National Federation of Pachyderm Clubs

Operating Manual

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History & General Information

Pachyderm Club Mission

Promote active citizen involvement and education in government and politics through the formation and support of grassroots, Republican Clubs across America.

Pachyderm Club Motto

Free Government Requires Active Citizens.

Pachyderm Prayer

God of all goodness, through the breaking of bread together, you strengthen the bonds that unite us.

May our lips praise you, and our lives proclaim your goodness. Our work give you honor and our voice celebrate you forever. Amen

Pachyderm Contract for Political Participation

Whereas:
Free Government Requires Active Citizens

***Therefore*:**
Pachyderm Clubs Covenant to Our Communities That:

- We will strive to inform and involve all citizens in political participation.
- We will endeavor to present, in a civil and respectful environment, opposing viewpoints on political issues.
- We will focus on the development of political leaders.
- We will orient our members in the ideals of the Pachyderm Club movement.
- We will assist in training candidates and volunteers in campaign techniques.
- We will seek to diminish the myths and falsehoods about politics and political leaders.
- We will support the purposes of the Republican Party and its ideals of liberty and justice for all.

Originally developed September 15-17, 1995

The Vision and Value of Pachyderm Clubs

The following is adapted from an essay on the Pachyderms by one of our founding members, William P. Jenkins. This perspective from the early 1970s is still relevant to our organization and society almost fifty years later:

The vision of a Pachyderm depends on the perspective of the viewer. The uninformed probably see us as just another political Club. Those who are Pachyderms, or truly understand the philosophy of the Pachyderm movement, see something entirely different

Many writers and political scientists in this country have been concerned about the steadily declining turnout at the polls nearly every election. No one seems able to fully understand or explain the reasons for it. Some writers say crooked politicians have turned the voters off and they don't want anything to do with politics. Others say that if more people got "involved" in the political process things could be better.

All right, let's accept that... how does one go about getting involved in the political process? If county committees have meetings, and some do not, few people know about them or even know that they can attend. In many areas, nominating conventions are poorly publicized and maximum attendance is not a guiding principle. What can the newly interested citizen do? After all, remember, "bad officials are elected by good citizens who do not vote."

Just such a situation prevailed in Boone County, Missouri when we started what evolved into the first Pachyderm Club. Several men found that it was fun to meet for lunch on Friday and talk with their newly elected State Representative, the first Republican since the Civil War. Each week one or two more would show up. Eventually they decided to form a Club. The Third Biennial Pachyderm Conference in St. Louis was an example of what can happen as a result of what was considered to be political audacity (300-plus in attendance at St. Louis).

A Pachyderm Club is not "just another political Club." We have a firm Republican orientation. We do not endorse candidates in primaries and we do not take stands on issues. There are built in limits on the overlap between Pachyderm Officers and GOP officials, not because they are evil, but because the reality of a layman's organization is important. The county, State and National chairs are asked to serve ex-officio as Board members on our Club and Federation Boards.

The local Pachyderm Club ideally meets every week at the same time and the same place. Thus it becomes a habit. At times, it may be the only place opposing forces in the party can come together and discuss issues in a civil and respectful manner.

Alexis de Tocqueville visited our country from France in 1835 and marveled at our ability to act on the public business independently. He commented on the vigor, ingenuity, and enterprise of our "Associations" –his word for independent institutions such as the Pachyderms– and sensed the boundless potential they had.

Where there is an active Pachyderm Club there is a new vigor in the political life of the community. We make news because we are doing something different and audacious. Publicity that speaks of

the openness and civility of our meetings, inviting any and all to attend no matter what their past or present associations are, attracts the attention of people who would like to participate in the political process. Many Pachyderm Club members know of those who have come to meetings and joined the Club who previously had considered themselves to be independents, and in some cases Democrats.

Generally supportive of all Republican candidates, a Pachyderm Club can be the force behind the recruitment of good candidates. Office holders are generous in their praise of the role Pachyderm Clubs play in their campaigns and as a forum for them after they are in office.

Imagine, if you will, the impact of a Pachyderm Club in every county in this nation! There would be a meeting held, every week or month, where interested people could attend and respectfully listen or talk politics. An office holder or other community leader would have a place to make statements, exchange ideas with his or her constituents, or give his or her position on current topics of interest, thereby providing material for news releases or interviews.

These meetings gather together men and women who can be encouraged to become candidates or workers for candidates. The result of this political competition could cause the Democrats to seek out the best candidates they can find to keep from losing office to Republicans. If this were to happen, the public stands to gain from each party seeking the best available instead of the most available.

We Pachyderms are active at the local level. People throughout our communities know us. They know Pachyderms have something to say about who and what they are asked to vote for, and we make clear to those in our communities that they can become part of our movement. We can be dynamic, open, vigorous, determined and a force for good in American politics, all the while maintaining our civility and respect for each other. If we only do what we know how to do best and do more of it, if we dedicate ourselves to extending our influence to every state in America, if we remain steadfastly true to our principles and do not compromise them for anyone. Our value to the Republican Party and this nation will be recognized as a movement that helped make the American Dream a reality.

William P. Jenkins, a charter member of the founding Columbia Pachyderm Club in Missouri served as the initial President of the National and State Federation levels in the formative stages of the organization.

The Basics of Pachyderm Clubs

A unique concept for political clubs
The National Federation of the Grand Order of Pachyderm Clubs is a unique concept for political clubs. Here are some features:

- Patterned after civic clubs.
- Programs are centered on government, politics and community issues.
- Discussions focus on the pros and cons of major issues, with ideas exchanged in a civil and respectful environment.
- Clubs do not endorse issues or candidates in contested primaries.
- Pachyderms recognize that a Club movement is one of the most practical means by which a broad citizen participation in politics may be achieved

Fun, fellowship and programs
Pachyderm Clubs emphasize fun, fellowship and programs. – Great people and great speakers.

Local autonomy
A local Pachyderm Club is whatever the local citizens make it. It can have study groups for those interested in getting closer to the issues; a youth committee that establishes and maintains relationships with the younger Republican crowd; a political education committee to conduct campaign workshops and assist in other Republican Party training activities or it can be a Club that primarily just has good programs with interesting and informative speakers. It can serve to inform, educate, motivate and promote understanding of American politics, the political system and other issues important to the community. Since knowledge is power, simply providing good programs can be a tremendous contribution to better government in one's community.

Political education
Pachyderm Clubs provide a place where people can learn about and keep abreast of politics and government. All citizens are equally responsible for our free government. Participating in a Pachyderm Club is one way of carrying out this belief. A Pachyderm is a citizen who is interested in better government and has demonstrated this concern by paying dues to the political Club of his choice. Theodore Roosevelt made the point, "The first requisite of a good citizen in this Republic of ours is that he shall be able and willing to pull his weight."

Open to the public
Pachyderm meetings are open to the public. You do not need a personal invitation to attend. You're welcome at a Pachyderm Club meeting.

Pachyderm Clubs' Stance on Candidates/Issues

Pachyderms recognize that a major business of any political party is to select candidates and determine positions/priorities on issues. We also know that issues and candidates often cause division and factionalism instead of unity. The official party organization, and various groups within the party, work on the development of the party platform and the selection of party nominees. However, a great need exists for a stable, ongoing political Club movement where citizens with conflicting views on issues and candidates may join together with civility in recognition of the overall benefit and good that political parties serve. – Pachyderm Clubs are designed to fulfill this need.

The Pachyderm Club, as an organization, does not take positions on issues. The Pachyderm Club, as an organization, does not endorse in contested primary elections. Our members, in their personal and individual capacities, are of course free to support stances on any political or governmental issue and may endorse or otherwise support the candidate of their personal choice.

One seasoned political worker, after reviewing the Club rules, wondered aloud if the organization wasn't just a "coffee group" that did nothing? Answer: At first glance, the rules and concept of Pachyderms may seem a bit sterile, especially for the person who is interested in changing all that they see wrong in government. However, if one realizes that "knowledge is power" and acknowledges some faith in the ability of the average American to decide what is right, then the concept can take on real meaning.

It is also important to recognize that as part of our mission to educate and inform, local clubs may periodically host a speaker who does not necessarily espouse the Pachyderm Club's conservative message or may be a duly-elected, non-Republican, public office holder. This is allowed. The hearing out of a speaker is not an indication of support for that speaker's views or the organization he or she represents.

As a 501(c)(4) educational organization, Pachyderm Clubs should never make contributions to a political candidate from Club funds. The Club may make contributions to other not-for-profit or community organizations; for example, FFA scholarships, sponsoring students to attend Model UN programs, etc. Individual members may, of course, make contributions on their own behalf to anyone. Individual members may also make personal contributions to political organizations and list their Pachyderm Club as the named sponsor; for example, buying a table for the county Lincoln Day Dinner.

Pachyderm Club Movement: A Timeline

1967	First Club formed in Columbia, MO. The founding Club started following the election of George W. Parker to the Missouri House of Representatives. Parker and a small group of residents began meeting each Friday at noon. A naming contest was held and this "Noon-At-The-Boone" Club became the Grand Order of Pachyderms in 1968. L.R. Hughes, III was the first President and the Club grew to about 200 members. Dr. Sandy MacLean, Assistant Dean of Students at the University of Missouri, Columbia served as the second President.
1970	The Pachyderm Federation was initiated, although no formal bylaws were adopted for the Federation until April 20, 1974. William P Jenkins of Columbia, Missouri served as the interim President.
1971	The first Federation bank account wasopened with a $200 deposit from the proceeds of the Inaugural Ball in February. The remainder of the proceeds went to the Kit Bond for State Auditor Campaign to help retire their debts. [*Note, this sharing of funds would not be allowed under 2019 laws.]
1974	National Federation organization, meeting and bylaws adopted at a meeting held April 20 at Howard Johnson's motel in Columbia, MO The initial Federation Officers and Directors included: President Robert W. Schollmeyer of Jefferson City, MO, Vice President Charles Ekedahl of Mexico, MO, Second Vice President Wendell Smith of Sedalia, MO, Third Vice President Gordon Burnam of Columbia, MO, Secretary Russell Sloan of Jefferson City, MO, Treasurer Larry Niedergerke of Columbia, MO, and Directors John Ottinger of St. Charles, MO, W.P. Jenkins of Columbia, MO, Ken Romines of Sedalia, MO, and Robert Gregory of Kirksville, MO • The Pachyderm motto, "*Free Government Requires Active Citizens*" was adopted. • April 20, 1974 became "Founder's Day" for the Pachyderm Club movement. • Paul A. Stewart, Past President of the Columbia Club, prepared a Club Officers installation ceremony, added to the Club Organizational Manual (currently known as the Pachyderm Club Handbook). • National Federation dues were set at $20 per year, where they remain to this day.
1975	Administrative Bulletins initiated as the quarterly communications tool for Club Officers from the Federation Headquarters.

	March 13: The original incorporation papers for the Columbia Club, which were signed in August 1969, were changed to the National Federation of the Grand Order of Pachyderm Clubs, Incorporated. Sept. 1975: State Representative James Lemon of Hallsville, MO appointed first legal counsel for the Federation.
1976	December 1976: Adopted Pachyderm logo, lapel pins, first formal charter certificate form and "Pachy" as the mascot.
1977	July: First quarterly issue of *The National Pachyderm* published. July 16: First Pachyderm Federation Convention held Holiday Inn (West) in Columbia, MO. This was the MO Pachyderm Federation's Convention and the biennial Board meeting to elect Officers of the National Federation. December 3: Adopted bylaw change to permit Clubs to accept women members. Honorary Board of Directors initiated. The Honorable Thomas B. Curtis, former distinguished Congressman of St. Louis, was named Chair. Missouri Federation Division Vice President John R. Stoeffler of St. Louis originated the Tough Tusk Award December 1976. Robert O. Snyder, former Missouri House Minority Leader, received the first award on Feb. 12, 1977. The second award went to Ted L. Smith, first President of the St. Louis Chapter. First recipient of the National level Tough Tusk Award was the founder of the Great Falls, MT. Pachyderm Club, George F. Roskie (Aug. 24, 1991). The Federation Political Education Committee compiled various materials: reference list on politics and government; Club orientation outline for new members, outline and aids for conducting a workshop on how to win an election, handouts on how to poll voters, and how to organize a precinct. A guide folder was prepared for G/PAS (Governmental/Political Affairs Service) Committee and chairs to assist citizens in obtaining information and services due from their government. All Pachyderm Clubs were encouraged to sponsor at least one boy or girl to the American Legion's Boys State or Girl's State programs or some related youth activity.
1978	November 18: First permanent Pachyderm Federation Headquarters formally opened at 1111 Rangeline (Business Loop 70 and Highway 63 North), Columbia, MO Federation President Bruce E. Druckenmiller of St. Louis brought along "Pachy", a Seven foot tall walking elephant with large pink ears, to assist in the opening. First convention outside Missouri was in Chattanooga, TN August 7, 1983.

