



NATIONAL FEDERATION OF
Pachyderm Clubs

Club Start Guide

2013 Edition

**National Federation of the
Grand Order of Pachyderm Clubs, Inc.**

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Free Government Requires Active Citizens





Club Start Guide

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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(g)

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 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 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 1st 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 (____) _____
 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

(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 _____
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 _____





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