



## **CLUB CREDENTIALS INSTRUCTIONS FOR AzFRW DELEGATES & ALTERNATES**

**Credentials Chair, Joyce McClung**, must receive the Club Credentials Form emailed to: [azfrwtresjm@gmail.com](mailto:azfrwtresjm@gmail.com) no later than **July 15, 2025**, or your Delegates/Alternates will **NOT** be able to participate in the voting process at the AzFRW Convention. Registration to the Convention is accomplished by submitting **BOTH** the completed Credentials Form on behalf of your club members **AND** by having each of your Delegates/Alternates also register for the Convention online along with their payment in full.

Alternates must also be pre-paid if they are called to be elevated to Delegate status.

## **ALL MUST BE REGISTERED TO ATTEND THE 2025 AzFRW CONVENTION**

Definition and criteria of Delegates/Alternates is contained in the AZFRW Bylaws and shown below. It is critical that all names submitted on the Credentials Form are: ***“Active members” whose dues have been paid to the AzFRW Treasurer as of the current year***.

### **DELEGATE STATUS TO THE AzFRW STATE BIENNIAL CONVENTION**

#### **Article XI - AzFRW Convention, Section 3 – DELEGATE STATUS**

- A. Each delegate and alternate shall be an Active club member in good standing whose dues have been paid to the AzFRW as of the current year.
- B. To qualify for delegate representation to the AzFRW Biennial Convention a Club shall have been in good standing for at least six (6) months prior to the convention.

**Article XI – AzFRW Convention, Section 4 – VOTING BODY** If properly credentialed, the voting body shall be:

1. The Elected Officers
2. The Appointed Officers
3. The Chairman of Standing Committees, or in their absence the Vice Chairman if credentialed as an alternate.
4. The Past Presidents of the AzFRW
5. If an Active club member, the Arizona National Committeewoman.
6. The AzFRW members who serve on the NFRW Board of Directors.
7. The President, or her credentialed alternate, of each club in good standing.
8. The club delegates.

#### **Article XI – AzFRW Convention, Section 5 – CLUB DELEGATES TO CONVENTION**

- A. Club delegates to the AzFRW Biennial Convention shall be:
  1. The Club President or her credentialed alternate.
  2. One delegate for each ten (10) active members, or major fraction thereof, in good standing as of the AzFRW third quarter report. The club may select an equal number of alternates.
  3. If an alternate is to be elevated, the replaced delegate must relinquish her delegate badge to the Credentials Committee who in turn will provide the alternate with a delegate badge. All delegates and alternates must be prepaid.
  4. The Club President shall submit the club's alphabetical list of delegates and a list of alternates (in numerical order of elevation) to the Chairman of the Credentials Committee by the published deadline.
  5. Voting members of the Board of Directors and Past Presidents of the Federation may be registered as a delegate by their club President or may register as a delegate themselves by submitting a Delegate Credentials Form and a Convention Registration Form within required deadlines.
  6. There shall be no Alternates for the AzFRW Executive Committee.
  7. Each delegate shall be entitled to only one (1) vote on each question or election.



**Article XI – AzFRW Convention, Section 6 – CREDENTIALS AND ALTERNATES**

- A. At the time of registration, if requested by the Credentials Committee, a member shall present photo identification.
- B. Only a prepaid alternate is eligible to be elevated from alternate to delegate status.

**Article XI, AzFRW Convention, Section 7 – PROXIES**

- A. There shall be no proxy voting.

The Club Credentials Form, must be **Emailed on or before:**

**July 15, 2025**

To Joyce McClung at [azfrwtresjm@gmail.com](mailto:azfrwtresjm@gmail.com)

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For your Club's Delegates and Alternates to be able  
to participate in the voting process at the 2025 AzFRW Convention:

Persons not listed on the CLUB CREDENTIALS FORM – 2025 **shall not** be credentialed on-site at the  
Convention as Delegates or Alternates, but they are welcome to attend as guests.

Larger clubs may submit longer lists on a separate piece of paper.