1980	Featured speakers at conventions since 1980 (held every two years in the off election year): 1981 (St. Louis), RNC Chair Richard Richards; 1983 (Chattanooga), Senate Majority Leader Howard H. Baker; 1985 (St. Louis), Congressman Guy Vander Jagt (R-MI), Chair, National Republican Congressional Committee and member of the Pachyderm Federation's Honorary Board; 1987, former Secretary of Agriculture John R. Block, Governor John Ashcroft (R- MO), State Treasurer Wendell Bailey (R-MO), Ruth Ann Compton, RFWC; Missouri GOP Chair Hillard Selck, Jr.; 1989, Congressman Jack Buechner (R-St. Louis County), State Treasurer Wendell Bailey (R-MO), former Congressman Thomas B. Curtis, Chair, Pachyderm Federation's Honorary Board; 1991, Governor Stan Stephens, U.S. Senator Conrad Burns, Congressman Ron Marlenee, Attorney General Marc Racicot and Montana GOP Chair Rick Hill.
1986	March: Operating primarily with volunteers, the National Pachyderm Federation has 14 Clubs in Missouri and nine in other states (Colorado, Georgia, Illinois, Kansas, Montana, Tennessee, and Texas). First major fundraising program began in March with the kickoff of The Committee of 100 project, which asked all Pachyderms to contribute $100 in recognition of the fact that seed money is needed to permit expansion and adequate service to members and Clubs.
1988	March 23: The Pachyderm Foundation approved by the U.S. Internal Revenue Service as a tax exempt entity (501 (c) (3)). Purpose: To promote the development of political leaders, political education and the dissemination of information on the United States' political system. Funds used for scholarships to students and activities related to the purpose. [Note: The National Federation of the Grand Order of Pachyderm Clubs, Inc., is a 501 (C) (4) organization.]
1992	August 17: When the rules were adopted at the Republican National Convention in Houston, Texas, the National Federation of the Grand Order of Pachyderm Clubs became an official auxiliary of the Republican Party. The Pachyderm National President now had a seat on the Executive Committee of the Republican National Committee.
1995	After operating Headquarters from his home since the Club's inception, Executive Vice President George W. Parker asked the National Federation Board of Directors to find a replacement for him at the Sept. 17 meeting. Operating funds had come primarily from member dues. For several years, income was insufficient to maintain a Headquarters so George and his wife Lois served as the National organization's staff. Lois Parker served as the volunteer Secretary for many years and was given "honorary Pachyderm" status by the founding Club in Columbia, Missouri. Later

	she was presented the Meritorious Service award at the 1993 National Federation of Pachyderm Clubs National Conference in St. Louis. In 1996, Board members honored George Parker with a resolution naming him "Founder/Chair Emeritus."
1996	First National Pachyderm website established: www.pachyderms.org. In 1998, National Vice President Joe Briggs. of Great Falls, Montana substantially revised and updated this website.
2007	2007: The Pachyderm Ivory Circle program was created to honor donors who financially support the growth of the National Pachyderm Movement. Recognition is currently given for donations above $25.
2008	July 2008: Board of Directors vote to move Headquarters back to Missouri where Club was founded.
2009	*George Parker is the founder and Past President of Pachyderm Clubs* May 2009: National Federation of Pachyderms founder George W. Parker passes away at the age of 86. Party leaders and Pachyderm members from across the nation were saddened to hear of George Parkers passing. He will be remembered as a staunch believer in conservative causes, personal freedom, and civil public discourse. Mr. Parker was instrumental in rebuilding Missouri's Republican Party. He was a decorated World War II bomber pilot who served three terms in the State House before an unsuccessful run for State Treasurer. He was widely known in political circles for his dedication to a two party system of government, his advocacy for separation of church and state, and his energetic belief in improving society through honest public service. Retired from the US Air Force with the rank of major, Mr. Parker served 21 years. He flew 62 B-26 medium bomber missions including an assignment on D-Day. He was awarded the Distinguished Flying Cross and two Purple Hearts. In 1966, Mr. Parker was elected as the first Republican from Boone County to serve in the State House since before the Civil War. He later wrote a book, "How to Win an Impossible Election: The Authentic Campaign of One Who Did." The National Pachyderm Board plans to publish George's book this year.

	George believed all people were responsible for their own government and it was everyone's duty to become involved in the political process. To that goal, he founded the Grand Order of Pachyderms, a political awareness and education Club that now has membership in 16 states. (Reprinted with permission from Terry Ganey and the Columbia Star Tribune.)
2011	National Convention held in St. Charles, Missouri
2013	National Convention held in San Antonio, Texas, with special guest, Texas Governor Rick Perry.
2015	National Convention held in Chattanooga, Tennessee, with special guest Congressman Trey Gowdy.
2017	National Convention held in Springfield, Missouri, celebrating the 50th Anniversary of the Pachyderm Clubs!
2018	National administration moved to Houston, Texas
2019	National Convention held in Galveston, Texas; The George W. Parker Founder's Award for outstanding member lifetime contribution to the Pachyderms organization is inaugurated.

The Pachyderm Foundation

Purpose

The Pachyderm Foundation is an independent and separate entity apart from the National Federation of Pachyderm Clubs. The purpose of the Pachyderm Foundation is to: promote the development of political leaders for America; encourage political education; and promote the dissemination of information about the U.S. political system. Its primary use of funds is to provide scholarships to students in pursuit of study that would equip them to make some contribution to the political leadership needs of the nation.

How to Give

Donations may be made to the Pachyderm Foundation online at pachyderms.org/donations. There are several ways in which a person may make a gift without the outlay of cash. Here are a few of the most popular methods:

Life Insurance Gifts

- Make the Pachyderm Foundation the beneficiary of an existing policy.
- Make the foundation the last beneficiary in case primary or secondary beneficiaries don't survive you.
- Make a gift of a paid up policy or retirement plan (IRAs, Keough Plans, and most pension and profit sharing plans.
- The Pachyderm Foundation can be designated as a beneficiary of your account to receive any funds remaining after you and the beneficiaries no longer need them. You make such a designation when you start a plan, or you can contact your financial institution handling your present account. This adjustment can usually be made easily.

Life Estate Agreement (Trust)

- This plan allows you to make a charitable gift of a personal residence or farm, while retaining the right to live there and use the property and any income it produces for life.
- The property avoids estate tax, since it is a charitable gift.
- Capital gains tax is avoided (review current tax laws).
- There is a tax deduction for a portion of the value of the property in the year the agreement is signed.
- A valuable gift to the Pachyderm Foundation is made possible.

Pachyderm Fellows

The "Pachyderm Fellow" designation is for persons who desire to support the Pachyderm Foundation. The two levels are: (1) "Pachyderm Fellow National Sponsor" for gifts of $l,000 or more. (2) "Pachyderm Fellow" for gifts of $500 or more. The gifts may be in installments over a three year period. Contributors receive a plaque and other recognition. Note: The Pachyderm Fellow designation is also available to individuals who support the expansion of Pachyderm Clubs. Those funds go to the National Federation of Pachyderm Clubs. Such contributions are not tax deductible.

Persons who wish to make contributions may use the form below

Pachyderm Fellow

In Support of the Pachyderm Foundation

I (we) will contribute a tax deductible contribution of:

- ☐ $25
- ☐ $50
- ☐ $100
- ☐ $500
- ☐ $1,000
- ☐ Other: _____

Name: _____

In Memory of: _____

Address: _____

Telephone: (___) _____ email: _____

Mail to: **The Pachyderm Foundation**, PO Box 585, Columbia, MO 65205-0585

Club Operations and Structure

Headquarters Services

The National office is dedicated to ensuring the success of each local Club chapter. Local Club leaders should not hesitate to reach out to the National office for assistance, guidance, Pachyderm-branded materials, or simply for a motivational lift. The National office can be reached via email at admin@pachyderms.org or via telephone at 1 (888) 467-2249.

Club Formation

Club start-up and other pertinent information is available.

Membership Rosters and Database Information

As part of a two-way communication between local Clubs and National, Club Rosters will be sent annually to each Club Treasurer. However, it is the responsibility of the local Club to keep the National office updated throughout the year.

Pachyderm Affinity Merchandise

Pins, pens, T-shirts, polos, hats and other Pachyderm items are available for purchase through Pachyderm Headquarters. Look for new merchandise and a new online store coming soon at www.pachyderms.org.

Website Templates and Hosting

National Pachyderms will be providing, at no charge to local Pachyderm Clubs, basic website templates and hosting services. Please also be sure to follow, share, repost and retweet posts/tweets from the National organization's social media accounts.

Club Supplies

Club supplies, individual member's supplies, award supplies, and political education materials are available from Pachyderm Headquarters. An updated supplies catalog will be available on the website.

Club Officer Training

Club workshop guides for officer training are available from the Pachyderm Headquarters. State Federation and National Regional Directors also will assist with the training of Club Officers. Additional training may be provided via telephone consultation. Club Presidents are also invited to quarterly Club President video or phone conferences.

Action Program for Clubs

The following are Club activities are suggested as a guide in the planning and operation of your Club.

Review Organizational Materials
At the beginning of each Club administrative year, the new President should review organizational materials available from Pachyderm Headquarters and assure that his or her key officers and committee chairs have the items pertaining to their position. Outgoing officers and committee chairs are expected to pass pertinent records to their successors.

Membership
Membership dues become due annually on January 1st and delinquent as of March 1. Each Club should conduct their annual membership drive between December 1 and March 1. The National Federation electronically provides an annual dues renewal notice on or about December 1st to all Pachyderm members. The standard practice is for the local Club Treasurer to process the incoming dues and remit the National organization's portion along with the updated member lists to the National office. *Remember:* Dues are the backbone of organizations like ours!

Starting New Clubs
An active Club extension committee works on starting new Clubs in nearby towns. Club start assistance is available from Pachyderm Headquarters. Establish a Club goal for the number of Clubs you plan to start each year.

Communications/Liaison
Appoint a Club Liaison Chair to other Republican organizations in your area. This can promote better communication and coordination of political activities. As of 2/2012, National Bylaws encourage members of young (College age or younger) Republicans to join Pachyderms at a reduced rate of $10 annually National dues (rather that $20, State Federation, if exists, and local dues still apply. If there are no TARS (Teenage Republicans) or College Republican (CRs) group in your town, help start one. All Republican Clubs can be complementary to each other. The Pachyderm Club's policy is to assist and work with other party groups (see Youth Chair below).

Fundraising
Local Clubs
The Federation encourages local Clubs to participate in local party fundraising efforts. Events might include: auctions, dinners, and BBQ's, 50/50 Drawings (where legal) at Club Meetings, and even garage sales. Many Pachyderms organizations raise funds to defray members' expenses to State and National meetings. Coordinate with the local Republican Committee and other GOP organizations in fundraising.

Many Clubs also have a "Supporting" or "Sustaining" Member level set at a higher level dollar amount, say $100. Any such dues amount over the $20 for National stays with your local Club.

National Federation
Since income from dues alone cannot provide adequately for growth and expansion of the Pachyderm Club movement, all Clubs are asked to support the Federation in the following ways:

(1) Clubs are asked to forward 15% of the proceeds from Club fundraising events as a contribution to the Federation (this has been a policy for several years and some Clubs have contributed regularly).

(2) Encourage members when renewing their annual dues to give an amount beyond their dues to be directed in support of the National Pachyderms organization.
(3) Support the Pachyderm Fellows Program. A “Pachyderm Fellow" is a person who contributes $500-$999 to the Federation. The monies can be given in small amounts over a period of three years and when $500 is reached, the Pachyderm Fellow certificate would be forthcoming. The "Ivory Circle" level is for contributions of $1000 or more to the National organization.

Programs
“What’s in it for me?” is the question a member commonly asks when assessing an organization to which they belong. Club programs are the main source, and probably the most important tool, for providing the members information and education on political and government affairs. Of course, some variety in programs might occasionally include a speaker or other programs not related to politics and government.

Club Scrapbook (Club Historian)
Keep your Club scrapbook up to date. Display it at the annual installation of officers, at federation functions and the like, to share your Club’s history and accomplishments. It is one measurement used in determining National Club awards.

Social Media
The importance of your local Club maintaining an active social media presence cannot be stated strongly enough. Your presence and activity across various platforms shows the community you are part of an established organization and provides an open line of communication to both current and potential members. At minimum, it is urged that your Club establish and maintain a Facebook group page and a Twitter account. Other services like Instagram, Pinterest, Reddit, etc., are also a plus. Encourage your members to “like” or subscribe to your page(s). It is also important to have several people serve as Admins (or know the login credentials) for each Club account so as to ensure continuity, and be sure to list your upcoming speakers schedule in your Facebook Events.

Club Youth Chair
Suggested activities: One or more times per year invite high school and college youth to speak at your Club. Invite them to inform you about the views of their age group. Other suggestions include:

- Appointing a Club member to serve as liaison to each local Republican Club
- Helping start a Club
- Sponsoring a TAR (Teenage Republican) or CR (College Republican) Club
- Sponsoring a workshop for youth. This could be a quarterly or semiannual affair. The topics could be some of the same material used for Club orientation of new members. Highlight such subjects as:
  - How the Republican Party is organized
  - Explain the laws that govern political parties in your state.
  - Hold a Parent, Son and Daughter banquet or special meeting.

Sample Annual Club Budget

Each local Club must be self-sustaining. As of 2019, typical dues structure is set at $40, with $20 going to support the National organization and $20 staying at the local Club (and $5 of that going to the local State Federation, where applicable).

Many Clubs also have a "Supporting" or "Sustaining" Member level set at a higher level dollar amount, say $100. Any such dues amount over the $20 for National stays with your local Club.

The following chart presents a sample budget. Obviously, each local Club sets its own priorities and may have varying costs, such as for its meeting venue, mailings, etc.

Income Dues: $40.00/year	15 members $600.00	45 members $1800.00	75 members $3000.00
Expenses			
National Dues: $20.00/year	300.00	900.00	1500.00
State Dues: $2-5 (based on $5)	75.00	225.00	375.00
Charter/Club start	50.00	50.00	50.00
Programming (speakers and guests, meals, etc.)	60.00	120.00	240.00
Social Media / Website	0.00	120.00	180.00
Postage (newsletters, etc.)	15.00	60.00	120.00
Printing (stationery, newsletter, programs, etc.)	30.00	100.00	150.00
Supplies (awards, pins, plaques, name tags, banners)	15.00	60.00	90.00
Misc. contributions, memorials, adv., displays, etc.	15.00	100.00	150.00
Total Estimated Expenses	560.00	1735.00	2655.00
Reserves for exigencies	40.00	65.00	145.00

Typical Club's Budget Assumptions

1. Club meets every week
2. Club publishes and emails a monthly newsletter
3. Club provides pins for the members (supplied at no charge for new members)
4. Club gives speakers a memento (bookmark, pen, etc.)
5. Club has Officer/Director name tags
6. Club gives at least one award (plaque) each year
7. Club has at least one major function per year with programs, tickets, etc.
8. All other activities requiring funds are either self-supporting or financed by special fundraisers.

