Thank you for accepting the leadership position as President of your club. Ladies such as yourself make the Ohio Federation of Republican Women vital and effective.

The goals of the OFRW are:

• Be an Ambassador for the Republican Platform
• Build Membership
• Recruit and Elect the best Republican Candidates

As a member of the Leadership Team of the OFRW, this presentation should provide information regarding the OFRW and serve as a guide to achieving success as a Club President.
The Ohio Federation of Republican Women
Users Guide

Items contained in this users guide

• 2019 Elected Officers
• 2019 Committee Chairs & Cochairs
• OFRW District Map
• OFRW 2019 Calendar
• NFRW 2019 Calendar
• OFRW Bylaws
• OFRW History
• OFRW Club Officer Best Practices
• NFRW Resources
This guide is intended to provide some of the pertinent and fun facts about the OFRW to assist you as a leader in your organization.

With the continued growth in the utilization of electronic media, such as websites and social media (i.e. FB, Instagram, Snapchat – to name a few), hopefully the OFRW and NFRW websites will be come familiar to you and all the members of your club.

**OFRW’s website: TheOFRW.org  NFRW’s website: nfrw.org**

Both websites provide current information and should act as a resource for best practices for officer duties, forms, etc.

**These sites are continually changing and adding information and resources.**
Ohio Federation of Republican Women

2018 - 2019 Elected Officers

President
Janet Kushlan
(Bolton RWC)
president@theofrw.org

1st Vice President
Mary Beth Kemmer
(Miami County WRC)
vp@theofrw.org

2nd Vice President
OPEN

Secretary
Andrea Barnes
(Fed. RW of Summit County)
secretary@theofrw.org

Treasurer
Jeneen Kubala
(Portage County RWC)
treasurer@theofrw.org
2018 – 2019 District Vice Presidents

District 1 Vice President
Beverley Hirzel
(Wood County RWC)
district1vp@theofrw.org

District 2 Vice President
OPEN

District 3 Vice President
Carol Lovas
(Ashtabula WRC)
district3vp@theofrw.org

District 4 Vice President
Amber Stump
(Allen County WRC)
district4vp@theofrw.org

District 5 Vice President
Cindy Bias
(Richland WRC)
district5vp@theofrw.org

District 6 Vice President
Brook Harless
(Westark RWC)
district6vp@theofrw.org

District 7 Vice President
Robin Dodge
(Greater Dayton WRC)
district7vp@theofrw.org

District 8 Vice President
CJ Bieghler
(Beavercreek RWC)
district8vp@theofrw.org

District 9 Vice President
Jeanne Bolton
(Licking County RWC)
district9vp@theofrw.org

District 10 Vice President
April Cohagen-Gibson
district10vp@theofrw.org

District 11 Vice President
OPEN

District 12 Vice President
Sandy Darby
(Pickaway Co. RWC)
district12vp@theofrw.org

District 13 Vice President
Michelle Blanton
(Pickaway County RWC)
district13vp@theofrw.org
Agriculture Committee
Email: agr@theofrw.org
Rachel Vonderhaar - Chair
    Jane Marshall - Cochair

Armed Services-Homeland Committee
Email: ashs@theofrw.org
CJ Bieghler - Chair
    Cindy Abrams - Cochair

Awards Committee
Email: awards@theofrw.org
Sandy Feix - Chair
    Melissa Schiffel - Cochair

Budget & Finance Committee
Email: BFC@theofrw.org
Jeneen Kubala-Chair
    Mary Beth Kemmer – Cochair

Bylaws Committee
Email: bylaws@theofrw.org
Beverley Hirzel - Chair
    Jeanne Bolton - Cochair

Campaign Management Committee
Email: campaigns@theofrw.org
Michelle Blanton - Chair
    Jo Broughton - Cochair

Chaplain Committee
Email: chaplain@theofrw.org
Barbara Fee - Chair
    Robin Dodge - Cochair

Communications Committee
Email: communications@theofrw.org
Andrea Barnes - Chair
    Sharon Gingerich - Cochair
    Raya Mafazy Whalen - Cochair

Fundraising Committee
Email: fundraising@theofrw.org
Cindy Bias - Chair
    Sandy Darby - Cochair
    Carol Salmon - Cochair

Membership Committee
Email: membership@theofrw.org
Mary Beth Kemmer - Chair
    Sandy Darby - Cochair
    Carol Lovas - Cochair

Parliamentarian
Email: parliamentarian@theofrw.org
Lyn Bliss - Chair

Photography Committee
Email: photography@theofrw.org
Tammy Puff - Chair
2018 - 2019 Committee Chairs and Cochairs  (Continued)

Political Education Committee
Email: politicaledu@theofrw.org
Sandy Calvert - Chair
   Kate Burch - Cochair

Program Committee
Email: email:program@theofrw.org
Anne Patram - Chair
   Carol Salmon – Cochair
   Amber Stump - Cochair

Sergeant-at-Arms
Email: sergeantatarms@theofrw.org
CJ Bieghler - Chair
   April Cohagen-Gibson - Cochair
   Jane Marshall - Cochair

Women's Health & Safety Committee
Email: whs@theofrw.org
April Cohagen-Gibson - Chair
2019 Calendar

