



# 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 Website (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

## ❑ 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.

## ❑ *The National Pachyderm* Newsletter

Published quarterly

## ❑ Leaders (Administrative) Bulletin

Distributed periodically (quarterly or more) to Club officers

## ❑ 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* or available for download on the website, 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 & more

## ❑ Display Materials

A 6 ft., popup, professional tabletop display is available for Club use. When appropriate, why not have a Pachyderm display when a crowd of Republicans assemble?

## ❑ Dues Report Forms

Dues Report Forms are furnished to all Club Treasurers (forms are not required, plain paper, or an excel spreadsheet is acceptable). Lapel pins are furnished for new members (Treasurers may order additional pins as needed).

## ❑ Club Roster

Headquarters periodically sends Club Treasurers a copy of their Club’s roster. This enables a comparison of the Club’s paid up list vs. the Headquarters file. Club Treasurers should scan the Roster and verify the accuracy of the data.

## ❑ Club Supplies List

This list shows items currently available at Headquarters. New materials featuring our new colors and logo will be available soon.







## ❑ Leadership Materials

Position descriptions, ideas and best practices are available to Club Presidents, Secretaries, Treasurers, Membership Chairs, Political Education Chairs and PPP Chairs (Politics: Preparation and Participation). Other materials available include: Program suggestions and Leader and Campaign Workshop Guides. The Club Start Guide and Club Start Packet are tools available to Club Extension Committees as well as other members with the desire to help start Clubs.

## ❑ Action Program

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



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





# Monthly Secretary Checklist

Submit the following to National Headquarters:

- 1) Your Club's monthly newsletter
- 2) Secretary's report (by the fifteenth of each month)
- 3) Changes in leadership (as they occur)
- 4) Forward a copy of your Club's Board meeting minutes
- 5) Completed Club Achievement Survey (in December)

## NATIONAL HEADQUARTERS

1555 Kisker Road, Suite 109  
St. Charles, MO 63304  
hintner@pachyderms.org

Reminders:

- Make your Club's Internet Committee aware of any changes that need to be posted.
- Keep a copy of any publicity that your Club generates for use in your Scrapbook.

### 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 other duties as may be delegated by the Board of Directors.



# Secretary's Report

Pachyderm Club: \_\_\_\_\_

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

## 1. CLUB PROGRAM HIGHLIGHTS

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

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## 2. MISCELLANEOUS INFORMATION

Report upcoming events, Club news, such as vacancies filled or changes to your Club's Board, achievements of individual Pachyderm members or Club officers, or any other items of interest

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## 3. ATTENDANCE

Approximate number in attendance at meetings: \_\_\_\_\_

*Note: Secretaries reports may be submitted via email, mail, fax, etc. The form above is just an example of the format. No need to use the form if it is not convenient. Just answer the questions above. Reports may be written or typed (using form or not). 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.*

Report is due before the fifth of the month. Timely remittance is most important!  
NFPC • 1555 Kisker Road, Suite 109 • St. Charles, MO 63304 • (888)-GOPACHY



# Club Leadership Roster

Please use this form for handwritten reports. Otherwise, an electronic spreadsheet detailing the information below is preferred. Feel free to submit electronically or via postal mail.

Officers (for term \_\_\_\_\_ )

### Club Data

Club Name: \_\_\_\_\_

Meeting Date/Time/Place: \_\_\_\_\_

Annual Dues \_\_\_\_\_

### 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.*

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Send to: NFPC • 1555 Kisker Road, Suite 109 • St. Charles MO 63304 • (888)-GOPACHY  
 hlintner@pachyderms.org



# Club Survey Report



Club Name: \_\_\_\_\_ For Club Year: \_\_\_\_\_

Submit Survey to National Headquarters at 1555 Kisker Road, Suite 109, St. Charles, MO 63304 or [hlintner@pachyderm.org](mailto:hlintner@pachyderm.org) each year in December. The Information from this survey will be a major factor in determining Club awards at the next Pachyderm National Biennial Conference.

