or she forwards the National Pachyderm Federation’s portion of each member’s dues to headquarters along with his or her name and address.

Send Letter of Intent to headquarters

The *National Pachyderm* quarterly is mailed from headquarters. Forward members’ dues soon after receiving it so they will be on the mailing list.

Select a name for the club

Examples: “Columbia Pachyderm Club,” “Marion County Pachyderm



Note

You don’t need to follow this guide to the letter. Use your own judgement. Look at other organizations in your community — copy success!



Club”, _____ Area Pachyderm Club.” Remember: The Steering Committee takes the necessary actions to get the club organized. You can now make up a letterhead. Actions can always be modified at a later date if necessary.

Determine the format of the club

Will the club meet weekly at noon, monthly at noon or evening? Most civic clubs start with a noon meeting club — you may want to emulate what other successful clubs do in your area.

Adopt the standard club bylaws

Elect/Select officers

The steering committee selects the president, secretary and treasurer. They may also select others (see below). Serving as the nominating committee, the steering committee may accept nominations from among the paid members and then elect the remainder of the club board at an early club meeting. These officers serve for the first year of the club. The initial officers’ and board members’ term, selected after August first, shall be for the full year next. Otherwise, elections must be held in November. (National By-Laws, Art. IV, Section. 6)

A typical club’s board of directors includes the following:

- President
- First Vice President
- Second Vice President
- Secretary
- Treasurer
- Sergeant-At-Arms
- Ex-Officio Director (County or City Republican Chairman)
- (2) Directors (two-year term)
- (2) Directors (three-year term)

Plan next meeting

Select the date, time and place for the next meeting.

Determine the cutoff date for charter members

This date is usually between 30 to 90 days after the first club meeting. A good method is to schedule the club’s first installation banquet as the cutoff date. Thus, new prospective members can attend the banquet and become charter members.

Establish a temporary club address

A P.O. Box is recommended as a permanent address (important for the club letterhead and is a mark of being organized).



Note

Standard club by-laws are provided.



Prepare *Invitation to Join* letter and press releases

Ask all present members to contact at least five others to attend the next meeting and to carry five or more membership applications for signing up new members.

Step 3: Plan the Second Organizational Meeting

If the steering committee has accomplished the items listed above, and if invite to join letters, phone calls or other get out the Republicans activity has taken place, then this second meeting can be the kickoff meeting of the club. (The steering committee can always hold other committee meetings to firm up plans.)

Announce officers and upcoming election

Announce the temporary officers and report on nominations for the election to take place at the next meeting. Invite suggestions, input for the steering/nominations committee.

Announce date, time and place for regular club meetings

Some weekly meeting clubs meet on Friday noons because the state legislators are usually off on Fridays. This permits current reports from legislative members. Reminder: See what other successful organizations in your area do-why not copy success. They have probably already discovered the best places to meet.

Invite attendees to complete a membership application

Distribute extra copies and ask them to sign-up five new members before the next meeting. Ask for the dues payment. The first dues to national headquarters will start the flow of club materials.

Announce the program for the next meeting

It is desirable to line up four programs or more ahead so these can be listed in your' *Invitation to Join* letter and newsletter. Be sure that the program for this second meeting includes a review of what Pachyderm clubs are about.

Other

Maintain contact with headquarters

Keep Pachyderm headquarters informed on your progress. Send the names and addresses of your steering committee and of your new club board.

Member dues

Clubs treasurers are directed to forward dues promptly, along with names and addresses to the national treasurer. If a state federation exists, the club treasurer forwards the state dues portion to the state treasurer. Names and addresses do not need to be sent to the state treasurer, national headquarters provides lists for them. The national and state portion of a member's dues are listed in the treasurer's section of the handbook. Report of dues forms are furnished to club treasurers; however, **do not** delay forwarding dues for lack of a form (plain paper will do).



New member induction

Induction of a new member, includes presenting a lapel pin. Pins are automatically supplied by the National Office for new members.

Organizational aids

After your steering committee has held its first organizational meeting and mailed the preliminary Letter of Intent to headquarters, other organizational aids will be forthcoming, including:

- Charter Application
- Club Handbook

Upon receipt of your Club Charter Application at Pachyderm national headquarters, a Club Start Packet will be forwarded with various aids for operating the club.

Charter Requirements for New Pachyderm Clubs

1. A minimum of 15 paid memberships

Membership dues, per individual Pachyderm member:

National Federation Adult (18 and Older)	\$ 20.00
State Federation (if applicable)	\$ _____
Local club (Recommended)	\$ 20.00
Total recommended dues per Adult member	\$ 40.00

National Federation Youth (less than 18)	\$ 10.00
State Federation (if applicable)	\$ _____
Local club (Recommended)	\$ 10.00
Total recommended dues per Youth member	\$ 20.00



Note

Recommended annual dues are \$40.00 or more for adult members and \$20 or more for youths.