January 15  Clubs are to submit the Officer form listing 2019 elected officers with contact information for each officer via the website or send hardcopy to:
   Jeneen Kubala, OFRW Treasurer, P. O. Box 266, Rootstown, Ohio  44272
   Forms are available at:  www.TheOFRW.org

Spring  TBD - District VP’s will be holding District wide training/meetings

March 1  Deadline for Federated Clubs to submit annual NFRW $15 service fee to:
   Jeneen Kubala, OFRW Treasurer, PO Box 266, Rootstown, Ohio  44272

June 23  Tribute To Women at Worthington Country Club, details available at:  theofrw.org/tribute-to-women

September 13-14  OFRW Annual Meeting. Details will be posted on the website at:  TheOFRW.org

Except for deadlines which are driven by the Bylaws: Dates, locations and events are subject to change.
February 1: First quarter membership dues and club service charge due at national headquarters - Contact membership@nfrw.org for more information. * 2019 is a convention year. We highly recommend dues/service charges be paid as soon as possible.

March 28: CONVENTION DEADLINE  New clubs must be in good standing for at least six months prior to the convention to be eligible for representation. Contact membership@nfrw.org for more information.

May 1: Second quarter membership dues and club service charge due at national headquarters. Contact membership@nfrw.org for more information.

June 1: National Pathfinder and Betty Rendel Scholarship applications due to state presidents
Contact scholarships@nfrw.org for more information.

June 1: CONVENTION DEADLINE  The following awards forms due:
• Club Achievement Awards, 2018-2019 Report Forms, due to state president
• Campaign Volunteer Awards, 2018-2019 Report Forms for Clubs and Individuals, due to state president or campaign chair
• Caring for America Awards, 2018-2019 Club Report Forms, due to state president or CFA chair
• Membership Incentive Awards, 2018-2019 Club Report Forms, due to state president
NFRW 2019 Calendar  (Continued)

June 15: State nominees for National Pathfinder and Betty Rendel Scholarships due at national headquarters. Contact scholarships@nfrw.org for more information.

June 29: CONVENTION DEADLINE
  • State dues for delegate calculation must be postmarked "no later than ninety days prior to the Convention."
  • States must turn in Club Certification Form for State Presidents. Contact membership@nfrw.org for more information.

June 30: CONVENTION DEADLINE - The following awards forms due:
  • Club Achievement Awards, 2018-2019 Report Forms, due to Achievement Awards Committee
  • Betty Heitman Award for State Excellence, 2018-2019 State Report Forms, due to Achievement Awards Committee
  • Campaign Volunteer Awards, 2018-2019 State Report Forms, due to Campaign Committee
  • Caring for America Awards, 2018-2019 State Report Forms, due to Caring for America Committee
  • Public Relations Awards, 2018-2019 State Report Forms, due to Public Relations Committee
  • Membership Incentive Awards, 2018-2019 State and Club Report Forms, due to Membership Committee

July 31: CONVENTION DEADLINE Last date to reserve advertising space in the 40th Biennial Convention Program Book.
NFRW 2019 Calendar  (Continued)

August 1: Third quarter membership dues and club service charge due at national headquarters, contact membership@nfrw.org for more information.

August 29: CONVENTION DEADLINE Club credentials must be submitted online to the NFRW and state president no later than thirty days prior to the convention. Contact membership@nfrw.org for more information.

September 8: CONVENTION DEADLINE State-at-large delegates must be submitted online to the NFRW no later than twenty days prior to the convention. Contact membership@nfrw.org for more information.

September 18: CONVENTION DEADLINE All credential emergency changes must be forwarded in writing to the NFRW President for her approval and must be submitted no later than ten days prior to the convention. Contact membership@nfrw.org for more information.

September 26-29: NFRW 40th Biennial Convention, JW Marriott Indianapolis, Indianapolis, IN

November 1: Fourth quarter membership dues and club service charge due at national headquarters. Contact membership@nfrw.org for more information.

December 1: Kabis Internship applications due to state presidents (for 2020 summer internship). Contact scholarships@nfrw.org for more information.

December 15: State nominees for Kabis Internship due at national headquarters (for 2020 summer internship). Contact scholarships@nfrw.org for more information.
Ohio Federation of Republican Women
Bylaws

Article I: Name
The name of this organization shall be the Ohio Federation of Republican Women (OFRW).

Article II: Objectives
The objective of this organization shall be to:
1. Encourage Republican Women to join and become active in a Federated Club
2. Assist our Clubs so that they can function more effectively
3. Facilitate cooperation among Federated Republican Women's Clubs
4. Provide political education and legislative information
5. Provide a wider knowledge of the principles and policies of the Republican Party using the published Republican Party Platform book.
6. Increase the number of registered Republicans
7. Recruit, promote and support qualified Republican Women for political office
8. Give exposure to and work actively for all Republican candidates
9. Lend support to the activities of other Republican organizations
Article III: Policy

1. In a contested primary no Member of the Board of Directors shall use her position to endorse a candidate. If found in violation by the Board of Directors, the Member shall be removed from office.