1. This Club meets:  Weekly  Bi-weekly  Monthly  Other  
If other, when? \_\_\_\_\_

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  No  
If yes, how many? \_\_\_\_\_

B. Sponsored a new Club?  Yes  No  
New Club Location(s) \_\_\_\_\_

C. Participated in any Club Officer's workshops or training?  
(List on reverse side or separate sheet)  Yes  No

D. Conducted a membership drive?  Yes  No

E. Sponsored any special projects or events? (Float in a parade, charity events, etc. Explain on reverse or separate sheets)  Yes  No

F. Sponsored a political campaign workshop?  
If yes, yow many? \_\_\_\_\_  Yes  No

G. Manned a literature table or other Pachyderm promotion activity at a state or regional function?  Yes  No

H. Contributed funds for candidate, events, etc.?  
(List on reverse side or separate sheet. Show dollar amount, estimate if actual not available)  Yes  No

5. How many candidates for public office came from your membership in this year's elections?  
(List members and office sought on reverse side 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.

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 Headquarters and your State Federation (if Federation exists) Treasurer a list of new or renewing members along with payment of their dues. The National dues per year are \$ 20 for each member 18 years of age and older and \$ 10 for each member less than 18. Please include members' names, addresses, telephone numbers and e-mail addresses. Please note spouses if your Club has couples rates.
- 4) Provide your Club Secretary and newsletter editor with a list of all new members so that your mailing lists and email distributions lists are kept current.
- 5) The National Headquarters sends out, from time to time, a list of members for you to verify. Please do so and contact the National Headquarters with any discrepancies.
- 6) Each October, you should notify the National Headquarters of the dues amount set by your Club for the following year. This will allow the office to make any changes necessary to process the renewal notices.

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

NFPC Billing Office  
 1555 Kisker Road, Suite 109  
 St. Charles, MO 63304  
 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 auditor's report made to the Board of Directors.





**Pachyderm Club**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Additional Name \_\_\_\_\_

Member Birthdate \_\_\_\_\_ Additional Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Apt No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Business Name \_\_\_\_\_

*Club Meeting Information*

Time \_\_\_\_\_

Place \_\_\_\_\_

*Membership Information*

Mail To: \_\_\_\_\_

Contact: \_\_\_\_\_

[www.pachyderms.org](http://www.pachyderms.org)



**Pachyderm Club**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Additional Name \_\_\_\_\_

Member Birthdate \_\_\_\_\_ Additional Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Apt No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Business Name \_\_\_\_\_

*Club Meeting Information*

Time \_\_\_\_\_

Place \_\_\_\_\_

*Membership Information*

Mail To: \_\_\_\_\_

Contact: \_\_\_\_\_

[www.pachyderms.org](http://www.pachyderms.org)



**Pachyderm Club**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Additional Name \_\_\_\_\_

Member Birthdate \_\_\_\_\_ Additional Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Apt No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Business Name \_\_\_\_\_

*Club Meeting Information*

Time \_\_\_\_\_

Place \_\_\_\_\_

*Membership Information*

Mail To: \_\_\_\_\_

Contact: \_\_\_\_\_

[www.pachyderms.org](http://www.pachyderms.org)



Treasurer

# 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

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# 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, website 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 6-13 and 6-14, or fillable forms, which can be submitted electronically that can be found on the website. 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. A very prestigious award, The George W. Parker Founder’s Award, has been given out twice since the founding of the National Federation of Pachyderms. The recipients are George W. Parker, Pachyderm Founder, and Joe Briggs, who served as National President for 10 years.

## 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. Clubs should limit the number of these awards bestowed in order 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 pages 6-13 & 6-14. Once the membership has had adequate opportunity to make nominations, the awards committee should review all of the nominations and make their 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 Headquarters and the awards will be ordered and shipped to your Awards Committee Chair. The Club will be billed for the cost of awards plus shipping. The current costs can be found in 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 awards. Clubs are free, however, to modify the “Certificate of Appreciation” found on page 6-17 for local use.