2. A \$50 charter fee (payable to the federation treasurer)
3. Two signed copies of the standard club bylaws
4. A list of Club Officers and Directors with addresses.
5. A list of paid members with addresses.
6. Remittance to National Pachyderm of \$ 20 per Adult paid member and \$ 10 per Youth paid member (15 member minimum)



By-Laws

Standard Club By-Laws for the _____ Pachyderm Club of _____, _____

Article I: Name

Section 1.

The name of this organization shall be the _____ Pachyderm Club, 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 nonprofit 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 nonprofit 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, excluding Precinct Committee persons, may constitute no more than fifty percent (50%) of a Pachyderm Club's elected officers and directors at any time.

Section 5. Disqualification during Primaries

Any Club officer or director who is a candidate in a contested primary or non partisan 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 Jan. 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 Jan. 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 nonvoting 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 Jan. 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 a 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 auditors 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 club 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 (date): _____

President: _____

Secretary: _____



Club Board Roster

Directors (for term _____)

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____



Preliminary Charter Membership List

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____)_____ Office Phone (____)_____
 Fax (____)_____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____)_____ Office Phone (____)_____
 Fax (____)_____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____)_____ Office Phone (____)_____
 Fax (____)_____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____)_____ Office Phone (____)_____
 Fax (____)_____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____)_____ Office Phone (____)_____
 Fax (____)_____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____)_____ Office Phone (____)_____
 Fax (____)_____ E-Mail _____



THE NATIONAL FEDERATION OF THE GRAND ORDER OF PACHYDERM CLUBS, INC.

PO Box 1602 Great Falls, Montana 59403-1602
(888) gopachy phone

www.pachyderms.org



Date: _____

LETTER OF INTENT

1. We herewith register our **intention to establish** a local chapter of the National Federation of the Grand Order of Pachyderm Clubs, INC, an official allied organization of the Republican National Committee.

2. **Monies / Fiduciary Agreement:** We shall comply with, and assure as best we can that our club officers comply with, the Pachyderm Club's National Bylaws, and particularly the provisions of Article III, Sec 4 (1), (3) & (4):

a) National Federation annual dues per individual Pachyderm member shall total twenty dollars (\$20) for ages 18 and older and ten dollars (\$10) for younger than eighteen. Each State Federation and local club may set its own dues structure so long as said dues structure recognizes that each of its members must be a member of the National Pachyderm Federation.

b) Local club treasurers are responsible, after receiving membership dues, to forward such dues promptly (within thirty days or less.)

c) Club treasurers shall forward the National Federation per capita annual dues to the National Federation Treasurer along with the related list of members and their dues rate (youth or adult).

3. **Club Name :** _____

Temporary Club President

Temporary Club Treasurer

Signature

Signature

Printed Name

Printed Name

Address

Address

Phone

Phone

Fax

Fax

E-mail Address

E-mail Address



Club Extension

THE NATIONAL FEDERATION OF THE GRAND ORDER OF PACHYDERM CLUBS, INC.

PO Box 1602 Great Falls, Montana 59403-1602
(888) gopachy phone
www.pachyderms.org



Date: _____

CLUB CHARTER APPLICATION

CHECKLIST OF REQUIREMENTS

_____ Pachyderm Club

- _____ **Letter of Intent**
- _____ **Standard Club Bylaws**, (2 signed copies)
*Two signed copies should be sent to National Headquarters for review.
Standard Bylaws can be found in the Club Start Guide*
- _____ **\$50.00 Club Charter Fee**
- _____ **Preliminary Charter Membership List**
*Club may continue to add members to charter list provided that a
specific charter period has been set.*
- _____ **National Dues Per Member**
*Amount should correspond to \$20 multiplied by the number of adult
members plus \$10 multiplied by the number of youth members on
Preliminary Charter Membership List*
- _____ **Club Board Roster**
Roster can be found can be found in the Club Start Guide

We agree to comply with the National Federation of the Grand Order of Pachyderm Clubs bylaws generally. And specifically, we acknowledge a fiduciary relationship to comply with Article X (Dissolution) and Article III, Sec 4(3), which states, "Local club treasurers are responsible, after receiving membership dues, to forward such dues promptly (within thirty days or less). We agree to fulfill the responsibilities of our office in regard to the above requirements.

Club President _____

Club Treasurer _____

Signatures

This charter applied for this club:

Club Name _____

Address _____

City _____ *State* _____ *Zip* _____

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Do State and National Programs Require State and National Organizations?