Sample Meeting Agenda

The following provides the typical meeting agenda outline. Local clubs are welcome to adjust, but remember to start and end the meeting in a timely fashion:

I. Meeting Opening
- Invocation (*optional, please see note #1*)
- Pledge of Allegiance and, where applicable, State Pledge

II. Introduction of guests
- New members' induction

III. Announcements
- Communications
- Member news
- Events
- Special Recognitions

IV. Recognition of GOP officials
- Brief reports or questions and answers

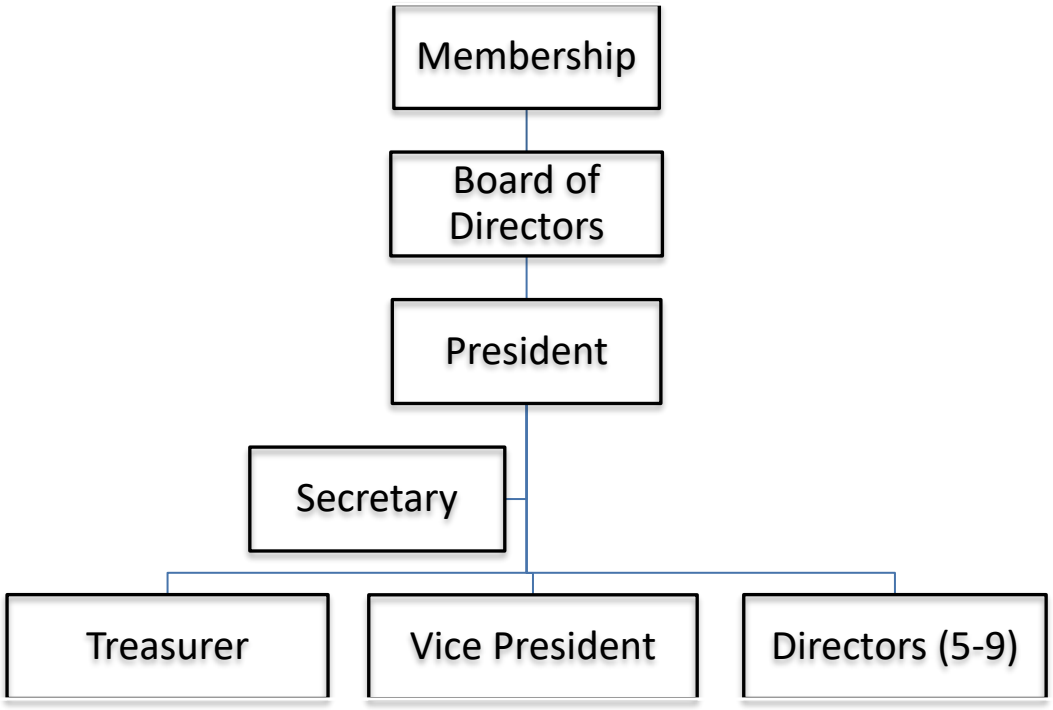
V. Program
- Speaker Introduction (or forum, etc.)
- Q&A

VI. Closing
- Thank officials/speaker
- Thank/invite nonmembers to join
- Remind members to pay dues
- Announce next meeting speaker
- Adjourn

Note #1: *Many Pachyderm Clubs include an invocation at all of their functions, but caution must be exercised that any invocation used is nondenominational. Since Pachyderms is open to all Republicans, we have many religions within our ranks and it would be unfortunate to inadvertently offend someone while offering a prayer.*

Typical Organizational Chart:

Note: Based on 60-Member Local Club. Smaller clubs may have fewer Directors.



About the positions

- Each new President should decide upon what Club goals for the year he or she would like to see adopted. These goals might include: Sponsor one new Pachyderm Club, provide an orientation session within three months after a new member joins, the induction of new members during the year, Club meetings which start and end on time, a Club newsletter issued every month listing upcoming programs, Club representation to all State, and National Pachyderm meetings, a plan for visits to nearby Pachyderm Clubs, implement a serious membership drive, and/or survey Club members for their input on Club improvement.
- Secretary should maintain a central repository of all Club records, typically in coordination with the Treasurer and Membership chair.
- Treasurer duties include: Dues collection & records; Club budget; Send dues & roster to National each month.
- Vice President(s) duties include: Programs; Socials; Awards
- Directors duties include: Club extension; Fundraising; Membership Growth; Youth Support; Public Relations; Social Media; Club Meetings; Major events
- Although a Director (in sample chart above) is assigned the responsibility for the subject area, a committee chair and his committee may be doing the work.

Sample Installation Agenda

I. Call to Order — Outgoing President

A. Pledge of Allegiance.
B. Invocation (*please see Note #1*)
C. Acknowledgment of special guests and dignitaries:
    (1) Visiting Pachyderm Club Officers
    (2) Club Past Presidents
    (3) Elected officials
    (4) Other
D. Word of appreciation for the outgoing officers

II. Installation of Officers and Board of Directors

A. The Installing Officiant is introduced and given the gavel to take charge of the Installation ceremony.
B. Optional reading of "The Pachyderm Challenge" (see below)
C. Program for Installation of Officers (see below)

III. Presentation of Gifts — New President

A. Presentation to Outgoing President

IV. Introduction of the Guest Speaker

V. Adjournment

Note #1

Many Pachyderm Clubs include an invocation at all of their functions, but caution must be exercised that any invocation used is nondenominational. Since Pachyderm is open to all Republicans, we have many religions within our ranks and it would be unfortunate to inadvertently offend someone while offering a prayer.

Note #2

The incoming President recognizes the outgoing President and presents him or her with an appropriate gift from the Club. Gifts have included engraved gavel, elephant on a stand, Past President's plaque, etc.

Program for Installation of Officers

The following text should be followed during the installation of Club officers, typically at the final or the first meeting of the calendar year. This may be preceded by a reading of "The Pachyderm Challenge" (see below). It is suggested that an elected official or judge be asked to conduct the installation ceremony:

Pachyderms and guests, I am pleased and honored to conduct the installation ceremony for the [local Club Name] of the National Federation of the Grand Order of Pachyderm Clubs.

[Officiant may insert personal comments or observations, if any, and designate a member to assist the installation of officers.]

As I read the names of the Officers and Directors to be installed, will each of you please come forward?

_____, President
_____, 1st Vice President
_____, 2nd Vice President
_____, Treasurer
_____, Secretary
_____, Sergeant At Arms (if any)
_____, Directors (which may be multiple)

As leaders of your Club, each of you shares some common duties. These are: help maintain a friendly, civil and respective atmosphere among members and guests, and support your Club President, your governing Board, and the Club as a whole. The morale and success of the Club depends not only on the leadership of the President, but also on the contribution and support of each of you.

President [Name], you have been entrusted with the greatest responsibility of any Club officer. You are more than a presiding officer. You are ultimately responsible for all Club operations and programs. You are to be guided by the bylaws and the decisions of the Club membership and Board of Directors. You must acquaint yourself with the policies and traditions of the Pachyderm movement and initiate and carry through programs for the betterment of the Club.

At this time I ask each of you: Do you solemnly pledge to perform faithfully and impartially the duties of the office to which you have been elected? Answer, "I Do".

[Officers answer: "I Do"]

On behalf of the National Federation of the Grand Order of Pachyderm Clubs, I hereby declare the officers and Board members of this Pachyderm Club duly installed. Congratulations on your selection as a leader of this Club and best wishes for a successful year.

The Pachyderm Challenge

(May be read at Installation of Officers)

Your Pachyderm Club, through the individual and collective efforts of its members, such as each of you here today, has unlimited potential for advancing better government, and for making our government more responsive toward the fulfillment of our ideals of justice and liberty for all.

Remember, the good citizen who actively participates in the American political processes is contributing to the survival of our free government. This work may be a choice of being an active member of a political Club such as the Pachyderms, supporting a candidate, or doing something else in political matters.

To some degree, every citizen with an equal voice and vote is a politician. Those who participate in our political system are helping to make the constitution and free government work. They are helping to maintain our freedoms, which include freedom of assembly. If we do not keep freedom of assembly, the organizations to which we belong might not even be able to meet!

Therefore, what is more important in America than working in the Party of your choice, supporting the candidate of your choice, or doing something in politics— all of which is in support of better government?

The facts are that only about 14% or fewer of our people have ever contributed any of their time or money to a political party or candidate. Yet, they want capable and honest persons in public office.

With this record of citizen participation, perhaps we are fortunate that we have not had more wrongdoing and violations of public trust.

The Challenge for us is clear and is perhaps best summarized in the Pachyderm motto, "Free Government Requires Active Citizens." As Pachyderms, we are setting an example of citizen participation and we can also encourage our fellow citizens to be involved.

Let us conclude this Challenge to the new officers and to all Pachyderms with the following thoughts: Good citizenship includes politics. We get the government we deserve, not the one we wish for. And lastly, "All that is necessary for the triumph of evil is for good men to do nothing."

President

Presidential Traits
The local Club President sets the tone. He/she is the chief executive officer of the Club. She/he is the leader and should spark some of the following attributes in the Club membership for a successful Club:

- **Enthusiasm –** It's contagious! Share your excitement and zeal. Great leaders emphasize the positive and minimize the negative.
- **Friendliness, Kindness & Civility –** Kindness is the most vital ingredient of all sound human relationships and the most binding force of any civilized society. The President must ensure that all members act in a civil and respectful manner to each other, and to all speakers and guests.
- **Loyalty –** This means loyalty to the organization and its high purposes. The President places the purpose of the organization in the forefront realizing that a basic factor in high morale is for members to know what they are here for and what they are here to do.
- **Responsibility –** The President instills a sense of responsibility in officers and members.

Key Points for the President:

Represent the organization
The President represents the organization: The press and public will look to you as representing the Pachyderm movement in your locale.

Political education and information
This is a primary purpose of Pachyderms. Constantly review programs and activities to assure that members are obtaining worthwhile information on politics, government, and their communities.

Conduct of Club and Board meetings
Generally, business is conducted at the Board meetings. An agenda is desirable for all meetings. Conducting Board meetings by parliamentary procedures will get things done in a businesslike manner and waste less time. Summary of a Pachyderm meeting: Fun, fellowship and program!

Recognize committee chairs
Give recognition to committee chairs. Call on them for brief reports at meetings when appropriate.

Introduce guests
See that guests are introduced at each Club meeting. Important guests should be invited to sit at the head table. Welcome them to return at the close of the meeting.

Announce upcoming meeting
Be sure that the next meeting's program is announced before you adjourn.

Encourage membership
This is the lifeblood of any organization. Continually strive for recruitment of new members. Assure that membership applications are available at each meeting for new prospects. (This is a responsibility of the Membership Chair)

Communications

The Club Secretary is a key contact for State and National Federation news. He/she should keep the membership informed; the local membership provides the strength for the state and national levels of Pachyderms. It is also helpful to have a Post Office Box as a permanent address for receiving mail and establishing your local club's bank account.

Attend extension and Federation meetings
Your Club should be helping to form new Clubs. Attendance at Federation functions is important see that your Club is represented.

Enforce bylaws
See that the bylaws are followed. For example, ensure that the monthly membership reports and annual financials are reported on schedule.

Establish induction procedure
Establish a set procedure for induction of new members. As a minimum, allow the new member to give a short introduction of each new member at their first meeting as a member.

Recognition/Relationship with Public Officials
Periodic updates from these Republicans are important. Remember: Most Club business is handled by the Board; regular meetings are mostly fun, fellowship and program. For programs, keep in mind the Club purpose and goals.

Ensure Social Media Participation
As stated elsewhere in this handbook, it is highly recommended that each local chapter create its own webpage, and ensure its contact information is kept updated on the National webpage. On social media, it is highly advised that each local chapter creates, at minimum, a Facebook page, as well as other social media accounts such as Twitter, Instagram, and other sites which may gain popularity in the future.

Ensuring your meeting details are also listed in your local community and local Republican party organization calendars is always helpful.

[Nostalgic note: This section of the handbook previously focused on placing a listing for you Pachyderm Club in "your local phone book."]

Free of Charge Functions
See that at least one or two functions are held each year where all Republicans are invited to attend free of charge. Local Republicans should be able to meet their congressional representatives, for example, without paying $50.00 for a dinner event. Coordinate this activity with your local Republican organizations. Take advantage of such gatherings by having a literature table and invite guests to join.

Set Goals
Your Club needs goals for the year. Goals enable you to talk about something which will take place in the future this means anticipation! This can add interest and enthusiasm. Consider a project; a drawing perhaps, in which one member will have the opportunity to win $50 or $100 for his or her trip to the State or National Republican Convention, State Lincoln Day, or the National Pachyderm Biennial Conference, etc.

Communicate

Communication is usually a challenge for Clubs. Be sure Pachyderm Headquarters is on your mailing list for newsletters, etc. Establish an email distribution list for your Club members, prospects, past guests, and maintain Facebook and other social media pages.

Keep Tradition Alive

Club leaders should maintain close relationships with other key area Republicans. Send regular updates, newsletters, and /or establish and keep these things alive: Pachyderm Preamble and Purpose and the Club events listed on your annual calendar. The annual calendar listings serve to maintain Club traditions.

Obtaining New Members

Obtaining new members is a constant task. Use the prospect list for members to generate new members. Frequently remind members to bring guests.

Fundraising

Remind members of the need for funds to support the growth of new Clubs. This is what the "beyond" your dues solicitation is about. A special Pachyderm pin is given to those contributing beyond dues. Also, know about the Pachyderm Foundation, the Pachyderm Fellows program and the Ivory Circle.

Secretary

A good Secretary is an important asset to any Club. He or she is responsible for keeping accurate records of the proceedings of the Club.

Official Statement of Duties of the Club Secretary:

The Secretary shall keep all records and minutes of meetings of the Club and Board of Directors and perform other duties as may be delegated by the Board of Directors.

Summary of Duties of the Club Secretary

Keep Club records
Keep Club records and minutes of all business sessions. Normally, the business of the Club will be conducted at Board meetings. The Secretary is responsible for keeping the Club policy manual up to date (sample available from headquarters).

Maintain mailing/email list
Don't forget to include the Federation Executive Director on your Club mailing list.