2. The President and Campaign Activities Chairman of the State Federation or any local Club shall not publicly endorse any candidate for public office in any primary, runoff, special, or non-partisan race where two or more known Republicans are in the race. No endorsement or evidence of support by any Member shall be issued using the NFRW affiliation, logo, or stationery without the approval of NFRW. An Officer of the organization who is a candidate or whose spouse or family member is a candidate shall be exempt from this rule; however, they may not do so in the name of the organization or by utilizing the logo or stationery of the NFRW, the State Federation or the local Club. If found in violation by the Board of Directors, revocation of membership may result.

3. If a nominee in a primary election is invited to a Club, all Republican nominees for that office shall also be invited. All Republican nominees in a contested primary shall be provided the opportunity for equal exposure.

4. No OFRW, or Club Officer, shall use her position to support a candidate running on any opposition ticket.

5. In all non-partisan elections, Federated Republican Women should support only Republican candidates.

6. Members are encouraged to become active in primaries as individuals.

7. Federated Republican Women should work for the selection of qualified Republicans to appointive local and state offices, boards and commissions.
Article IV: Membership
Membership shall be only through Clubs affiliated with the OFRW and the National Federation of Republican Women.

1. Each Club shall:
   A. Be comprised of ten (10) or more Ohio Republican Women
   B. Submit the NFRW service charge no later than March 1 of each calendar year and the OFRW/NFRW yearly dues for each Member using the form provided by the OFRW Treasurer
      i. All dues are to be sent to the State Treasurer by the Club Treasurer.
      ii. Submit name, address, phone number and email address of each Member with the payment of that Member’s dues.
      iii. OFRW Membership privileges are not available to a Member until dues are received by the OFRW.
      iv. NFRW Membership privileges are not available to a Member until dues are received by the NFRW.
   v. A Club not meeting these criteria will be considered not in good standing and relinquish its rights and privileges until such time as it complies.

C. Allow Local Club Associate Members
   i. Ohio Republican Women who have Primary Membership in a Federated Local Club are eligible for Associate Membership in other Local Clubs upon payment of the required annual dues. Associate Members cannot hold office, vote, or be counted for the purpose of determining the number of Delegates to National or State Federation meetings or conventions.

Continued →
ii. Ohio Republican men are eligible for Associate Membership upon payment of the required annual dues to the Local Club. Associate Members cannot hold office, vote, or be counted for the purpose of determining the number of Delegates to National or State Federation meetings or conventions.

iii. Associate dues shall remain with the local Club and are not paid to the OFRW/NFRW.

D. Hold election of officers prior to the last meeting before December 31 as identified by Club Bylaws. Submit office held, name, address, phone number and email address of each Club Officer to the OFRW Treasurer each calendar year prior to January 15.

E. Hold at least five (5) meetings per year, in which all attending Members have the opportunity to speak and be heard by all other attending Members while discussing Club issues and business.

F. The fiscal year of the OFRW and Local Clubs shall be from January 1 through December 31.

G. The word "Republican" shall be included in the title of all Local Clubs. Local Clubs shall not use the word "Federation" in their titles but may use the word "Federated."

H. All Clubs affiliated with the OFRW shall be known as "clubs" and will be recognized as a subordinate unit under the OFRW and NFRW.

2. New Clubs making application for membership in OFRW/NFRW shall submit the following to the OFRW President:

A. Submit Bylaws to the President and Parliamentarian for approval

B. Submit OFRW dues and NFRW dues and service charge with list of members

Continued →
Article IV  Membership — Continued

C. Send names and addresses of officers and members
D. Be in good standing for at least six months prior to the NFRW Biennial Convention to be eligible for representation. The six month period begins on the date the State President notifies the NFRW President in writing by mail, fax or email that the Local Club’s Bylaws have been approved at the state level and the Local Club’s dues and service charge have been received by the NFRW office. This notification by the State Federation President shall be accompanied by the name of the Club and the name and contact information of the Local Club President.

Article V: Dues

1. All OFRW and NFRW dues shall be paid annually to the OFRW.
   A. Dues are due and payable on January 1 of each year
   B. Dues not paid by June 1 of each year may place the Club’s membership in the OFRW and/or NFRW in jeopardy (Clubs with extenuating circumstances must contact the OFRW President, OFRW Treasurer and parliamentarian for late payment approval).
2. A person who belongs to more than one OFRW Club shall designate through which Club her OFRW and NFRW dues shall be paid.
3. The amount of dues may be amended at any Annual Meeting by a majority vote provided all other provisions of Article XV are met.

Continued →
Article VI: Nominating Committee

1. In the spring of odd-numbered years, a Nominating Committee of five (5) members and two (2) alternates shall be determined. All shall be Members in good standing.
   A. One (1) member shall be appointed by the OFRW President,
   B. One (1) member shall be chosen by the OFRW Executive Committee with a plurality vote,
   C. Three (3) members plus two (2) alternates shall be elected by the OFRW Board of Directors with a plurality vote.
      i. Of the top five (5) vote recipients, the highest three (3) shall be the members and the following two (2) shall be the alternates.
      ii. In case of a tie for alternates, a second plurality vote only among those tied shall be held. Those receiving the most votes shall be the two alternates in order.
2. After the nominating committee is determined, the committee members shall elect the Chairman.
3. The committee shall submit one (1) candidate for each office to be filled at the Annual meeting in the odd-numbered years.
4. Nominations may be made from the floor following the report of the Nominating Committee, provided the nominee has given written consent to serve. Floor nominations shall meet the same requirements as those set forth by the nominating committee. All required documentation shall be duplicated at the floor nominee’s expense for distribution to the Voting Delegates prior to the election. The printed materials and consent to serve shall be given to the OFRW President, no later than noon on the day prior to the day of the election.
Article VII: Officers

1. The elected officers shall be a President, a First Vice President, a Second Vice President, a District Vice President for each District as determined by the Board of Directors (Districts shall be determined by geographical regions and club membership), a Secretary and a Treasurer.

