

REPUBLICAN WOMEN OF WORCESTER COUNTY



STANDARD OPERATING PROCEDURES

**Amended
August 7, 2026**

STANDING OPERATING PROCEDURES

I. MEETING PLACE

A member of the Board of Directors shall secure meeting places for the Club.

II. INSURANCE

The President, with the approval of the Board of Directors, shall be responsible for maintaining liability insurance to cover all Club-sponsored functions.

III. GUESTS

Potential members are welcome at all Club General Meetings three times without becoming a member. Guests are welcome to attend social events.

IV. BUDGET

The Budget and Finance Committee, together with the President, Treasurer, and Assistant Treasurer, shall submit a yearly outlined budget to the Board of Directors in October for their approval. The general membership should receive a copy by email before the October Meeting, where it can be approved by those present.

V. 50/50

A 50/50 drawing may be conducted at general meetings and special events.

VI. MANDATORY CONTRIBUTIONS *AS BUDGETED*

1. **Marian Martin Building Endowment Fund** – An annual donation shall be budgeted. The Marion Martin Building Fund helps maintain and preserve the Federation's historic national headquarters in Alexandria, VA.
2. **Maryland Republican Party** – An annual donation shall be budgeted for the Maryland Republican Party (MDGOP).
3. **MFRW Bay Club** – An annual donation shall be budgeted. The MFRW Bay Club, which fundraises for the MFRW.
4. **NFRW Fund** – **An annual donation shall be budgeted.** The Federation Fund helps state federations and local clubs fund programs which directly impact the mission and objectives of the organization at the national, state and local levels – including political/issue education, club membership development and media relations training.
5. **MFRW Legacy Fund** – **An annual donation shall be budgeted.** The Legacy Fund creates a funding source to help train MFRW members to be candidates, volunteers, etc. Money from the Legacy Fund pays for MFRW Leadership Training in January and the

reception for Red Scarf Day. It has also been used to defray some of the cost of the National convention for MFRW members that attend since there are workshops and other trainings held during the convention.

VII. MEMBERSHIP LIST:

Communications to the membership shall be kept to MFRW, NFRW, and Republican Club business. The membership list, as well as the email list, shall be used by the President, who shall approve materials to be forwarded on behalf of RWWC. All email correspondence to the membership list shall be forwarded by blind copy. RWWC shall not distribute its membership list to any other individual in order to protect its members' privacy. Board members may use the membership list for individual contact information only. The President shall review all broadcast emails to the General Membership.

VIII. CANDIDATE PROMOTIONS

Before the Primary, all candidate promotions shall carry a disclaimer, i.e., as per RWWC Bylaws, RWWC does not support any one Republican candidate over another before the Primary election except where a Republican candidate in a Primary is unopposed for the Republican Party nomination.

IX. COVERED EXPENSES

- 1. President** – The President's expenses shall be budgeted and supported by receipts for: registration, room charges, and transportation expenses, deemed appropriate by the Executive Committee when representing the RWWC at MFRW and Regional Federation of Republican Women's Meetings. Registration, room charges, and travel expenses for herself at the bi-annual National Conventions and events supporting candidates after the Primary Election and the Lincoln Day Dinner shall also be supported. Other expenses: postage, printing, copying necessary to carry out her duties.
- 2. Other Officers' and Committee Members' Expenses** – Expenses necessary in discharging their defined duties, covered by budgeted funds, and supported by itemized receipts (i.e. postage, printing, copying, greeting cards, etc.). All other expenditures involved with respect to officers or committee chairpersons discharging their official duties shall be presented to the Board of Directors for approval before payment.
- 3. Membership Expenses** – Members who wish to attend the MFRW Spring Meeting and/or Fall Convention may request reimbursement in the amount of the registration fee. Request for reimbursement can be made to the Treasurer after attending said meeting with proof of attendance (registration form plus receipt for payment). This shall be done on a first come basis and not to exceed the amount allocated in the budget. The Board has the power to increase the allocated budget figure if necessary and appropriate.

4. RWWC funds shall not be used for donations to other clubs. RWWC funds are to be budgeted to support political actions, community involvement, and literature projects as per MFRW and NFRW guidelines.

Amended by Bylaws Committee

Approved by Board of Directors

Julie Koehler;

RWWC, Bylaws Chairperson

Committee: Julie Koehler, Amelia Mike, Sandy Zitzer, Mary Adair, Jean Delcher, Beth Rodier, Carol Rose, and Jennie Allen