Mail/Email meeting notices
Prepare and mail/email all notices of Club and Board meetings (unless other arrangements are made). Some Clubs use newsletters to announce meetings and programs in advance. A telephone committee system and Facebook and social media posts are other ways to notify members of meetings.

Maintain a Club scrapbook
News clippings and other items relating to Club activities will provide a good history of the Club (some Clubs have a Historian or scrapbook chair). Remember to also post your photos on Facebook and on your Club webpages.

Prepare membership roster
Prepare at least annually, by April 1, a roster of members for submission to the National office. Coordinate with the Club Treasurer and/or membership chair, who should be maintaining a current file of all paid up members.

Handle correspondence
Handle correspondence; share pertinent correspondence with the Club or Board as appropriate.

Provide informational materials
See that Pachyderm information, such as the informational brochure, membership applications, and newsletters are on hand at each Club meeting. Some Clubs have a display table of this material, as well as political educational material.

Transition office records
Deliver to successor, unless directed otherwise by the Board, all records pertaining to the office.

Maintain liaison with the Federation
Keep the Club informed on Federation matters involving Club news and informational material available. Forward Federation reports as requested. For example, notify the Federation Executive

Director immediately upon the election of new officers, upon filling of a vacancy on the Club Board, or when address or other corrections are due on the Club roster.

Communications

We need your help to improve our communications and the sharing of information that can benefit all Clubs.

As with any organization, our publications have the main purpose of keeping our Club leaders and members informed. The left hand needs to know what the right hand is doing. The successes of one Club can be shared with other Clubs and this is important for improving our Clubs, and in turn, the benefit for our members.

As Club Secretary, unless someone else in your Club has been assigned the task, you should serve as a news reporter for the National Pachyderm Newsletter. In most Clubs, the Secretary is responsible for maintaining the Club's scrapbook. The Club's scrapbook is a history of the Club's activities and becomes a historical reference for new Club leaders and other members. The scrapbook should be brought along to Federation Board meetings and conferences as another source of information to be shared among Clubs.

Please forward the Secretary's Report by the 5th of each month. Please contact Pachyderm headquarters if you have any questions. Feel free to submit a report via email to admin@pachyderms.org.

Each Club should have (no later than Feb. 1) an annual calendar listing all major events/functions for the year. This is valuable for new officers and members, who may not know the traditions of the Club.

Monthly Secretary Checklist

The Club Secretary should submit the following to National Headquarters:

1) Your Club's monthly newsletter
2) Secretary's report (by the fifth of each month)
3) Changes in leadership (as they occur)
4) Forward a copy of your Club's Board meeting minutes
5) Provide an annual Club achievements summary (in December)

Reminders:

- Make your Club's Social Media Committee aware of any changes that need to be posted.
- Keep a copy of any publicity that your Club generates for use in your Scrapbook.

NATIONAL HEADQUARTERS ADDRESS:

2726 Bissonnet, Suite 240-215, Houston, TX 77005
admin@pachyderms.org

Secretary's Report

The following data should be included in the monthly Secretary's Report submitted to the National office:

1. CLUB PROGRAM HIGHLIGHTS
Report activities, programs, speakers, topics discussed and other pertinent information from your Club meetings this month. If submitted electronically (which should be the preferred method of transmitting your reports), please also include photos (with clear identification of names and titles of those photo'd, along with the date and location).

2. MISCELLANEOUS INFORMATION
Report upcoming events, Club news, such as vacancies filled or changes to your Club's Board, achievements of individual Pachyderm members or Club officers, or any other items of interest.

3. ATTENDANCE
Approximate number in attendance at meetings.

Note: Secretaries reports may be submitted via email, mail, etc. Attach a copy of your local newsletter, news clips or photos that might be a source of news for other Pachyderm publications. List any comments or suggestions desired. Please place Pachyderm Headquarters on your mailing list for Club newsletters.

Report is due before the fifth of the month. Timely remittance is most important!

NFPC • 2726 Bissonnet, Suite 240-215, Houston, TX 77005
(888)-GOPACHY (888-467-2269) • admin@pachyderms.org

Club Leadership Roster

As previously stated, herein, it is very important that the National organization knows who are your local leaders and how to contact them. The Club Secretary should submit a spreadsheet detailing the information below. Feel free to submit electronically or via postal mail. This should be submitted at least annually, typically at the change of each year:

Officers (for Year _____):

- Name
- Mailing Address
- Mobile Phone
- Home/Office Phone (landline)
- E-mail address
- Club Officer Designation and Term of Office (if applicable)

Also, please verify:

- Club Name:
- Meeting Date/Time/Place:
- Annual Dues level (total; local + national)

Committee Chairpersons:

Please also identify the individuals tasked with any of the following areas of Club operations:

- Programs
- Historian
- Club Extension
- Membership
- Fundraising
- Social Media
- Special Events

Email to admin@pachyderms.org or mail to: NFPC, 2726 Bissonnet, Ste 240-215, Houston, TX 77005

Treasurer

The Treasurer is the authorized custodian of all Club funds. He or she may be Chair of the Budget Committee or otherwise assists in drafting a Club budget, which is submitted to the Club Board normally in January.

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 auditor's report made to the Board of Directors.

Duties

Establish checking account

Establish a checking account at a bank approved by the Club Board. Receive and disburse funds in accordance with the Club's bylaws or as authorized by proper Club or Board action. If a Club engages in fundraising projects to help candidates or other Club projects, it may be appropriate to establish a money market or savings account. It is important to ensure that there are at least two authorized signers on all bank accounts; typically the Treasurer and Club President.

Provide financial status regularly

Furnish a clear picture of Club's financial position at each Board meeting or as directed by the Board. Provide a brief status report of Club finances at a regular Club meeting at least quarterly (March, June, September and December). Annual financial reports for the local Club must be submitted to the National headquarters office by January 31st. Such reports should include at least a balance sheet and income statement (aka Profit & Loss statement).

Conduct general accounting

Keep an accurate account of all monies received and paid out. Pay all bills by check. Preserve all receipts, vouchers (if used), bank statements and canceled checks, so that these records are available for an annual audit in January.

Transition office records

Deliver to successor, unless directed otherwise by the Board, all records pertaining to the Club. This includes ensuring a smooth transition of signators on the Club bank accounts.

Keeping rosters current

We have a mobile society today. In many areas, a current physical and electronic mailing list will have within one year a 20% change in addresses. It is a constant task to keep membership lists current, so both the local Club Treasurers and the headquarters must share information. Club Treasurers must inform headquarters when a name should be deleted.

Club Treasurers are responsible for providing headquarters with current membership data including updated names, addresses, phone numbers and email addresses. Actions Club Treasurers can take to help keep rosters current include:

- Submit any changes/corrections to Club member's information to headquarters. This can be done via email or mail to headquarters, or by calling.
- Coordinate closely with the Club's membership committee. Be sure to agree as to where the

"official membership roster" is being maintained and that at least two persons have a current copy at all times.

Forward contributions
Monies received as contributions to the National organization beyond the amount of the annual dues, should be promptly forwarded to the National Federation. Funds from local "sustaining members" over the standard base dues amount may be maintained for support of your local Club.

Forward annual dues
Per the National Bylaws, forward dues promptly (within thirty days or less). Club Treasurers shall forward the National Federation per capita annual dues to the National Federation Treasurer along with the related list of members. In states where dues have been adopted for a Pachyderm State Federation, Club Treasurers shall forward such State dues to the State Federation Treasurer. In each case, the Club Treasurer should forward, with the payment, a list of the members for whom the payment applies.

It is highly recommended for Treasurers to use a spreadsheet or basic accounting program for tracking dues.

Annual dues technically expire on December 31. However, dues are typically collected from December-March and are considered officially delinquent on March 1. Remember, any new member paying dues after September 30 will be credited for the next full year. Thus, one who pays his dues on or after October 1 of the current year should have an expiration date of December 31st the following year.

Clubs may exercise flexibility in setting dues. For example, $40/individual, $60/couple, $35/student. One Club assessed $25/age thirty & under. Their aim was to attract young professionals to their weekly luncheon meetings. Contact the National office if you have questions regardling dues levels and associated special classifications.

The National Federation portion of an individual Club member's dues (no matter what the Club is charging) is normally $20/member. Exceptions include:

- Clubs remit $5 to National for approved Honorary members
- $10 is remitted for members under 18 years of age or those that are members of both CRs or TARs and Pachyderms.

Address for National Dues Remittance:
National Federation of Pachyderm Clubs, 2726 Bissonnet, Suite 240-215, Houston, TX 77005

Where a State Federation is organized state dues may be levied. Currently those states with approved Federation dues are:

- Missouri- $5/member
- Montana- $4/member

Membership Applications
An official membership application is a helpful tool in gathering member information and, therefore, keeping a current list for dues invoicing. One idea is to create a membership application that includes your Club's Board listing, meeting dates, programs schedules, as well as contact phone numbers, email addresses and website, Facebook and social media information on the top and an application the member can cut off, on the bottom. This can serve as both a marketing piece and application, and added to booth tables or handed out a Lincoln Days.

Monthly Treasurer's Checklist

1) Make all Club deposits in a timely manner.

2) Record all financial transactions and prepare a monthly financial report for the Board.

3) At least once a month send to the National Headquarters and your State Federation Treasurer (if applicable) a list of new or renewing members along with payment of their dues. Please include members' names, addresses, telephone numbers and e-mail addresses. Please note spouses if your Club has couples rates.

4) Provide your Club Secretary and newsletter editor with a list of all new members so that your mailing lists and email distributions lists are kept current.

5) The National Headquarters sends out, from time to time, a list of members for you to verify. Please do so and contact the National Headquarters with any discrepancies.

6) Each October, you should notify the National Headquarters of the dues amount set by your Club for the following year. This will allow the office to make any changes necessary to process the renewal notices.

Club Committees

Membership Committee

Dues paying members are the backbone of organizations like ours. If someone says he or she cannot attend very much and therefore is leaning toward not paying dues, let him or her know that if all they did was pay dues it would help strengthen our organization and permit us to pursue worthwhile goals. Annual dues become due January 1 and are delinquent March 1. Encourage new memberships year round; “Every member gets a member.” However, during the period from January 1 to March 1, each year, hold a concentrated drive for membership renewals and new members.

Suggested steps for membership efforts
Remember, prospective members generally want to know “What's in it for me?" Many members appreciate the opportunity to network with others. The fun and fellowship, and keeping up with current political issues can be of interest to members. Emphasize the Pachyderm motto: "Free government requires active citizens."

Use any good ideas on membership growth that you see in other organizations in your community. Most civic clubs, for example, are faced with the same problem that we have in obtaining dues renewals annually

Promote programs through communications
Early in January or late December, publish a Club newsletter listing several programs ahead for your Club. Invite members to pay their dues for the coming year. Submit press releases and/or event notices, to the local newspapers, radio stations, etc., announcing upcoming programs. And, of course, use social media to the fullest extent possible.

Recognize new members
The membership chair or another member of the committee should make sure that all new members are appropriately recognized.

Provide a meaningful induction
The induction should include a good introduction of the new member; a brief statement of what Pachyderms are about, the high purpose, present the lapel pin, and welcome the new member.

Other Duties
Dues renewals are sent electronically from National Headquarters with instructions to address payments to your local Club Treasurer. The first dues renewal is delivered in early- to mid-December. This effort must be coordinated with local Club Treasurers so it is critical that the National Office is informed of any address changes for the Treasurer, as well as, the correct dues structure for your Club. Periodic rosters by Club are distributed to Club Treasurers. A list of members may be provided to the Club membership Chair. See the Club Treasurer for a historical roster of the Club members shown last year in which dues were paid.

Club Extension Committee

Every Pachyderm Club is encouraged to have an active Club Extension Committee, the primary task of this committee is to help other communities establish Pachyderm clubs. Your Club Extension Committee Chair may obtain assistance and materials, from Headquarters, to aid in forming clubs.

Other Duties

Generally, plan and carry out the Club's efforts to:

- Promote practical political education and the dissemination of information on our political system.
- Promote the development of potential political leaders.
- Coordinate with the State and National Federations' political education committees.
- Provide the Club newsletter editor promotional information about the Committee's aims.
- Maintain a file of current voter information materials.

Finance Committee

The Finance Committee is responsible for the development of the Club's annual budget, planning and seeking Board approval on fundraising projects, and executing the fundraising projects.

Other Duties

The Finance Committee Chair and the committee are responsible for keeping the Club membership informed on all matters relating to finance, including those matters, which come from the National or State Pachyderm Federation.

Membership of this committee would normally include the Club Treasurer.

Program Committee

Types of Programs:

Speaker

The key to great membership is hosting interesting, highly informative and educational speakers. Always consider the public relations angle. When considering a speaker as an option, think of how you will "sell" the presentation to the media and the public. If you need to grow your membership – and there is always room for growth– you need to consider not only what your members would be interested in, but also what would interest your *potential members*. Steer clear of the stale, canned presentations that are being given at every other political and civic club. Members, potential members, and the press are much less likely to attend presentations by speakers they have frequently heard elsewhere. Don't forget to tap your regional network of authors, college presidents and professors, think tank and non-profit directors, investigative reporters, military leaders, police and fire chiefs, sheriffs, governmental agency directors, judges, and so many other not-strictly "political" speakers.

Candidate Forums

During primary election season, host candidate forums for local and state elections. Publicize your event. Always be careful to ensure no candidate has stacked the audience with his/her supporters asking obviously set up questions. To ensure fairness in candidate forum meetings, it is suggested that written questions are submitted, reviewed, and asked by the forum moderator so as to ensure the questions are balanced and fair to all candidates.

Panels
Two to four brief talks. Consider allowing questions by panel members to the panel, then proceed with questions from the floor.

Debates or Pro and Con Presentations
These can be exciting and informative, and often draw a big crowd, sometimes from both sides. This format of meeting program could be publicized as an open forum, open to the public, and sponsored by the Pachyderm Club.