— Washington Post columnist David S. Broder said. "To be strong and responsible, our parties must be representative; and they can be no more representative than our participation allows. Millions more of us need to get into partisan political activity."

— Do you know of any positive programs sponsored by any major political organization to obtain and educate or train future political leaders ? Any program, for example, to compare with American Legion Boy's and Girl's State or Rotary Club's International Student Exchange program?

— Do you know of any positive program to counteract all the negativeness about politics ? Politics is dirty: politicians are all crooks ! Is this based on myth and lack of knowledge of our system ?

— Some of our outstanding achievers, some of our best citizens will contribute a thousand dollars to a governor candidate, yet are never seen at a party function. WHY ? Because they are above politics ! We all have an equal vote, which makes us all equally responsible for our government at every level. None of us are 'above politics', we are all in this boat together. We need some of our best achievers participating in political affairs, helping to obtain better candidates... and helping to solve the problems of the day.

— In an average sized county, if we have 3 or 4 political party clubs, this seems normal. Yet, there may be 150 or 200 other clubs in the same area (civic clubs, veterans groups, and a PTA chapter in every school)... Only a few political clubs means only a few people are obtaining face to face news from their party leaders unfiltered by the media.

We believe that the national Pachyderm Club movement, copying the successful civic club format, has a great potential for increasing citizen participation and for improving American politics in general. Local clubs are the backbone, but experience shows that they must usually be associated with a state or national organization to accomplish programs on a nationwide scale.

" Free government requires active citizens."

- Pachyderm Motto





National Federation of Pachyderm Club

Supplies Catalog
PO Box 1602
Great Falls MT 59403-1602

Club Supplies	Price	Quantity	Amount
Generic Pachyderm Membership Applications - 25 per pack	1.00		
"Join the Team Brochures" - 25 per pack	3.25		
Pachyderm Foundation Brochure - 25 per pack	1.00		
"What & Why" brochure - 25 per pack	1.00		
Understanding Politics (4 page folder) - 1 per pack	.25		
Dues Report forms	n/c		
Abe Lincoln cards - 25 per package	1.00		
Mini Election Guide - 25 per pack	1.00		
"Pachyderm Club meets here" paper sign	1.00		
Club Banner 3' x 4' Felt banner customized with your club name	75.00		
Pachyderm Nylon all weather flags	55.00		
"Pachyderm Club" bumper strip	1.00		
"Free Government requires Active Citizens" bumper strip	1.00		
Plastic Pachyderm Banner 9" x 31" Yellow with Black logo & lettering This thin flexible sign material is great for use as a skirting on a table, parade float or as a wall streamer.	.75 *		
Marble Pachyderm paperweight 3" x 3"	10.00 *		
Additional 3 ring binder copy of Pachyderm Club Handbook	10.00		
Ask me about Pachyderm Buttons	1.00		
Pachyderm Introduction video VHS 10 ^{1/2} minutes	10.00		
Pachyderm Book mark	3.50 *		
Award Supplies (Tough Tusk & Meritorious require nomination forms)	Price	Quantity	Amount
Tough Tusk Award packet (Plaque, tusk with chain and lapel pin)	70.00		
Tough Tusk lapel pin (included in above kit)	10.00		
Tough Tusk with chain (included in above kit)	20.00		
Meritorious Service Award Plaque	40.00		
Past President's Plaque (with Past President's lapel pin)	45.00		
Past President's Lapel Pin	10.00		



Individual Club Member Supplies	Price	Quantity	Amount
Cotton Pachyderm Golf Shirt - Available in Blue, Green, Red, White or Black Sizes S M L XL 2XL	25.00		
Pachyderm Lapel Pin, Black with Gold (Supplied free to new members)	2.00		
Black cap with Pachyderm logo - high profile cotton/polyester blend	10.00		
Black cap with Pachyderm logo - low profile 100% cotton	10.00		
Pachyderm 3" x 5" Desk flag	1.95 *		
Single Hole flag base for desk flag	.35 *		
Three Hole flag base for desk flag	.50 *		
Pachyderm Gift Pen	7.00 *		
"Politics in the kitchen" - recipes provided by Republican leaders. Published in 1988 - quantity limited	10.00		
"How to win an impossible election"	24.95		
Total order price			

* Denotes that quantity discounts are available for this item.

To order send this form along with check or money order to NFPC, PO Box 1602, Great Falls MT 59403-1602

Please note that all prices are subject to change so please confirm by contacting the HQ prior to placing your order.
1-888-gopachy or via e-mail at www@pachyderms.org

Please ship my order to:

Name _____

Address _____

City /State / ZIP _____

Daytime Phone number _____

Local Club name _____

Most orders are shipped within 48 hours of their receipt. If any of the items that you have ordered are not available in inventory or require customization, you will be contacted via the above phone number.