2. The officers shall be elected by ballot by majority vote in the odd-numbered years, for a term of two years or until their successors are elected. If there is but one nominee for an office, the election may be held by voice. If there is more than one nominee for an office a written vote shall be taken and tallied by the Sergeant of Arms, and observed by the Parliamentarian.

3. No Officer shall serve more than two consecutive terms in the same office.

4. The officers shall assume their duties on January 1, following their election at the annual meeting. They shall serve through December 31, two years hence, regardless of when installation takes place.

5. A vacancy in the office of President shall be filled by the First Vice President. A vacancy in any other office shall be filled by a majority vote of the Board of Directors.

6. Officers must be members of an OFRW Club. They shall be in good standing; with paid dues and in compliance with NFRW & OFRW Bylaws.

Article VIII: Officers’ Duties

1. The President shall:
   A. Preside at all meetings of the OFRW, the Board of Directors and Executive Committee
   B. Employ an Executive Secretary and administer the OFRW office
Article VIII: Officers’ Duties – Continued

C. Appoint Standing Committee Chairmen and Cochairmen
D. Appoint other Committee and Special Committee Chairmen and Cochairmen
E. Be an Ex Officio Member of all Committees, except the Nominating Committee
F. Appoint a parliamentarian
G. Co-sign checks with the Treasurer
H. Arrange for a review of the financial books in January of each calendar year. If any irregularities are found, a full audit may be ordered.
I. Prior to December 1 of each calendar year, submit a request for budget appropriations to cover expenses of the President to be reimbursed during the upcoming year. This is to be for transportation, parking, registrations and lodging expenses incurred in attending events on behalf of, or held by, the OFRW.

2. The First Vice President shall:
   A. Preside in the absence of the President
   B. Perform other duties as directed by the President, Board of Directors or Executive Committee

3. The Second Vice President shall:
   A. Preside in the absence of the President and the First Vice President.
   B. Perform duties as directed by the President, Board of Directors or Executive Committee.
   C. Shall serve as the Membership Chairman.
   D. Shall act as liaison between OFRW Clubs, the NFRW Membership Chairman, and OFRW District Vice Presidents in the recruitment and retention strategies.
Article VIII: Officers’ Duties – Continued

4. The District Vice President shall:
   A. Have general supervision of the activities in the Districts they serve
   B. Act as a liaison with the Board of Directors
   C. Cooperate with other Republican leaders in their District to promote the betterment of the Clubs
   D. Perform the duties as directed by the President, Board of Directors or Executive Committee in addition to:
      i. Visit each Club at least once in each calendar year and send report of visit to OFRW President.
      ii. Hold at least one personal phone conversation with each Club President in each Quarter.
      iii. Hold District-wide training or a District Conference, along with the District Vice Presidents, annually and report to the President.
      iv. Ensure all Clubs receive information timely. (I.e., communicating information from OFRW and NFRW).
      v. Attend Lincoln Day Dinners and major county events within District (strongly encouraged).
      vi. Work closely with the Membership Chairman to develop new Clubs in counties not currently served.
      viii. Make personal acquaintances with all County GOP Chairmen and communicate with them at least semi-annually.

5. The Secretary shall:
   A. Keep the minutes of all meetings of the OFRW, Board of Directors and Executive Committee
   B. Perform other duties as directed by the President, Board of Directors or Executive Committee
6. The Treasurer shall:
   A. Act as controller
   B. Advise the Board of Directors and Executive Committee as to the status of the budget and finances. The Treasurer shall compose a budget for the upcoming calendar year to be comprised of requests from the Board of Directors, and presented for approval prior to December 31 at the final board of directors meeting of each calendar year. This budget may be amended by the incoming Board of Directors after the new calendar year has begun.
   C. Co-sign checks with the President.
   D. Perform other duties as directed by the President, Board of Directors or Executive Committee.
   E. All OFRW expense forms that are accompanied with receipts will be sent to the OFRW President for approval, who will then send them to the Treasurer for payment.

7. All officers shall present all books, records and financial instruments to their successors within ten (10) days after successor assumes office.