> Note*: For "debates" is better for the moderator to ask prepared questions that deal directly with the issues. Invite the Candidates and guests to stay and socialize after the forums to address any personal questions.*

Skits
Mimic TV programs. Special events emphasis such as Constitution Week, Education Week, Lincoln and Washington's Birthdays, convention reports, etc. — with or without skits.

Mini Programs
A mini program consists of short educational topics (about three to five minutes in length) which are presented at each meeting. But, be flexible, leave the mini program out if your main speaker needs all the time. Encourage all Club members to take part by giving a mini program on a rotation schedule. Programs could include such topics as:

- Explain a parliamentary law motion and principles of parliamentary law (consider a series, discussing one per meeting)
- News item on national, state or local GOP
- Educational item on politics, political campaign techniques, other politically relevant matter, or short "this day in history" recaps.

Possible Program Topics:

Political organization—national, state and local
Review the state laws governing political parties, elections and campaign finances.

How to conduct a political campaign
Host an instructional program on the basics of campaigning (Campaigning Best Practices Campaigning 101, or Campaign Boot camp, Top Ten Dos and Don'ts), consider including a panel of Republican victors and maybe a Political Science Professor or pollster.

How can an individual participate in politics?
Focus on the individual in politics and how they can make a difference. Perhaps a program on how one can be an effective advocate for their beliefs. Consider involving your local Central Committee Chair and the State Republican Party. During Presidential election years have someone present about caucuses or the Electoral College. Explain the process for participating in precinct, senatorial district, state and national conventions.

Political philosophy
Why am I a Republican? Host a panel discussion or speaker that addresses the differences between political parties and delves into how the platforms are developed. Consider posing a question, for audience discussion, about why they support their Party.

How to organize a precinct?
Why is "get out the vote" work probably the most important activity in winning? Discuss the finer points of our ground game. Invite veteran volunteers to share their experiences and knowledge.

National, state and local governmental issues
Invite local public officials and state officials to speak; review the major bills before the legislature, and Congress. Invite various candidates to speak (school Board, hospital trustees, etc.).

History Lessons
These meetings are especially interesting around national and state holidays, for example Veterans Day, Flag Day, and the like. Note that with these meetings, it is extra-important to ensure the selected speaker presenting the topic is a dynamic communicator who can make the subject interesting and fun.

Guidelines for a Club Program Committee

Designate program chair
Clubs are encouraged to meet weekly and it works well to have a Club member designated as the Program Chair for the month (a quarterly Program Chair can be designated for monthly Clubs). This distributes the work and ensures one person isn't overburdened. And, since the Program Chair for the month (or quarter) introduces the programs, the Club can benefit from sharing the leadership.

Plan ahead
Hold a good program committee meeting at the beginning of each new Club year to plan ahead. Your programs should help carry out the new Club's purpose and objectives.

Schedule programs in advance
The committee is responsible for scheduling the Club programs, optimally at least one month in advance. Announcing programs in advance promotes interest, attendance and new members. Members ask themselves, "What's in it for me?" Programs should be perceived as a "benefit" of being a member and attending regularly. Publish your speakers on Facebook by creating Events on your Club's Facebook page.

Publicize programs
The committee should also coordinate or handle the publicity of Club programs. If your Club has a PR chair who handles news releases, coordinate with him or her. Be sure to alert the local news media about your meetings and programs. Submit a brief news release announcing the guest speaker, meeting place, date and time. In addition, furnish local, State and National Pachyderm newsletter editors with your program "news". Facebook, Twitter, and club websites are other ways you should be promoting your programs.

Standardize meeting format
Use a standard opening and agenda for each Club meeting. Some weekly clubs hold a more formal opening on the last meeting of each month and read the Pachyderm Preamble or purpose.

Keep meetings interesting
Don't allow your normal Club meetings to become cluttered with routine business. Most business should be handled by your Club's Board of directors. Keep your Club President and Board advised on the activities of the program committee.

Invite spouses
See that spouses receive a special invitation to some meetings. Some weekly clubs regularly invite the spouses to the last meeting of the month. Also, don't forget to invite spouses to join! Many clubs have a couple's rate to encourage membership of spouses.

Poll membership
Survey the wishes of the members either via your Club newsletter, a handout or by talking to them.

Prepare the meeting room
Be sure that someone is responsible for the appearance of the meeting room and that the standard objects are always in place, such as: the Club banner, the American flag, a poster of the Pachyderm Preamble or Purpose. This task could be assigned to a house committee or the sergeant at arms.

Social Media Committee

Why worry about the Internet?
The Internet and Social Media are the most useful information medium in our society today. It is no longer a domain of any specific socioeconomic group, but rather is the preferred information source for a wide demographic band. Beyond its reach, it also has the political advantage of being unfiltered. There are no commentators or journalists reshaping what we want to express. This creates a tremendous advantage for those in the political realm. Pachyderm Clubs should be utilizing the many resources available on the web. Appoint a Social Media committee to implement and maintain the Club's website, Facebook page and other social media sites such as Twitter, Instagram and similar apps or services. The National office can help you get your Club's website established. Your site can be as simple or as elaborate as you wish, but the minimum that we recommend is as follows:

1) Display the current, copyrighted Pachyderm logo and your Club name at the top of your page. Clubs may use their own club logo, if one exists, but be advised that National's logo should be displayed on your website as well.
2) The official Pachyderm colors are gold (pantone #132), black and white.
3) Display the mailing address, phone number, and an email address of your Club.
4) Prominently post the location, date and time of your meetings.
5) Provide a brief description of what the Pachyderm Club movement is about.

Optional items to include:
1) List upcoming speakers and the date of their appearance.
2) List past speakers with quotes from their appearance.
3) List other Republican events on your site.
4) Have an area with links to other Pachyderm and local GOP organizations.
5) Place a copy of your latest newsletter in downloadable format on the site.
6) Place a copy of the membership application for your Club on the site.
7) Have a list of officers with contact information on the site.
8) Be sure to link all your social media accounts.

How much does it cost?
Creating and maintaining a website can be fairly expensive for an individual Club, involving a recurring hosting charge each month. The National Federation has decided that an internet presence is so important that we can help cover some or all of those monthly fees for you. We now offer you space on our website at no charge. Each Club will be provided their own secure sub-account on the National

website in which the local Club can maintain their own Club site. Your Club incurs no monthly fees for the national-provided site. Your URL (your web address) will be www.pachyderms.org/yourclubname. All you need is a member who can maintain and update the page for you. (Note, this is a "project-in-progress" as of the printing of this handbook, Sep2019.)

As with any Pachyderm publication, you are, of course, required to adhere to the non-endorsement of candidates or issues policy on your Club site.

To get started, contact National Headquarters at 888-GOPACHY (888-467-2249) or via email at admin@pachyderms.org.

Ambassadors Committee

Purpose

The purpose of the ambassadors committee is to encourage individual Pachyderm members (while traveling) to assist in organizing new clubs and in obtaining new members. This program provides a positive vehicle for accomplishing this purpose and is probably the most economical method for increasing both individual and Club memberships. Suggestions for Pachyderm Ambassadors:

Carry Pachyderm literature

Keep a supply of membership applications and the primary Pachyderm brochures on hand as you travel.

Keep the Charter Checklist handy

Keep a copy of the Charter Checklist in your possession to aid you in briefing prospective Club starters.

Inform and invite

As you meet people in social contacts or otherwise, when it is appropriate, inform them about Pachyderm Clubs and invite them to join. If you find sufficient interest, then present the idea of starting a local Club.

Look for opportunities

Be alert to announcements in local newspapers, radio, and TV about Republican gatherings. When time permits, attend these gatherings and meet other Republicans. Be sure to wear your Pachyderms lapel pin!

Locate contacts

Inquire as to who is the local Republican Chairperson. Invite the local chairperson for a cup of coffee. Inquire as to whether there is one or more Republican elected officials in the area, such as a State Senator, State Representative, county level official, etc. Sometimes you can also find out who has been active in political campaigns. It is amazing what one can discover by just asking a few questions in most any town. Also, find out if another Republican Club exists there. If a GOP women's club exists (often under the umbrella of the National Federation of Republican Women (NFRW)), the President may know someone who would be interested in a Pachyderm Club.

Reports and Supplies

At any time, you may forward to the Pachyderm office any information you think appropriate. If you want some information sent to a particular individual, email or call the National Headquarters with their contact information.

Additional copies of Pachyderm brochures, membership applications and other items you may need can be obtained from Pachyderms Headquarters.

Also consider contacting Pachyderm Headquarters before traveling. Headquarters may have GOP contacts in the area of your trip. The toll-free Pachyderm number is 1-888-467-2249.

Awards Committee

The Awards Committee is assigned overall responsibility for Club awards. Club awards generally include the Tough Tusk Award, the Meritorious Service Award and the Certificate of Appreciation. Also, each local Club's outgoing President is eligible to receive the Past President's Plaque and Pin. Nominations for awards are normally referred to the Awards Committee. The Awards Committee may be assigned other duties by the Club's Board of Directors. Consider asking past award winners from your Club to sit on the awards committee. This way you avoid conflict of having a potential nominee on the committee.

Nomination Instructions

- Awards are determined by the Club's Board or an appointed Awards committee.
- Send completed copies of award winner(s) nomination forms are to be sent to the National Headquarters for prior approval.
- Present Awards in a special ceremony during a Club meetings or at special occasions such as officer installation or at Lincoln Day.
- Honor roll of recipients should be maintained by local clubs.
- Number of awards should not exceed 5% of Club membership for the year, with a limit of one Tough Tusk and two Meritorious Service Awards per year. All nominees for the Tough Tusk or Meritorious Service award must be approved by and ordered from National Headquarters.

Awards Nomination Process

National Awards

The National Federation of Pachyderm Clubs has a multi-level awards system designed to recognize excellence both within the membership and the organization itself. Once every two years, the National Federation convenes in a nationwide conference and bestows a series of awards to recognize attributes such as Club growth, newsletter quality, website excellence, Club scrapbooks, community involvement and Club leadership. Recipients of these awards are selected by the National Awards committee based on materials submitted to the National Federation Headquarters throughout the year.

In addition to these "Club" awards, the National Federation is also empowered to the "Tough Tusk Award" and Meritorious Service Awards each year. These awards are designed to recognize the contributions of individual members to the National Federation. The recipients of these awards are also chosen by the National Awards committee, but the nominations come from the individual members, Clubs and State Federations. Any member in good standing came make a nomination for either of these awards at any time, although this is typically done in cooperation with your local Club's board of directors. All nominations that are received will be forwarded to the National Awards Committee for consideration at the next National Conference. A very prestigious award, The George W. Parker Founder's Award, has also been established to recognize special, lifetime achievement and contribution to the National Pachyderms organization.

Local Club Awards

Just as the National Federation can award members for excellence, each individual Club can as well. Once each year, usually at the installation banquet, your local Club can request permission to bestow a single Tough Tusk Award and one or more Meritorious Service Awards. The number of meritorious service awards that can be given varies with the size of the Club, but no Club may nominate more than 5% of their membership for an award in any year. Clubs should limit the number of these awards bestowed in order to retain the significance of the award.

At least three months prior to the annual banquet, each Club President should appoint an awards committee. It is recommended that this committee be made up of prior award winners if possible. This committee should then announce to the membership that it is seeking nominations for awards. Once the membership has had adequate opportunity to make nominations, the awards committee should review all of the nominations and make their recommendations for awards. These recommendations are then forwarded to the National Headquarters for processing.

The recommendations will be reviewed at National Headquarters and the awards will be ordered and shipped to your Awards Committee Chair. The Club will be billed for the cost of awards plus shipping. All "Tough Tusk" and "Meritorious Service" awards must be authorized by the National Office. Local Clubs are not allowed to create their own versions of these awards.

By the controlling the issuance of the "Tough Tusk" and "Meritorious Service" awards, we can insure that the awards are given in a consistent manner and that they are not cheapened through their use as tokens of favor. In fairness to all of the Pachyderms who have received these awards over the years, we must keep the standards very high for the bestowing of these awards.

Meritorious Service Award

The Meritorious Service Award was adopted by the National Federation Board of Directors on October 3, 1981. The Meritorious Service Award is a special award to be given by local clubs to members who have exhibited special devotion to the Club over long periods, exceptional service to the Club or party over specific shorter periods, or specific local, state or national service outside the organization which brings honor and note to the organization by the very nature of the actions performed. This is to be a very special award and local clubs should carefully select those who are to be recipients.

Like the Tough Tusk Award, the National office will provide the award materials subject to a review of the nomination by the National Awards committee.

Note: A Tough Tusk Award packet (includes a "Tough Tusk" with necklace, plaque, lapel pin and the required reading) must be ordered from Pachyderm Federation Headquarters.

Meritorious Service Award Nomination Form

Note: An Awards order form needs to accompany this form.

Award Level: ❑ Club ❑ State ❑ National

Eligibility: Any Pachyderm member in good standing

Criteria:
A. Members who have exhibited special devotion to the Club over long periods.
B. Members who have contributed exceptional service to the Club or party over shorter periods.
C. Club members who have performed exceptional service outside the organization which has brought honor and notoriety to the organization.

Nominee Information

Name_____Spouse's Name _____

Address _____

City/State/Zip _____
Phone (_____) _____

Employment Background _____
_____

Education: High School _____

College (degree, date) _____

Military Service (branch, service dates, rank) _____

Organizational memberships and offices (civic, political, etc.) _____
_____

Honors, awards and other recognitions:_____

Additional Information: Using the reverse side of this sheet or an attached sheet, please explain any service or contributions made by the nominee towards community improvement or other civic activities for the good of the community, state or nation.