By the 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

Note: The Awards Order form needs to accompany this form

Award Level:  Club  State  National

Eligibility: Any Pachyderm member in good standing

- Criteria:
- A. Outstanding citizenship in the field of political & 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 chair for local review. Applications approved at the Club level are then to be forwarded to the National Headquarters*

Return by (date) \_\_\_\_\_ Ship to Name \_\_\_\_\_

Club \_\_\_\_\_ Ship to Address \_\_\_\_\_

Submitted by \_\_\_\_\_ Phone / Email \_\_\_\_\_

Date to be awarded \_\_\_\_\_





# Meritorious Service Award

## Nomination Form

Note: An Awards order form needs to accompany this form.

Award Level:  Club       State       National

Eligibility: Any Pachyderm member in good standing

- Criteria:
- A. Members who have exhibited special devotion to the Club over long periods.
  - B. 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 chair for local review. Applications approved at the Club level are then to be forwarded to the National Headquarters*

Club \_\_\_\_\_ Date to be awarded \_\_\_\_\_

Submitted by \_\_\_\_\_ Phone / Email \_\_\_\_\_





# NATIONAL FEDERATION OF Pachyderm Clubs

1555 Kisker Road Suite 109, St. Charles, MO 63304  
Phone (888)467-2249 or (636)720-3450  
Fax (636)720-3451  
hlintner@pachyderms.org

## AWARDS ORDER FORM

Award Level:  Local  State Federation  National Federation

Award Design:  Tough Tusk  Meritorious Service  Past President

### INFORMATION TO BE ENGRAVED:

Name:

Club Name:

Date on Plaque:

### DELIVERY INFORMATION:

Date to be delivered:

Delivery Address:

Overnight shipping approved if necessary:

Date Ordered:





NATIONAL FEDERATION OF  
**Pachyderm Clubs**

Wishes to express its appreciation to

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for dedicated service to

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and its movement in pursuit of good government.

*Free Government Requires Active Citizens*



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Club Secretary

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Club President/Awards Chair

# New Member Orientation — Sample Outline

- I. Introduction and “Why bother with politics?”
  - A. Why bother with politics? Why are we here and what are we here to do?
  - B. Review of the state election laws governing political parties
- II. Republican Party Purpose and Organization
  - A. Purpose
  - B. 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.
  - C. Party platform development
- III. The Political Party Club
  - A. Overall place of Clubs in party and politics
  - B. General purpose of Clubs
- IV. Electing the Candidate of Your Choice
  - A. Brief review of how to conduct a political campaign
  - B. List what one individual can do
- V. The Pachyderm Club
  - A. Background
  - B. Purpose
  - C. Main rules and organization of the local Club (Organization chart showing the Federation and the local Club)
  - D. Club functions and activities (Consider having your Club’s committee chairs 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

*Note: The orientation program should run approximately 1.5 hours.*

*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
<b>Expenses</b>			
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 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 fundraisers.

# 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 covering each important issue may require 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, 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 website 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 tremendous opportunities 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 (at 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 your public image and your standing in eyes of potential speakers.