Article IX: Meetings
1. An annual meeting shall be held by OFRW in the fall. All other OFRW area/district/regional meetings, other than statewide, shall be held in the spring.
2. The voting body at the fall meeting shall consist of:
   A. Members of the Board of Directors
   B. Club Delegates will be based upon membership numbers 45 days prior to the vote, determined as follows:
      i. Club Presidents,
      ii. One for membership up to 15,
      iii. One for each additional 15 members or a major fraction thereof, and
      iv. Each Club is entitled to an Alternate for each elected Delegate, including the Club President.
      v. An Alternate may vote only in the absence of the Delegate or the President.
3. Although eligible in more than one capacity, a Member shall be entitled to only one vote.
4. Forty (40) Delegates representing Clubs from not less than ten (10) counties shall constitute a quorum. There shall be no voting by proxy.
5. Special meetings may be called by the Board of Directors with at least fifteen (15) days written notice.
6. Each Delegate and Alternate shall be a Member of an OFRW Club.
7. All resolutions to be acted upon at the Annual Meeting shall be submitted to the Parliamentarian one month prior to the meeting and approved by the Board of Directors before it is submitted to the general membership Delegates. Between Annual Meetings, the Board of Directors may adopt resolutions.
Article X: Board of Directors

1. The OFRW Board of Directors Voting Members shall consist of: the OFRW Elected Officers; OFRW Standing and Committee Chairmen; OFRW Standing and Committee Cochairmen; Presidents of all member Clubs in good standing and the Immediate OFRW Past President. The OFRW Parliamentarian shall be a Non-voting Member.

2. OFRW Board of Directors will have a minimum of two (2) Board Meetings yearly. Meetings shall be held at the call of the President or by written request of at least 2/3 of the number of Board Members in good standing. These meetings may be held by conference call or electronic media. Minutes of all meetings will be recorded by the Secretary.

3. Fifteen (15) members shall constitute a quorum.

4. The Board of Directors shall:
   A. Manage the affairs of the OFRW between meetings,
   B. Adopt a budget at the first meeting of each year,
   C. Make recommendations to the general membership,
   D. Fill vacancies in the elected offices,
   E. Elect Delegates At-large, and their Alternates, to the NFRW convention in accordance with the NFRW Bylaws. Delegates must be members in good standing for at least six months. (Refer to NFRW Bylaws for definition of six month period.) Names of club Delegates and At-large Delegates shall be submitted for certification to the OFRW President. If more members apply to be At-large Delegates than are allocated to the OFRW, the Board of Directors shall vote to select which will serve as OFRW At-large Delegates. This vote may be taken electronically, or by telephone conference call; to be certified by the Treasurer and the President,
Article X: Board of Directors – Continued

F. Determine counties to be assigned to the Districts, and
G. Establish criteria for the selection of women to be named Honorary Vice Presidents. Women so named shall have no position of authority in the Federation.

5. All members of the Board of Directors shall be members of an OFRW Club.

6. A vote may be conducted between meetings by mail, phone, fax or e-mail with minutes and ratified at the next OFRW Board of Directors meeting.

Article XI: Executive Committee

1. The Voting Members of the Executive Committee shall consist of the OFRW elected Officers, the OFRW Immediate Past President, the OFRW Standing Committee Chairmen and OFRW Standing Committee Cochairmen. The Parliamentarian shall be a Non-voting Member.

2. The Committee shall meet at the call of the President or by written request of at least five (5) members.

3. Ten (10) members shall constitute a quorum.

4. After approval of new Club Bylaws by OFRW President and OFRW Parliamentarian, the OFRW Executive Committee shall approve acceptance of the new Club prior to submission of its application to the NFRW for chartering.

5. The Executive Committee shall manage the affairs of the OFRW between meetings of the Board of Directors, and

6. Perform other duties as assigned by the Board of Directors.

7. A vote may be conducted between meetings by mail, phone, fax or e-mail and ratified at the next OFRW Executive Committee meeting.

Continued →
Article XII: Committees
1. The Standing Committees shall be Bylaws, Campaign, Finance, Membership, Political Education, and Program.
2. Other Committees shall be appointed as necessary to fulfill the purpose of the Standing Committee.
3. Special Committees may be appointed for specific purposes.
4. All Chairmen and Cochairmen shall be members of an OFRW Club.
5. All Chairmen and Cochairmen shall present all books and records to their successors within ten (10) days after successor assumes office.

Article XIII: Removal From and Reinstatement to Membership
1. Clubs. A local Club may be removed by two-thirds (2/3) vote of the OFRW Executive Committee for any of the following reasons:
   A. Cause: Cause for such removal shall include with limitation, Dereliction of duties or malfeasance, the failure or refusal to support the policies and objectives of the OFRW, as stated in its Bylaws or any act of omission intended to cause or having the effect of causing damage to the OFRW or its reputation or financial stability.
   B. Bylaws which are in material conflict with the OFRW or NFRW Bylaws.
   C. Non-payment of dues for the full membership and current service charges.
   D. Failure to support the Republican Party, advocating a split ticket, supports a candidate on an opposition ticket or actions which are in conflict with OFRW and NFRW Bylaws.
   E. Failure to maintain the membership requirements and qualifications as set forth in OFRW Bylaws.