Return this completed form to the Club Secretary or Awards Committee chair for local review. Applications approved at the Club level are then to be forwarded to the National Headquarters

Club Name: _____
Date to be awarded: _____
Submitted by (name): _____
Phone/Email: _____
Club officer title: _____

NATIONAL FEDERATION OF
Pachyderm Clubs

2726 Bissonnet, Suite 240-215, Houston, TX 77005
Phone 1 (888) 467-2249
admin@pachyderms.org

AWARDS ORDER FORM

Award Level: ☐ Local ☐ State Federation ☐ National Federation

Award Design: ☐ Tough Tusk ☐ Meritorious Service ☐ Past President

INFORMATION TO BE ENGRAVED:

Name:

Club Name:

Date on Plaque: ___/___/____

DELIVERY INFORMATION:

Date to be delivered: ___/___/____

Delivery Address:

Overnight shipping approved if necessary: ☐

Date Ordered: ___/___/_____

Tough Tusk Award Nomination Form

Note: The Awards Order form needs to accompany this form

Award Level: ❑ Club ❑ State ❑ National

Eligibility: Any Pachyderm member in good standing

Criteria:
A. Outstanding citizenship in the field of political & governmental affairs
B. Service or contributions made towards community improvement or other civic activities for the good of the community, state or nation
C. Consideration of nominee's honors, awards, and other recognition received for previous undertakings

Nominee Information

Name_____Spouse's Name _____

Address _____

City/State/Zip _____Phone (_____)

_____

Employment Background _____

Education: High School _____

College (degree, date) _____

Military Service (branch, service dates, rank):

_____

Organizational memberships and offices (civic, political, etc.)

_____

Honors, awards and other recognitions:

_____

Additional Information

Using the reverse side of this sheet or an attached sheet, please explain any service or contributions made by the nominee towards community improvement or other civic activities for the good of the community, state or nation.

Return this completed form to the Club Secretary or Awards Committee chair for local review. Applications approved at the Club level are then to be forwarded to the National Headquarters

Club Name: _____

Date to be awarded: _____

Submitted by (name): _____

Phone/Email: _____

Club officer title: _____

Tough Tusk Award

The Tough Tusk Award is the highest award presented to a Pachyderm member. The Club Secretary is the default (if no awards committee exists) key contact for the Tough Tusk Award. His or her responsibilities include advising Club members of the award and providing the nomination form at meetings. As far as timing is concerned, Club elections are held in November. Installation of the new Board is in December. Therefore, it is recommended that the Tough Tusk Award be presented at the installation ceremony. Thus, Club members should be provided with nomination forms and be advised of the award each year no later than October 1. The awards process can be publicized through announcements at Club meetings and announcements in the Club newsletter.

See that your Club Board initiates a Tough Tusk Award Selection Committee. This committee will receive the completed nomination forms and will, after reviewing the forms, make a recommendation to the National Office for the winner. The committee may desire to interview finalists or seek other information. It is recommended that the committee consists of three to five members appointed by the Club President. Consider inviting the past award's recipients, local Republican Party Chair and a Republican Officer holder, who are members of the Pachyderm Club to serve on the committee.

Forwarding the nomination to the National Federation

Reporting the results

The committee shall report only one recipient of the award. No ballot results of the committee shall be released, except the name of the designated recipient. Prior to the presentation to the awardee, no information as to the recipient will be released, except as necessary to arrange the presentation and to ensure the presence of the recipient.

Notification of eligibility

Notify your Club's Board and President by March of each year that the Club Board is eligible to forward a nomination for the state level award. In states where a State Federation exists, the State Federation awards committee will review the nominations and may choose to award a state level Tough Tusk award.

Tough Tusk Award Presentation Reading

The following text is specified presentation required to be read at the presentation ceremony of the Tough Tusk Award. As you can see, the Tough Tusk is symbolic of the many fine attributes of the best of the Pachyderm members. The drafting of this text is attributed to prior Pachyderm member, John Stoeffler:

> "Just as a chain is only as strong as its weakest link, so it is with freedom. It will remain strong only as long as each of us is strong. The link between the tusk and the chain is a reminder of this.
>
> The color of the chain is gold, to remind us that our freedoms are precious. The tusk is white to remind us that our goals must be spotless, our motives pure. The tusk is a tool of a Pachyderm used to strip the bark from trees and dig for roots. This should remind us that, as Pachyderms and Republicans, we must strip away the facade of irresponsible politicians and dig until we get to the root of the problem.
>
> The tusk, when held with the point downward, is curved to remind us that when on top, one small step in the wrong direction can bring us down. When held with the point upward, it reminds us that when we are down there is only one way to go — up!
>
> The tusk is made of very durable material, reminding us that we must resist the temptation to let ourselves and our Party crumble.
>
> The tusk is pointed to remind us that we must jab our political opponents effectively and hard so that we will always make our point."

Club Start Guide

The following section of this handbook outlines the steps regarding how to start a new, local Club chapter of Pachyderms. This is by no means intended to be an all-inclusive list, but it does provide and effective outline of procedures and requirements. Please contact the National office for more assistance in starting new Clubs.

Why Start a Pachyderm Club?

Offer a sense of community
Typically, if an American desires to support something he believes in, he joins an organization. For example, to support education, there is a PTA chapter in nearly every school. To support veterans' affairs and national defense, there are Veterans Clubs in nearly every city. But, if you choose to participate in political activity and support the candidates and party of your choice, do you have a Club to belong to? The Pachyderm Club offers that community.

Provide a place for new supporters
Every election our party stalwarts see new people come out to support some candidate. The "new" people have never been seen at a Republican Party function before. What happens to them after the election? Where do they go? What do they do to stay involved? The Pachyderm Club provides that place.

Channel support for the Republican Party
When a person moves into your area and calls to say, "I'd like to participate in Republican activities. Please tell me what I can do?" What is your answer? The Pachyderm Club is that answer.

Stay politically current
If it is important enough to meet weekly with your favorite civic Club to promote doing good for the community, isn't it equally important to meet similarly to promote good candidates, better government, and keep abreast of political and governmental affairs? Again: the Pachyderm Club.

Promote a unifying spirit
Pachyderm Club rules make it possible to develop a stable, ongoing political Club movement, which is nonfactional and unifying in spirit. Our Clubs have proven that they can:

- Become a communications center for politics and government
- Motivate, inspire and keep workers together year round
- Aid in candidate recruitment and development
- Serve as a training ground for volunteers and future leaders
- Provide a forum for candidates, officeholders and others
- Provide a place where citizens are welcome to learn about and keep abreast of political and governmental matters

Quote: *"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. If we do nothing, we guarantee our nation will be nothing. There is nothing for nothing any more. Our choice is simple, either we become partakers in the government, or we forsake the American future." - David S. Broder*

How to Start a Pachyderm Club

It only takes ten (10) people to start a Club. Please contact our National office for assistance. We can be reached via phone 1 (888) 467-2249 or via email at admin@pachyderms.org.

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 Republican party. If so, make an attempt to have 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 the Pachyderm Clubs
Use as references from this handbook, as well as any materials provided by the National office.

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, address and contact information.

Send *Letter of Intent* to Headquarters

Select a name for the Club
Examples: "Columbia Pachyderm Club," "Marion County Pachyderm Club", "_____Area Pachyderm Club." [Note: The National office must approve your Club name, so please share the proposed name with our Executive Director before moving ahead with the moniker.]

Determine the format of the Club
Will the Club meet weekly or monthly, at noon or evening? Most civic Clubs start as a noon meeting Club — you may want to emulate what other successful Clubs do in your area.

Adopt the standard Club bylaws

Elect/Select Temporary officers
The steering committee selects the initial, temporary, 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.

A typical Club's Board of Directors includes the following:
- President
- First Vice President
- Second Vice President
- Secretary
- Treasurer
- Sergeant-At-Arms (optional)
- 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, establishment of a bank account, and is generally 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. While the first slate of permanent officers are typically the same individuals as the temporary officers, invite suggestions and input for the steering/nominations committee.

Announce date, time and place for regular Club meetings
Consistency is important, so try to find a centrally-located meeting venue and stick with your recurring schedule. This is typically at a restaurant (with a separate meeting/dining room) or at a community center space. Negotiate with the restaurant for reduced cost menu options. There is no single method that suits all clubs. Some restaurant locations allow for individual separate checks, others may ask for the Club to pay in a single check for the group (where the Club Treasurer will collect payment from the individual members/guests). Buffet options also make it easy for members to select and pay for their individual meals. – Again, there are multiple formats depending on your venue options.

Invite attendees to complete a membership application
Ask for their dues payment. Distribute extra application 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 or more programs in advance 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. Be sure to establish social media accounts and list your upcoming meetings and speakers in Facebook Events.

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 this handbook.

New member induction
Induction of a new member includes presenting a lapel pin. Pins and name badges are 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. You will also find helpful information on the NFPC website: pachyderms.org.

Charter Requirements for New Pachyderm Clubs

1. A minimum of ten (10) paid memberships are required to start a Club. Membership dues payable to the National organization per individual Pachyderm member are as follows:

National Federation Adult (18 and Older)	$ 20.00
State Federation (if applicable)	$ x.00
Local Club (recommended)	$ 20.00
Total recommended dues per adult member	$ 40.00

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 paid member (10 member minimum)

Preliminary Charter Membership Roster

The following data should be submitted for each Charter Member of a new Pachyderm Club. Please also indicate the Club Officer position (e.g., President, 1st Vice President, Treasurer, etc.). Submitting this information in a spreadsheet format is appreciated.

- Name
- Mailing Address
- Mobile Phone
- Home/Office Phone (landline)
- E-Mail address
- Club Officer Designation and Term of Office (if applicable)

This information should be submitted to the National office on an ongoing basis for all new members. Please submit your updates on at least a monthly basis via email to: admin@pachyderms.org.

LETTER OF INTENT Format

Date: _____

Executive Director
National Federation of Pachyderm Clubs
2726 Bissonnet, Suite 240-215
Houston, TX 77005

RE: Letter of Intent to Form a Local Chapter

1. We herewith register our intention to establish a local chapter of the National Federation of the Grand Order of Pachyderm Clubs, Inc.

2. Monies 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 XI, Sec. 2, 3, 6 and 7:

   a) National Federation annual dues per individual Pachyderm member shall total twenty dollars ($20). 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. A minimum of 10 members is required to establish and maintain a Club in good standing.

   b) Local club treasurers are responsible, after receiving membership dues, to promptly forward such dues to the National office, along with the related list of members and their dues rate, within thirty days or less.

3. Proposed Club Name: _____
4. Intended Date of Charter: _____
5. Local Dues Rate(s): _____
6. Intended Meeting Day/Time: _____
7. Planned Meeting Location: _____

Signed:

Temporary Club President
Signature _____
Printed Name _____
*Address*_____
*Phone #*_____
Email Address _____

Temporary Club Treasurer
Signature _____
Printed Name _____
*Address*_____
*Phone #*_____
Email Address _____

Charter Application Checklist

In summary, the following actions need to be taken before a Charter can be granted.

- ☐ Hold organizational meetings and elect temporary officers
- ☐ Submit "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, phone mumber and email address for each member *
- ☐ Enroll at least 10 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.

Club Growth and Development

Leadership Development

Pachyderm Club is the Place for Developing Leaders

By: James M. Rankin, Galveston Island Pachyderm Club

Leadership is a cherished attribute in any worthwhile endeavor. With that in mind, where can individuals go to master this essential trait that is so vital to our survival in our world today? The answer would be the Pachyderm Club – where you are able to learn from and interact with community and political leaders on a weekly basis. As a member of the Pachyderm club you have the opportunity to develop into a leader in the rich environment of your local club. There are five categories that all leaders possess. These five groupings are as follows:

- Ethical – A true leader has a sense of justice and approaches everyone with an objective mindset that is committed to preventing and resolving any conflicts in a fair, consistent and timely manner.
- Initiator – They have mastered the art of problem solving and they take action. The leader's example spurs his or her team to take action themselves.
- Communicator – A leader has the ability to effectively communicate the vision of the organization, to keep all members abreast of the issues, events and roles and to have a heart to serve others. Listening is a key part of communicating. It is only by listening to the concerns of the members will a leader gain their support and loyalty.
- Inspirational – A leader is able to inspire their members then, in turn, stimulate them to tap in on their own abilities, skills and experience to assist the leader in carrying out the mission of the organization.
- Mentor – Leaders should have a mindset to serve and train others. Ideally, your proteges will then repeat the cycle with new leaders mentoring others. Mentoring is the most cost efficient way to develop others.

Also, a leader has the desire and ability to attract and unite people together to work on a common cause. They are able to initial the process of getting others to work together on the right program at the right time by being decisive with a set and agreed upon goals program. Effective leaders set up the parameters to measure success and installs accountability checklist to honor excellence and to console temporary defeats.

When you develop into a leader then you have gone a long way in influencing your world in a positive and productive way that will move others into the direction of your dreams.

How to be a Leader

Leadership bestows power, commands respect and, most important, fosters achievement. Contrary to popular belief, most good leaders are made, not born. How do they (and you) get others to follow?

Always give credit
Giving credit is more effective than even the most constructive criticism, which often hurts rather than helps.

Take informed risks
To be a leader, you must learn to fail and not die a thousand deaths.

Show the way
If you're confident about reaching a goal, others echo that confidence and try to achieve it for you.

Keep the faith
If you trust others to do well, they will. If, on the other hand, you believe your people will fail, they will probably meet your expectations, as well. Having faith in someone gives him or her self-confidence and pleasure. It may sound corny, but the experts agree it works.

Get a compass
People don't follow leaders who lack direction.

Act the part
Good leaders have learned to sound and look like winners. They know that appearance and manners count — their demeanor is unruffled and assured.

Be competent
Knowledge and proficiency are part of a leaders' charisma. Competence galvanizes people and will make them look to you for guidance and direction.

Foster enthusiasm
"The best way to generate excitement is to be enthusiastic yourself — it's contagious," says Lee Ducat.

Delegate
Organizations are much more efficient and healthy when membership shares the burden and is involved.

Source: Based on *Reader's Digest*, August 1989; condensed from *Woman's Day*, March 28, 1989 (by Sherry Suib Cohen)

How to Grow (and Keep) Club Membership

To have a successful Club, you should try to accomplish as many of the listed items as possible. Review this list as a reminder of what your Club needs.

