

STANDING RULES GUIDELINES

FOR WASHINGTON FEDERATION OF REPUBLICAN WOMEN'S CLUBS

Adapted from the National Federation of Republican Women (NFRW) guidelines, Robert's Rules of Order Newly Revised, Standing Rules of individual WFRW Clubs, and Internet articles

Explanation of Standing Rules

Unlike bylaws, standing rules are generally not adopted at the time a club is organized but as the need arises. After your club has been chartered by NFRW and is growing and developing procedures, it's time to adopt standing rules.

Robert's Rules of Order defines standing rules for organizations as rules "related to the details of administration rather than to parliamentary procedure" (as in bylaws). These administrative procedures for club operations will evolve with your increasing membership. They may include club traditions and adopted motions of a lasting duration.

Standing rules are meant to be flexible and reflect the will of the current board and membership. Therefore, they may be modified, added to, or deleted by a majority vote of the primary membership—just as any ordinary act of the club.

A majority vote of the primary membership adopts these rules by main motion. They can be suspended for the duration of a meeting by a majority vote, and they can be rescinded by a two-thirds vote without previous notice or by a majority vote with previous notice. Standing rules remain in effect until the assembly rescinds them.

Standing Rules versus Bylaws

Standing rules are the procedures of the organization that are not included in the bylaws, but they cannot conflict with the bylaws. When reviewing your bylaws, consider what should be "organizational structure" and appropriate to bylaws and details that are more appropriate to Standing Rules.

Here are some differences:

Bylaws state how many general, or regular, meetings are to be held every year.
Standing Rules state when and at what time these meetings are to be held.

Bylaws name the elected officers and their basic duties and list the appointed chairmen who have a vote on the board.

Standing Rules may give specific duties for officers and board members beyond the basic job descriptions in the Bylaws.

Bylaws state the responsibilities of the treasurer.

Standing Rules provide guidelines for club reimbursements, contributions, fundraising, etc.

Items That May Be Included in Standing Rules

Standing rules are individualized for and by each club, so there is a lot of variation as to what clubs include. Following are some ideas for your club's Standing Rules. You can also find examples of standing rules for clubs on the Internet.

- Meeting date and time (Example: General [or Regular] club meetings are held on the first [day of the week] of each month at [start and end times] at [location]. Specify any months in which your club does not meet.)
- Dues (Example: Annual dues are \$____ for primary members and \$____ for associate members.)
- Budget procedures (NFRW Example: Clubs shall prepare a budget by [date] for vote of approval by the executive committee [or primary membership].)
- (NFRW: There shall be two/three approved signatures on the club bank account, but only [#] shall be required to sign checks.)
- Reserve in bank account (NFRW example: A reserve of \$____ shall be kept in the club treasury at all times. This amount will be available for use only upon a favorable vote in the general meeting.)
- Reimbursement policy for delegates and alternates attending WFRW and NFRW Board of Directors meetings and conventions
- Reimbursement policy for club expenses
- Payment of speakers' lunches
- Fundraising policy
- Candidate contribution policy (Example: Contributions from the club treasury may be made to Republican candidates and Republicans running for nonpartisan office upon a majority vote of the members in attendance at a general meeting, provided that all funds come from reserves and all club expenses have been paid. No contributions shall be made in contested primaries in which two or more Republicans are running. No contributions shall be made to candidates running for federal office. Contributions shall adhere to all local, state, and federal guidelines set forth by the Public Disclosure Commission, WFRW, NFRW, and any other pertinent regulatory agency. **[WFRW clubs cannot hold fundraisers for candidates unless the clubs have formed a PAC.]**)

Date your Standing Rules document at time of adoption. Additions may be dated beside the text of the addition. Your club secretary should keep your Standing Rules current by recording each new rule or change and adding it to your Standing Rules document so that each new administration will know what is required.

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