Continued →
Article XIII: Removal From and Reinstatement to Membership – Continued

2. Individuals. An individual Member may be removed from membership by a Two-thirds (2/3) vote of the Club’s Executive Committee, for any of the following reasons:
   A. Cause: Remove for cause, at the sole discretion of the Club’s Executive Committee, from membership or any OFRW Office or position of any kind by two-thirds (2/3) vote, any OFRW Member, Officer, or any Member of the OFRW Board of Directors. Cause for such removal shall include, with limitation, dereliction of duties or malfeasance of office, the failure or refusal to support the policies and objectives of the OFRW, as stated in its Bylaws, or any act or omission intended to cause or having the effect of causing damage to the OFRW or its reputation or financial stability. Without limiting the generality of the foregoing, the initiation of litigation or any other adversary proceeding against the OFRW or in which the OFRW is named defendant or respondent shall constitute cause for removal, and the OFRW shall be entitled to recover from such Member, Officer or appointee, its attorney’s fees and other costs and expenses relating to any such litigation or proceeding if the OFRW shall substantially prevail therein.
   B. Non-payment of dues for the full membership.
   C. Failure to support the Republican Party, advocating a split ticket, supporting a candidate on an opposition ticket or actions which are in conflict with the OFRW and NFRW Bylaws.
   D. Be in violation of any of their Officer duties.

   A. Clubs must meet eligibility requirements set forth in OFRW Bylaws.
   B. Submit written application for reinstatement to the OFRW Executive Committee.

4. Reinstatement of an Individual.
   A. Submit a letter of consideration for reinstatement to the OFRW Executive Committee.
   B. Demonstrate a willingness to comply with OFRW and NFRW Bylaws.
   C. Acknowledge and respect the OFRW missions and goals.
Article XIV: Parliamentary Authority
Robert's Rules of Order Newly Revised shall apply on all questions of procedure not specified in these Bylaws or the NFRW Bylaws.

Article XV: Amendments
1. These Bylaws may be amended at the annual meeting by a two-thirds (2/3) vote, provided a copy of the amendments has been mailed or sent electronically to each Club and the Board of Directors at least thirty (30) days prior to the annual meeting.
2. Changes in these Bylaws necessitated by amendments to the NFRW Bylaws shall be effected by the Executive Committee.

ARTICLE XIV: Indemnification
1. The OFRW shall indemnify every OFRW Director or Officer, or former OFRW Director or Officer, her heirs, executors, administrators and assigns against expenses, including attorney’s fees, reasonably incurred by her in connection with the defense of reason of her being or having been an OFRW Director or Officer, except in relation to matters as to which she shall be finally adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of a duty.

Continued →
ARTICLE XIV: Indemnification – Continued

2. In the event of a settlement, indemnification shall be provided in connection with such matters covered by the settlements to which the OFRW is advised by counsel that the woman to be indemnified did not commit such a breach of duty. The foregoing right of indemnification shall not be exclusive of other rights to which such person may be entitled under any bylaw, agreement or resolution of the OFRW Board of Directors or otherwise.

3. Insurance coverage equivalent to a Business Owner’s Policy shall be in place to cover the liability of the corporation and its Officers, and shall include coverage equivalent to bonding for the elected officials.

Amended:
October 13, 2018 as accepted by the General Membership at its Annual Meeting.

Bylaws Committee:
   Chairman: Beverley Hirzel
   Cochairman: Jeanne Bolton
   Cochairman: Marlena Kleine

Review Committee:
   President: Janet Kushlan
   Parliamentarian: Lyn Bliss
History
of the
Ohio Federation of Republican Women

It’s important to know our history – lest we forget! Two significant milestones were reached in 2009 – the OFRW celebrated its 80th Anniversary. Additionally, the NFRW held its 35th Biennial Convention in Orlando, Florida, celebrating its 70th anniversary.

The Ohio Federation of Republican Women was organized on November 29, 1929 by Mrs. Hugh Clark.

Eighty years ago, on November 29, 1929, Elizabeth “Lizzie” Clark (Mrs. Hugh), a Steubenville, Ohio school teacher, had a vision of seeing women serving our country as leaders. To this end, she began the Ohio Federation of Republican Women in an effort to educate and en-courage women.

She was a dynamic woman, a nationally recognized orator, and a dedicated Republican. She was a delegate to the Republican National Convention in 1929. Keep in mind that this was only nine years after women received the right to vote. She worked hard in the presidential campaign of Herbert Hoover, traveling around the country speaking on behalf of Re-publican beliefs.

She was a charter member, and twice elected state president, of the American Legion Auxiliary. She cared deeply about the soldiers serving the country and was determined to help do everything possible from home to give them some comfort. She was part of many more committees and organizations than there is space to mention. She was a leader in organizations where no woman had led before -- blazing a path for others. While it is not known what she said in her speeches, she may well have encouraged women to run for office and helped good solid Republicans get elected. Maybe she told them to put aside petty differences, grudges, and other meaningless grievances, and work for the good of the party she loved.

"As I researched her life and read about all her involvements and the comments made about her, I realized she was not only dedicated to Republican beliefs, but she knew the importance and power of women working together – united." stated Sharon Gingerich in the his-tory presentation she delivered at the 2009 OFRW Fall Conference.

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"It’s interesting to note that Clark started the OFRW during the great depression – when our country needed some-thing to believe in – very much like today. As another year approaches, think about what Lizzie would have been telling you to do. She would have wanted you to support our wonderful statewide Republican candidates. Get involved in a judicial race by supporting one of the candidates or on a local level. Campaigning is hard and it is lonely – even when surrounded by a roomful of people. Help your candidates – financially if you can – but get involved in their campaigns on any level. I don’t have to tell you about how much rides on the outcome of elections. You are Lizzie’s legacy." Continued Gingerich.