<p><b>January</b></p> <p>New Year's Day          Congress Convenes          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"> <li>• Plan awards event</li> <li>• Publish newsletter</li> <li>• Survey members for functions, goals, program ideas, etc.</li> <li>• Plan Lincoln Day celebrations (local and state)</li> <li>• Start membership drive (dues delinquent March 1)</li> <li>• Review annual calendar and plans for the year</li> <li>• Speaker — Economic Forecast</li> </ul>	<p><b>February</b></p> <p>Ground Hog Day          Reagan's Birthday          Lincoln's Birthday          Valentine's Day          Battleship Day          Ash Wednesday          President's Day          Washington's Birthday</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• Represent Club at state Lincoln Days</li> <li>• Abraham Lincoln/ Republicanism program</li> <li>• Have city/county officials present a program on local elections/needs of your town or community</li> <li>• Invite spouses/guests for Valentine's Day</li> </ul>	<p><b>March</b></p> <p>Membership dues delinquent          Texas Independence Day          Red Cross month          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"> <li>• Plan Pachyderm Day at State Capital</li> <li>• Top Recruiter Ceremony</li> <li>• New member orientation</li> <li>• St. Patrick's Day social-invite spouses</li> <li>• Honor Local GOP leaders/ Youth panel, students</li> </ul>
<p><b>July</b></p> <p>Canada Day          Independence Day          Captive Nations Week          End of Korean War</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• Build July programs around Independence Day</li> <li>• Enter local parades</li> <li>• American Ideals program</li> <li>• Follow up on unpaid members, continue recruitment</li> <li>• "Why am I a Republican"</li> </ul>	<p><b>August</b></p> <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"> <li>• Local, state fairs — parades!</li> <li>• Plan Labor Day program</li> <li>• Guest from Republican Women's Club</li> <li>• Economist for program on free enterprise system</li> <li>• V-J Day Veterans Program</li> </ul>	<p><b>September</b></p> <p>Labor Day          Rosh Hashanah 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"> <li>• Work with high schools and colleges on Citizenship Day</li> <li>• Labor / Political programs</li> <li>• Contact local school leaders</li> <li>• Plan fall activities</li> <li>• U.S. Constitution Program</li> <li>• Commemorate loss of life to terrorist attacks</li> </ul>

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



PPP Info Flyer  
 The flyer on the right can be photocopied used to recruit PPP 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
  - c) Train volunteers
2. Club Leaders Workshop
3. Club Start Workshop

## Volunteers Needed

*Pachyderms sought as Coordinators/Trainers for the "Politics: Preparation and Participation Program*  
*There is a need for volunteer coordinators, who are willing to 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 Pachyderm Head quarters at 1555 Kisker Rd., St. Charles, MO 63304, 888-GOPACHY or [hlintner@pachyderms.org](mailto:hlintner@pachyderms.org).*

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

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 Detach here and mail

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

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_

Email \_\_\_\_\_



# 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 get 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

#### Select a name for the Club

Examples: "Columbia Pachyderm Club," "Marion County Pachyderm Club", \_\_\_\_\_Area Pachyderm Club."



#### Note

*You don't need to follow this guide to the letter. Use your own judgment. Look at other organizations in your community; copy success!*

Remember: The Steering Committee takes the necessary actions to get the Club organized. You can now design 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**



Note  
*Standard Club  
bylaws are  
provided.*

**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 next full year. Otherwise, elections must be held in November (National Bylaws, Article IV, and 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 Chair)
- (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 PO Box is recommended as a permanent address (important for the Club letterhead and is a mark of being organized).



**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 the “invite to join” letters, phone calls or other get out the Republicans activities have 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 elections**

Announce the temporary officers and nominations for the upcoming election of permanent officers, which will 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 Clubs meet on Fridays at noon because the State Legislators are usually off on Fridays. This allows the Legislators to attend and give a report. 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**

Ask for their dues payment. Distribute extra copies and ask them to sign-up five new members before the next meeting. Note: Club Materials will be shipped upon receipt of the first dues payment to National Headquarters.

**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**

Club 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. The national and state portion of a member's dues are listed in the Treasurer's section of the handbook.



**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 the Club Handbook.

**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	\$ 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
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)



# 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 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 nonpartisan 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 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(s) or 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(s) 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 & 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 to 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 (including names, addresses, phone numbers and email addresses) to the State Federation Treasurer and National Federation Headquarters 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 Chair 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 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 or 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 of 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 1<sup>st</sup> Vice President shall assist the President and preside over meetings of the Club or Board in the President's absence. The 1<sup>st</sup> Vice President shall serve as the Chair 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 available 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 1<sup>st</sup> Vice President who shall serve as the Chair 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 Clubs, 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 its local affiliates.