- Invite prospective members to attend meetings.
- Develop a booklet outlining the Club's program.
- Show benefits of membership.
- Display a preview of the group's annual program.
- Provide door prizes at some of the meetings.
- Recognize members for jobs well done.
- Develop an awards system.
- Provide interesting programs with knowledgeable speakers, movies, refreshments and entertainment.
- Hold an annual party.
- Develop a dynamic publicity program.
- Run a well-organized, short meeting.
- Develop an active program of activities.
- Keep new members active.
- Arrange a permanent well-equipped meeting place.
- Make everyone feel like a part of the group.
- Select energetic officers.
- Provide a group insignia, pin or apparel.
- Rotate responsibilities among members.
- Hold Club brainstorming sessions.
- Publish a newsletter.
- Sponsor activities with other Republican organizations.
- Announce Club meetings and activities well in advance.
- Use news bureau for write ups in local newspapers.
- Keep a scrapbook.
- Send letters to prospective members.
- Provide opportunities for leadership development in the group.
- Have recreation for relaxation and fellowship.
- Develop a well-planned agenda for each meeting.
- Hold both formal and informal meetings.
- Keep business at general meetings to a minimum.
- Send out notices of meetings, make follow up phone calls.
- Outline a program of orientation for new members.
- Work toward accomplishing set goals.
- Have a social period after meetings.
- Balance business and social activities.
- Feature "light" speakers for dinner meetings.
- Have exchange meetings with other Clubs.
- Have sound organization and good objectives.
- Plan fundraisers.
- Start a Facebook Fan or Organization page.

How to Run a Successful Pachyderm Club

Pachyderm Club Leadership Education
Regardless of whether a regional Director is available, the Club President should assume responsibility to see that the Club officers and committee chairs know their duties.

Regional Directors
Federation regional Directors have responsibilities in officer training. Clubs should utilize this expertise.

Officers and Committee Chairs
Club leaders should know the contents of the Pachyderm handbook, particularly the information about their own jobs or assignments.

Club Presidents

- Consider the advice and help of Past Presidents.
- Plan specific use of Club officers and committee chairs.
- Meet with every committee as appropriate. Adopt a budget by January 31.
- Follow up with chairs. Appointing a program chair does not necessarily mean that your programs will be good.
- See that Club goals/objectives are formulated early in the term. Consider holding a Board Retreat to plan.
- Prepare an overall schedule for Club Board meetings. Also, prepare an annual calendar.
- Invite new members to participate in some Club activity soon after joining.

Orientation for New Members
The basis for morale in any organization is for members to know why they are there and what they are there to do.

Knowledge of Pachyderm Background
New members need to know what Pachyderm Clubs have done in the past and what they can do in the future. They need to know the purpose and the overall benefit for good government that the Clubs can serve.

"One man with a belief is worth 99 without."
If a new member learns of the Pachyderm Clubs' purpose, how a Club operates, where a Club fits into the overall political system, and if he or she believes those activities are worthy, he or she will most likely be a dedicated member.

New Member Induction
Place importance on the manner in which the Club inducts new members. As a minimum standard:

- Announce in advance the time and place of the induction.
- Provide a summary statement of what Pachyderm Clubs are about.
- Provide a thoughtful introduction for each inductee and present him or her with a lapel pin.
- Inform the new member that a copy of the Club bylaws and a membership roster are available.

The Good Club Meeting

- Begin and adjourn the meeting on time.
- Use a standard meeting format.
- Involve as many members as possible.
- Give the guest speaker a time limit and a thoughtful introduction.
- Develop fellowship, show enthusiasm, applaud guests and introductions, especially public officials and VIPs.
- Reward accomplishments with prizes or awards.
- Determine member interests and hobbies.

Function of Board and Committees

Board of Directors

- Get to know your Board. Obtain biographical sketches and review them, looking for their individual talents.
- Elicit broad participation from the Board. They should be a part of the Club's administration. Make sure each Board member has a job and ask for periodic reports.
- Remind Board members of meeting times; usually a text message or phone call the day before the meeting will suffice.
- The President should encourage all members to feel comfortable speaking up during meetings, while discouraging members from monopolizing discussion.
- The best Board meetings do not always immediately follow regular Club meetings — set dates ahead of time and space them evenly.

Committees

- Most of what a Club accomplishes is through its committees. Carefully select committee chairs based on interest and qualification.
- Set individual conferences with the new chairs. Discuss meetings, Board meeting attendance and other Club functions.
- Communicate with Club officers and committee chairs. Assign Directors to tasks. For example, PR may be divided into newsletter, social media, press releases and interclub communication.

What a Pachyderm Club Can Do

- Help inspire and motivate people toward supportive activities and good government.
- Become a communications center for politics and government.
- Aid candidate recruitment.
- Serve as a training ground for future leaders and volunteers.
- Provide a forum for candidates and officeholders.
- Provide regular Club programs centered on government and politics.
- Have a Club orientation program for new members.
- Have a political education committee, political awareness promotes better government.
- Survey local high schools to discover what is taught on practical politics. Offer to assist your local schools in enhancing the teaching about practical politics.
- Raise funds for candidates and Pachyderm scholarships.

- Establish an annual scholarship for a boy and a girl to attend Boys or Girls State or some other activity related to political service.
- Hold an annual recognition event for public and party officials.
- Hold an annual charter night banquet.
- Sponsor an annual or semiannual Republican Youth Conference to aid Teenage Republicans and College Republican Clubs.

Attributes of a Good Pachyderm Club

- Civility
- Character
- Community respect
- A worthy purpose
- Fraternal spirit
- Forums and educational events (pro and con on issues)
- Ability to bring new people to the Republican Party
- A Club format that includes fun, fellowship and a program.

The Bottom Line

A Pachyderm Club supports better government. This means promoting liberty and justice for all.

Program Tips

The programming of a Pachyderm Club is of critical importance because it is interest in the programs that brings people to the meetings. All Pachyderm Clubs are expressly forbidden to take sides on issues but that does not mean that we should not use the discussion of issues as a part of our programming. On the contrary, we need to use issues, but we must insure that both sides of each issue are presented. Sometimes, both sides of an issue can be adequately presented in a single meeting, but more often than not, each will require a separate meeting. This makes the job of the program committee easier, because covering each important issue may require at least two meetings. Clubs have reported great success with scheduling a series of meetings to cover multiple aspects of very large and complex issues. The Great Falls Montana Club had six straight weeks of programs covering all aspects of electrical utility deregulation and as a result enjoyed great press coverage, a huge increase in attendance and a record number of guests.

Pachyderm Clubs are also forbidden to take sides in contested primary elections, but just as with the issues, contested races provide multiple programs for each office. Once again, we are not taking sides if all candidates are given an equal opportunity to speak. Debates also make very good programs although they can be difficult to administer fairly. If you are going to use a debate format for one of your meetings make certain the rules and policies that are going to govern the debate are written out and agreed to by all participants prior to announcing the debate.

Another important aspect of a good program is generating a crowd. It is not only disappointing to get a great speaker and not have a large number of people attend, it is also damaging. You will find that most of the speakers at your Club also speak to a number of other groups each year. For the most part, all of these guest speakers know each other and compare notes on how they were treated when they speak to an organization. It is very difficult to secure speakers if your Club has a reputation of low attendance or poor manners toward the speaker. Remember, these speakers are our guests and desire a large, polite crowd. It is critical that the Club make every effort to have a good turnout at every meeting, but this is especially true if you have invited a prominent or out of town speaker.

There are several ways to build a crowd for a speaker that do not involve any expense. The first is to remind your members of who the speaker is and ask them to invite guests. This is one of the reasons that your Club should have a monthly newsletter, to inform members of the "coming attractions". Your Club should also have a calling tree set up so that members can be reminded to attend the day of the event. A Club website and e-mail are electronic methods to inform your members and the public about your upcoming speakers. Lastly, never overlook the use of earned media and public service announcements. Most newspapers publish, at no charge a "what is happening today" section where organizations can list their meetings. Many electronic media outlets offer a similar service to announce upcoming events. These are tremendous opportunities that many of our Clubs do not exploit.

You should also provide all of the news outlets in your area with a reminder as to who your speaker is (at least a week prior to the event) so that they can assign a reporter to cover those items that they view as newsworthy. Do not be discouraged if the press does not attend all of your meetings, they will pick and choose, but every time you do get a news story, it will greatly enhance your public image and your standing in eyes of potential speakers.

Ideas for annual meeting calendar

Month	Notable Events	Program Ideas
January	➢ New Year's Day ➢ Congress Convenes ➢ Martin Luther King Jr.'s Birthday ➢ State of the Union ➢ Ben Franklin's Birthday	➢ Plan awards event ➢ Publish newsletter ➢ Survey members for functions, goals, program ideas, etc. ➢ Plan Lincoln Day celebrations (local and state) ➢ Start membership drive (dues delinquent March 1) ➢ Review annual calendar and plans for the year ➢ Speaker — Economic Forecast
February	➢ Ground Hog Day ➢ Reagan's Birthday ➢ Lincoln's Birthday ➢ Valentine's Day ➢ Battleship Day ➢ Ash Wednesday ➢ President's Day ➢ Washington's Birthday	➢ Represent Club at state Lincoln Days ➢ Abraham Lincoln/ Republicanism program ➢ Have city/county officials present a program on local elections/needs of your town or community ➢ Invite spouses/guests for Valentine's Day
March	➢ Texas Independence Day ➢ Red Cross month ➢ St. Patrick's Day ➢ First Day of Spring ➢ Pachyderm Foundation Birthday ➢ Palm Sunday/Passover ➢ Membership dues delinquent after March 1st!!!	➢ Plan Pachyderm Day at State Capital ➢ Top Recruiter Ceremony ➢ New member orientation ➢ St. Patrick's Day social-invite spouses ➢ Honor Local GOP leaders/ ➢ Youth panel, students
April	➢ April's Fools Day ➢ Good Friday ➢ Easter ➢ Jefferson's Birthday ➢ Pan American Week ➢ Canada—US Goodwill Week ➢ Pachyderm Founder's Day ➢ San Jacinto Day	➢ Plan summer activities ➢ Political programs: mayor/state/federal ○ Pro and con on major issues ➢ Cooperative efforts between county GOP committees and Clubs

Month	Notable Events	Program Ideas
May	➢ Law Day ➢ V.E. Day, World War II ➢ National Family Week ➢ Police Week ➢ Mother's Day ➢ Radio Month ➢ Armed Forces Day ➢ National Maritime Day ➢ Memorial Day	➢ Contact local bar association for program on rule of law, or on local police ➢ Plan for local fair booth/parades ➢ Family values program ➢ Mother's Day celebration ➢ Armed Forces Day celebration / National defenses status ➢ Memorial Day celebration ➢ Invite local media to meetings
June	➢ D-Day, World War II ➢ Flag Day ➢ Magna Carta Day ➢ Bunker Hill Day ➢ Emancipation Day ➢ Father's Day ➢ First Day of Summer	➢ County-wide Flag Day program ➢ Review goals, plan second half of year ➢ Mid-year Board meeting ➢ Father's Day celebration ➢ Summer Picnic ➢ D-Day Veterans Program
July	➢ Canada Day ➢ Independence Day ➢ Captive Nations Week ➢ End of Korean War	➢ Build July programs around Independence Day ➢ Enter local parades ➢ American Ideals program ➢ Follow up on unpaid members, continue recruitment ➢ "Why am I a Republican"
August	➢ Family Day ➢ V-J Day ➢ Freedom of Enterprise Week ➢ Woman's Equality Day ➢ Republican National Convention (Presidential election years, usually in August)	➢ Local, state fairs — parades! ➢ Plan Labor Day program ➢ Guest from Republican Women's Club ➢ Economist for program on free enterprise system ➢ V-J Day Veterans Program
September	➢ Labor Day ➢ Rosh Hashanah ➢ Attacks on US ➢ Grandparent's Day ➢ Yom Kippur ➢ Citizenship Day ➢ Constitution Week ➢ American Indian Day ➢ National Farm Safety Week	➢ Work with high schools and colleges on Citizenship Day ➢ Labor / Political programs ➢ Contact local school leaders ➢ Plan fall activities ➢ U.S. Constitution Program ➢ Commemorate loss of life to terrorist attacks

Month	Notable Events	Program Ideas
October	➢ National Newspaper Week ➢ Columbus Day ➢ United Nations Day ➢ Navy Day ➢ Halloween	➢ Plan officer elections (appoint nomination committee for Board) ➢ Plan for Tough Tusk, other awards ➢ Media Day Program ➢ Start final push for year: Review of membership, other goals ➢ Halloween Party ➢ "How Politics Works" ➢ State laws governing political parties
November	➢ Election Day ➢ American Education Week ➢ Veteran's Day ➢ Club Officer Elections ➢ Thanksgiving	➢ Visit/honor veterans, have veterans program ➢ Contact schools for Education Week Program ➢ Thanksgiving program emphasizing the American political system ➢ Order award supplies
December	➢ Hanukkah ➢ Pearl Harbor Day ➢ Bill of Rights Day ➢ Officers' Training Workshop ➢ Aviation Day ➢ Forefather's Day ➢ Christmas	➢ Conclude year's business ➢ Program on Constitution, Bill of Rights ➢ Christmas/Holiday Party ➢ New Year's Party

Program Reminders

- Program topics related to current events are usually interesting to members, especially pro and con discussions. Consider sponsoring open forums on major community issues.
- Plan several major programs throughout the year where spouses and guests are invited to attend.
- Plan one or more programs annually with emphasis on (1) youth (2) senior citizens, and (3) citizen participation in the political process.
- Plan interclub activities with other Republican organizations in the area (meetings, picnics, open forum, happy hour, etc.)
- Have a mini program (three to five minutes) at some meetings.
- Some Clubs use fundraisers to maintain lower dues. Your Club might hold a regular 50/50 drawing (if legal in your state), or create a "Sustaining Member" dues level of $100.
- Organize one or more special events each year, open to the public, where they can meet candidates, officeholders, congressmen, etc. Coordinate these with other GOP organizations.
- Make sure your Club is represented at State and National Pachyderm Federation meetings, workshops, conferences as well as State Republican meetings or other political events.
- See that all speakers are *properly introduced* — who they are and why they are qualified to speak on each subject.
- Properly recognize all elected officials and heads of party organizations attending each meeting.
- Remember: Like most civic clubs, your Board of Directors should handle most of the Club business. Do not clutter up regular meetings with miscellaneous business. Focus on: Fun, Fellowship and Program.