After a statewide rally in Columbus on April 30, 1930, the organization became inactive until August 1940 when it was revived through the efforts mainly of Katherine Kennedy Brown.

Brown called a meeting with the Ohio Republican State Central and Executive Committee to reactivate the organization. Katherine K. Brown was elected President of the OFRW and served in that capacity until 1972. To see a 1944 Life Magazine photo of Brown go to http://www.life.com/image/50490859

During January of 1941, the OFRW had a victory ball to celebrate the election of John W. Bricker as Governor of Ohio. At that time, they boasted a membership of 331 clubs and 15,000 dues-paying members.

Katherine Kennedy Brown had a goal of 50,000 members in Ohio. The closest that goal came to being reached was 369 clubs and 40,000 members in 1970.
The following women have served as President of the OFRW:

- 1940 – 1971 Katherine Kennedy Brown
- 1972 – 1976 Lois Leggat
- 1977 – 1980 Pat Smith
- 1981 – 1984 Betty Lou Nicole
- 1985 – 1988 Carolyn Wallace
- 1993 – 1996 Kay Ayres
- 1997 – 2000 Shirley Sadler
- 2001 – 2004 Dorothy Ginther
- 2005 – 2006 Mary Anne Christie
- January 1 – March 12, 2007 Jeanne Turnbull
- March 12, 2007 – 2009 Karen Skillings
- 2010 – 2013 Jean Turner
- 2014 – 2017 Lyn Bliss
- 2018 – Janet Kushlan

The 1991 NFRW Biennial Convention was held in Cincinnati. This was a major event for the OFRW. The entire OFRW slate of officers, board members and many members from local clubs worked as a team to welcome over 3,000 guests. The team successfully raised $200,000 to pay for the convention. It was the first and only time that a state raised more money than was needed to pay for a convention. The additional $25,000 was used to purchase the Ohio room at the new NFRW headquarters in Alexandria, Virginia.

~ *Sharon Gingerich gave a detailed, enlightening and entertaining presentation of the history of the Ohio Federation of Republican Women at the 2009 Fall Conference.*
Duties of Club Presidents

Role and Responsibilities

Presidents are the guiding force that makes a club successful in all of its endeavors. It is both an honor and a responsibility to serve as the President. Whether you have just been elected the Club President, or are presiding another year, the members look to you for direction.

These are the general guidelines to follow:

1. Know the bylaws of your club, the OFRW, and the NFRW. Be sure that your organization functions in accordance with these bylaws and standing rules. You should have a basic knowledge of parliamentary procedure and keep a copy of Revised Robert's Rules of Order handy for reference.
2. Draft goals on what you wish to accomplish.
3. Establish a timetable for general and board meetings for the year.
4. Meet with the officers and other trusted members to discuss the direction that you have drafted for the year.
   a. Discuss goals
   b. Calendar of meetings, events, and programming ideas.
   c. Discuss potential chairs for standing and other appointed committees.
5. Arrange a meeting with your County Chairman and discuss your plans and how the club can assist with the needs of the Party in the coming year.

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Duties of Club Presidents (Continued)

6. Contact members who you will consider to be committee chairs. As President, you will appoint and act as ex-officio member of all committees except the nominating committee.
   a. Write a job description (or have previous chairmen) for committee chairs so they will know what is expected of them.
   b. Delegate activities and responsibilities to the Committee Chairs and hold them responsible
   c. Prepare a survey to determine members' skills and interests.
   d. Involve as many members as you can. Involvement means participation and continued regular attendance.
7. Meet with the officers and all committee chairs to finalize the year's schedule and program.
8. Write letters to elected officials and inform them of your leadership and ask them to keep you informed.
9. Submit press releases to the news media announcing your election and those of your officers.

General Meetings
There shall be at least five (5) meetings held each year to keep the club legal in the Federation. What makes regular or board meetings click? Meetings need considerable advanced planning and organizing.
   1. Check with each person who is scheduled to make a report to assure her presence.
   2. Place a time limit on reports and later discussions. Committee chairs should hold a meeting with their committee members and make recommendations to the members at the regular or board meeting.
   3. Prepare an agenda in advance for all meetings. Distribute agenda at the meeting and ask if there are any additions.

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Duties of Club Presidents (Continued)

General Meetings (Continued)
4. Arrive early and check that proper arrangements have been made in the meeting room.
5. Start meetings on time.
6. Have a chair who will introduce guests and new members.
7. Keep meeting under control and keep it moving.
8. Meetings should have a light touch, as well as a serious side.
9. Voting: In a roll call vote, the president may only vote to break a tie. If the vote is taken by written ballot, the
   president votes as anyone else and may not break a tie.
10. As president, you should remain impartial at all times. You may not debate an issue from the chair, but may
    explain something in detail for the full understanding of members so they are clear on the subject being discussed.
11. When motions become involved by the addition of an amendment or many amendments, you should repeat
    the parliamentary action so that members will understand what result an "Aye" or "Nay" vote will produce. Any
    amendment may be voted on first. The last proposed amendment is first in line to be voted on followed by any
    subsequent amendment. The motion on the amended motion is voted last.
13. Know the bylaws of your club.
14. If questions or problems arise, contact your State District Vice-president, State President, or State
    Parliamentarian for information.
15. Adjourn meetings on time.
Meeting Agenda

The following is an example of a typical agenda that can be used as a guide for a club's business meeting. Items marked in bold print are essential items of business at every meeting. Other items may or may not be used, depending on circumstances and the size of the organization.