**Article XII Parliamentary Authority**

**Section 1** Robert’s Rules 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\_\_\_\_\_

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Club 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 (\_\_\_\_) \_\_\_\_\_  
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Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Home Phone (\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_  
 Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_



# Preliminary Charter Membership

(Feel free to put this in a spreadsheet)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
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Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_





## 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 I 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: \_\_\_\_\_
4. Intended Date of Charter: \_\_\_\_\_
5. Local Dues Rate(s): \_\_\_\_\_
6. Intended Meeting Day/Time: \_\_\_\_\_

Temporary Club President

Temporary Club Treasurer

\_\_\_\_\_  
*Signature*\_\_\_\_\_  
*Signature*\_\_\_\_\_  
*Printed Name*\_\_\_\_\_  
*Printed Name*\_\_\_\_\_  
*Address*\_\_\_\_\_  
*Address*\_\_\_\_\_  
*Phone #*\_\_\_\_\_  
*Phone #*\_\_\_\_\_  
*Email Address*\_\_\_\_\_  
*Email Address*



## Charter Application Checklist

**The following actions need to be taken before a Charter can be granted.**

- Hold organizational meetings and elect temporary officers
- File “Letter of Intent” with National Pachyderm Office
- Adopt the Standard Club Bylaws
- Set the amount for local dues including the \$20 National dues and State Federation dues (if applicable)
- Establish a bank account for the organization
- Send the National dues (\$20 / member) to the National Office along with a listing of the members as you enroll them. The listing must include full mailing addresses for each member \*
- Enroll at least 15 members into your club
- Elect a board of directors and officers under the rules of the bylaws
- Furnish National with the names, addresses and phone numbers of all officers and directors
- Send the \$50 Chartering fee to the National Office
- Select a date for your official chartering and notify National so that the Charter can be produced

\* Note: The payment of dues following the filing of the letter of intent triggers the shipment of additional materials such as the Club Handbook.



# 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 negativity 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

# Supply Catalog



NATIONAL FEDERATION OF  
**Pachyderm Clubs**

Club Start Guide

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		
Abe Lincoln cards - 25 per package	1.00		
Mini Election Guide - 25 per pack	1.00		
Club Banner 3' x 4' felt banner customized with your Club name	75.00		
Pachyderm Nylon all weather flags	50.00		
“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 Book mark	3.50 *		
Award Supplies (Tough Tusk & Meritorious require nominations)	Price	Quantity	Amount
Tough Tusk Award packet (Plaque, Tusk with Chain & Lapel Pin)	80.00		
Tough Tusk lapel pin (included in above kit)	10.00		
Tough Tusk with chain (included in above kit)	20.00		
Meritorious Service Award Plaque	50.00		
Past President’s Plaque (with Past President’s Lapel pin)	55.00		
Past President’s Lapel Pin	10.00		



Individual Club Member Supplies	Price	Quantity	Amount
Pachyderm Lapel Pin (Supplied free to new members)	2.00		
Pachyderm 3" x 5" Desk flag	1.95 *		
Single Hole flag base for desk flag	1.35 *		
Pachyderm Gift Pen	7.00 *		
"How to win an impossible election"	19.95		
<b>Total order price</b>			

\* Denotes that quantity discounts are available for this item.

To order send this form along with check or money order to  
 NFPC,  
 1555 Kisker Rd. Suite 109  
 St. Charles, MO 63304

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 [hintner@pachyderms.org](mailto:hintner@pachyderms.org)

Please ship my order to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City / State / ZIP \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Local Club Name \_\_\_\_\_

Shipping charges, especially on awards orders, may be passed on to the Club. 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 or email.