1. Call to order: Remember that one rap of the gavel calls the meeting to order, maintains order, and adjourns the meeting.
2. Welcome, invocation, Pledge of Allegiance, opening ceremonies.
3. Quorum check: This can be taken silently by the secretary and president, noting the number of members in attendance, or the roll can be called.
4. Reading of minutes: These are to be approved as read or corrected.
5. Correspondence: Sometimes there will be no correspondence. If action is required, action can be taken under new business.
6. Reports of officers: These are usually given at business meetings only.
7. Treasurer’s report: Filed for audit.
8. Report of the Board of Directors meetings: Minutes of Board are not read. A short summary of action by the Board is given. If the Board is submitting recommendations for adoption of accompanying resolutions should be included. Such business may be taken care of at this point, or may come up under new business.
9. Unfinished business: Business pending from previous meetings is not referred to as "old business."

Duties of Club Presidents (Continued)
10. Report of standing and special standing committees: A summary of action by each committee is given including any recommendations for adoption or resolution(s).
11. New Business: This is the point in the meeting during which bills are presented for approval and new items of business are introduced for discussion and action.
12. Program: Remember that the Chairman does not "turn the meeting over" to anyone. You should present the member who introduces or presents the program or the individual who is to give the program.
13. Announcements: The last thing heard is usually the thing remembered; hence it is usually a good idea for announcements to be given just before the meeting adjourns.
14. Adjourn: Summary of action by each committee is given, including any recommendation for adoption of a resolution.
Duties of Club Officers

Vice President(s)

• Clubs may have as many Vice Presidents as they choose. The duties may be delineated in the club bylaws.
• Vice Presidents, in sequence, preside at meetings in the absence of the president.

Recording Secretary

The job of the Recording Secretary should be as follows:
• Keep an accurate record of meetings, called "minutes."
• Prepare minutes promptly and send a copy to the President.
• Minutes should contain only that which was done: kind of meeting, date, place and time of meeting, if approved or not, names of makers of motions (but not seconds), and of adjournment.
• Correction of minutes should be written in the left column of the original minutes.
• In absence of the President and Vice-president(s), the Recording Secretary will preside.
Duties of Club Officers (Continued)

Corresponding Secretary

The Corresponding Secretary is the "window" through which others view the organization.
• Initiate or respond to correspondence, after consultation with and confirmation by the President.
• Prepare notices or other communications.
• Keep a copy of incoming and outgoing correspondence.

Treasurer

Check the NFRW website for Treasurer best practices, log in and go to: http://www.nfrw.org/drl-clubtreasurers

The Treasurer is the custodian of all funds of the organization.
• Notify members in advance, and remind them as often as needed, when dues are to be paid. Personal contact is often best.
• Be prepared to give a written report at each meeting.
• Keep an accurate record of all receipts and disbursements.
• The club bylaws will stipulate when an audit is required.
• Annual NFRW service fee of $15.00 should be mailed to the state office no later than March 1
• A monthly list of members who have paid their dues should be forwarded to the state headquarters on a state federation form.
• Membership is $15.00 per member with $5.00 for the state and $10.00 for the national organization. If your club uses a computer, a print-out may be sent as long as all information listed on the form is included.

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Duties of Club Officers (Continued)

Membership Chair

The NFRW.org is a fabulous resource for all your membership best practices and templates.
  • Log into nfrw.org> login>members>Committee & Issue Resources>Membership.
  • Best practices plus samples of forms and letters may be found there.

Some top of mind action items are:
  • At the first portion of your club year, send membership application forms to all last year's members
  • Search the back files for delinquent members and be sure that former members renew for the current year.
  • Don't stop until every former member has been contacted.
  • If your club has a public relations chairman, have her analyze the reasons for non-renewal. Her report can be used in an attempt to improve your club's responsiveness to its membership.
  • Be sure to honor, or recognize, your continuing members in some manner.
  • Show them that the club is interested in them and appreciative of their participation.
The NFRW website membership section is the ‘go to’ for best practices and sample formats. Please take time to review all the information available. There is a link to the NFRW’s website available on the OFRW’s website.

This is a sample of topics available to you on the NFRW’s website:

**Committees and Issue Resources**
- Americanism
- Armed Services
- Bylaws
- Campaigns and Elections
- Caring for America
- Community Engagement
- Fundraising
- Leadership Development and Mentoring
- Legislation and Issues
- Meetings and Parliamentary Procedure
- Membership
- Programs
- Public Relations
- Technology

**National and State Leaders**
- Executive Committee and Region Directors
- Former NFRW Presidents
- Standing Committees
- Special Committees
- State Boards
- Independent Clubs