Membership Prospect List

Use these categories to have your current members generate a list of prospective members for your Club. Then take the next step in bringing in new members — *by inviting them to come!*

1. A relative

2. An associate at your business

3. A neighbor or a new neighbor who has moved in

4. Person in your place of worship

5. Person with whom you do business

6. Member of some other Club you belong to

7. A person you met at a social event

8. A person who just started his or her first job

9. A person you know through your spouse or children

10. A person you met at a Republican function

11. Other known Republicans

Appendix: Documents & Forms

A. National Bylaws

B. State Federation Bylaws

C. Local Chapter Bylaws (Standard)

D. Format of Club Charter Certificate

E. Standing Rules of the NFPC

BYLAWS OF THE NATIONAL FEDERATION OF THE GRAND ORDER OF PACHYDERM CLUBS, INC.

Adopted: April 20, 2022 (*last revised September 7, 2019*)

PREAMBLE

It is our belief that most of the corrupting influences in American politics could be erased and the government generally made more responsive by one basic improvement. That is, simply for more good citizens to participate in politics. "We get the government we deserve, not the one we wish for," remains a guide for a free people. We offer a meaningful movement of political Clubs as the most practical means by which broad citizen participation may be achieved.

MISSION

To promote education and active citizen involvement in politics.

MOTTO

"*Freedom Requires Active Citizens.*"

ARTICLE I - NAME

The name of this organization is the National Federation of the Grand Order of Pachyderm Clubs, Inc., pursuant to its Articles of Incorporation (as amended) filed with the State of Missouri. This organization is hereby authorized to operate and be known under the name "**National Federation of Pachyderm Clubs**." Henceforth in these Bylaws, this organization will be referred to as the "National Federation."

ARTICLE II - PURPOSE AND OBJECTIVES

Sec. 1 Purpose

a. To provide a practical means for broad citizen participation in politics.
b. To promote practical political education and the dissemination of information on our political system.
c. To promote the development of potential political leaders.
d. To assist in carrying out the purposes of the Republican Party, whose purpose we believe includes:
    1. To provide leadership in government.
    2. To protect individual rights and freedom.
    3. To promote clean government with local emphasis.
    4. To keep the public Informed on the status of their government.

Sec. 2 Objectives

a. To support the formation of grassroots Republicans Clubs, to be known as "Pachyderm Clubs," as well as coordinated state-organizations (to be known as State Federations) to coordinate the activities of Pachyderm Clubs at the state level.
b. To engage in nonprofit political educational activities.
c. To cooperate with the Republican Party and continually cultivate our relationship.
d. To provide a national platform, visibility and voice for all Pachyderm Clubs.

ARTICLE III - CLUB FORMATION PRINCIPLES

Sec. 1 Incorporation

The National Federation is a not-for-profit corporation formed and operated under the laws of the State of Missouri, including such laws relating to benevolent, religious, scientific, educational and miscellaneous associations under Chapter 355, Revised Statutes of Missouri. This corporation has no paid-in capital stock and operates without pecuniary profit. Its revenues are, and shall be, derived primarily from contributions, dues, assessments and fundraising activities as the Board of Directors of the National Federation shall prescribe.

Sec. 2 Establishment Authority

State Federations and the local Pachyderm Clubs are integral components of the National Federation. State Federations and local Pachyderm Clubs, including their respective Officers, Executive Committees, and Boards of Directors, derive their existence, authority and fiscal tax status from the Articles of Incorporation and Bylaws (as amended) of the National Federation. Upon application, approval and issuance of charters by the National Federation to State Federations and local Pachyderm Clubs, such organizations agree to abide by the Articles of Incorporation and Bylaws (as amended), and the Standing Rules and Operating Manual (until revised or revoked), of the National Federation.

Sec. 3 Affiliation

There will be only one statewide Pachyderm organization in each State in which there is a local Pachyderm Club. Such organization is a State Federation provided, however, that a State Federation may engage a State Director to work on its behalf. An affiliated State Federation will coordinate the State Pachyderm activities. Each State Federation must adopt Bylaws and/or Standing Rules to govern their organization, administration, and operation consistent with the form provided by the National Federation; provided, however, that such Bylaws and/or Standing Rules may only supplement, and must not conflict with or attempt to supersede, the Articles of Incorporation and Bylaws (as amended), and the Standing Rules and Operating Manual (until revised or revoked), of the National Federation. Any provisions of the Bylaws and/or Standing Rules adopted by a State Federation, which is different from the form provided by the National Federation must be approved by the Board of the National Federation.

Sec. 4 Affiliation Channel

In a state where there is State Federation, individuals may become members and form affiliated local Pachyderm Clubs through the State Federation. In a state where there is no State Federation, individuals may become members and form affiliated local Pachyderm Clubs directly through the National Federation. All affiliations must be approved by the National Board.

Sec. 5 Application for Club Affiliation

Charter Letters of Intent must be submitted to the State Federation, with copies submitted to the National Federation. In states without a State Federation the Charter Letters of Intent must be submitted directly to the National Federation. Upon completion of the steps outlined in the Letter of Intent, the proposed Charter will be submitted to the National Federation's Board of Directors (or National Executive Committee) for approval at their next regular meeting.

Sec. 6 Application for State Federation Affiliation

a. In those States, having three or more local Pachyderm Clubs, wherein a State Federation does not exist, the local Pachyderm Clubs within the State can petition the National Federation to create a State Federation.
b. The petition must come from no less than a majority of the local Pachyderm Clubs in that State. The petition must include the names of each local Pachyderm Club in the State, a list of the proposed officers for the State Federation and a signed copy of the proposed State Federation Bylaws, which, at a minimum, must contain the terms of the proposed State Federation Bylaws approved by the National Federation, and terms consistent with Articles II, VIII, and IX of these Bylaws.
c. Upon receipt of the charter fee and fulfillment of all charter requirements, the National Federation's Board of Directors shall vote to approve or deny the charter with a 2/3 vote of the Board.

Sec. 7 Charter Fees

a. The local Pachyderm Club charter fee shall be fifty dollars ($50). The local Pachyderm Club Treasurer is responsible to forward these fees to the National Federation's Headquarters.
b. The State Federation charter fee shall be one hundred dollars ($100). The charter fee shall be submitted along with the charter application to the National Federation's Headquarters.

Sec. 8 Granting and Revocation of Charters

a. Charters for local Pachyderm Clubs may be granted only by the National Federation's Board of Directors.

b. The Charters of local Pachyderm Clubs and State Federations may be suspended or revoked by the National Federation's Board of Directors.
c. Suspension or revocation of a charter may be done for one of the following reasons**:** the nonpayment of dues to either the State Federation or National Federation; failure to abide by the Articles of Incorporation and Bylaws (as amended), and the Standing Rules and Operating Manual (until revised or revoked), of the National Federation; failure to abide by the Bylaws and Standing Rules of the State Federation; or failure to abide by the Bylaws and/or Standing Rules of the local Pachyderm Club.
d. The motion to suspend a Charter requires a 2/3 vote of those voting.
e. The National Federation's Board of Directors shall make the final determination as to reinstatement or removal from National Federation membership of any suspended charter.
f. After a Charter is suspended or revoked the Club is no longer affiliated with the National Federation and is prohibited from using its email addresses, names, logos, trademarks, trade names and copyrighted materials.
g. Suspension or revocation of a charter does not suspend the membership of an individual, who may re-affiliate with another chartered local Pachyderm club or as an At-Large member.

Article IV MEMBERSHIP

Sec. 1 Individual Membership

a. Individual membership in this organization shall be through State Federations and local Pachyderm Clubs. Individual membership is open to all Republicans as a Club member or as an At- large member in communities where there are no Pachyderm Club(s).
b. Individual membership is granted by the National Federation and members may affiliate with local clubs by indicating so on the membership application.
c. All dues and fees are due annually on January 1st, except the initial Club Charter fee, which is due prior to the issuance of a charter.

Sec. 2 Honorary Memberships

a. The National Federation's Board of Directors, State Federation's Board, or a local Pachyderm Club's Board may approve by a 2/3 vote, individual honorary memberships.
b. The Treasurer of the National Federation, State Federation or a local Pachyderm Club, which grants such membership, shall forward the name and contact information of their honorary individual memberships to the National Federation for each honorary member.

Sec. 3 Dues

a. National Federation dues for individual Pachyderm members age 18 and older shall total $20, with exception to active members of the Young Republicans and or College Republicans who shall pay annual dues of $10. The annual dues per individual Pachyderm member under age 18 shall total $10.
b. Each State Federation and local Pachyderm Club may set their own dues structure, to cover additional local budgets, so long as said dues structure recognizes that each of its members must be a member of the National Federation (and the State Federation, when available), and that the amount of the dues collected from each member covers at least the dues required by the National Federation (and State Federation, when available).
c. All annual Pachyderm Club Individual Membership dues shall include and be prorated and paid five dollars ($5) to the State Federation and/or twenty dollars ($20) to the National Federation. The balance of collected dues will be remitted to or retained by each member's local Pachyderm Club.
d. The National Federation in conjunction with local club preferences, will issue dues notices to Club members electronically via email or U.S. mail annually. Club members shall remit their dues as indicated, pursuant to the annual dues notice to the National Federation or to their local Pachyderm Club of which they are a member. All local clubs must submit any National dues payments received on a monthly basis to the National Federation's Headquarters.
e. When local Pachyderm Club Treasurers receive a dues payment; said membership application and allocated National Federation and State Federation dues payments will be submitted within thirty days to the National Federation.
f. Local Pachyderm Club Treasurers shall forward to the National Federation any collected per capita annual dues along with the related list of members and contact information. In States where dues have been adopted for a State Federation, if the Club collects member dues, they are responsible to forward State dues to the State Federation Treasurer. The National Federation shall provide State Federation Treasurers with membership lists.
g. The National Federation's Headquarters will send to the local Pachyderm Club and State Federation respective Treasurers each month the portions of dues they receive attributable to each organization.
h. In areas where no local Pachyderm Club exists, individuals may join the National Federation as an At- Large member. At-Large member dues shall be twenty-five dollars ($25) annually. Where a State Federation exists, the dues shall be prorated five dollars ($5) to the State Federation, and twenty dollars ($20) to the National Federation.

ARTICLE V - ORGANIZATION

Sec. 1 Republican Party Membership

All National Federation, State Federation and local Pachyderm Club officers and directors shall be registered Republicans; shall not support candidates of any other party in partisan elections; and shall not run for office with any other party. Officers and board members not in compliance will resign from their position or will be removed automatically.

Sec. 2 Role of the National Federation, State Federations and Local Pachyderm Clubs

The National Federation, State Federations and local Pachyderm Clubs exist to support the efforts of the local clubs and to form a conduit into the National, State and local Republican Parties, associated organizations, elected officials and their staff. Each club should strive to become the integrating organization among the various Republican organizations.

Sec. 3 Makeup of Board

The National Federation's Board of Directors shall be made up of the following:

a. Seven Directors at-large who shall serve staggered terms of four years each.
b. Regional Directors serving two-year terms.
c. Six elected Officers who shall also be members of the Board.
d. These Officers are:
    i. President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, and Treasurer.
    ii. The immediate Past President shall be a voting ex-officio member of the Board.
    iii. Ex-Officio members of the Board shall include: The Legal Counsel, and the Executive Director.
    iv. In the case where a Regional Director is also a member of the National Board through election as an officer or At large Director, the alternate Regional Director for that region shall by elevated to the Regional Director position.

Sec. 4 Board Officers

The Board shall, pursuant to Article VI, elect from among its members the following Officers: President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, and Treasurer.

Sec. 5 Board Meetings

The Board shall meet in person at least once annually at the call of the President, or by a call issued by four or more of the elected Officers. Meeting notices will be issued electronically, no later than 14 days prior to; no more than forty days prior to any meeting. A quorum shall consist of not less than one-third of the voting membership of the Board. Voting by proxy is valid if the proxy is submitted in writing to the

Secretary of the Board prior to the start of the meeting.

Sec. 6 Meetings via Telephonic or Video Communications

The Board may transact business, including any regular or specially called meeting, via telephonic or video communications provided that all requirements of notification and quorum rules are met.

Sec. 7 State Regional Directors

State Federations are authorized to appoint Regional Directors subject to the approval of the State Federation's Board of Directors. The State may be divided into regions which shall be submitted to the National Federation for approval.

Sec. 8 State Leadership

The State Federation's officers and directors shall be selected by the State Federation, in accordance with the proposed Bylaws and Standing Rules for State Federations created by the National Federation, and as may be supplemented by the State Federation. The State Federation officers and directors are responsible for compliance with their own governing documents, as well as the governing documents of the National Federation.

Sec. 9 Local Clubs

The local Pachyderm Club's President is responsible to that club's Board of Directors, and to the National Federation's Board of Directors. When approved, local Pachyderm Clubs will have a similar organizational structure to that of the National Federation; must adopt Bylaws and/or Standing Rules that are consistent with the Bylaws, Standing Rules and Operating Manual of the National Federation; and may not adopt Bylaws and/or Standing Rules that supplement the governing documents of the National Federation.

Sec. 10 State Federations and Local Clubs

State Federations and local Pachyderm Clubs shall be responsible for submitting a report to the National Federation's Board of Directors on an annual basis which shall include at a minimum: written summary of State Federation activity during the year; year-end bank Statement; and financial Statements to include a balance sheet and income Statement. The annual report shall be due by March 1st of the following year and reflect activity from January 1st through December 31st of the previous year.

Sec. 11 National Federation Fiscal Report

The National Federation will have available to all State Federations a Biennial Fiscal report. This report shall be presented by the National Federation's Treasurer at the Biennial National Convention, or this report will be provided to all State Federations no later than December after the Biennial National Convention/Conference.

ARTICLE VI - NATIONAL FEDERATION EXECUTIVE COMMITTEE

Sec. 1 Makeup of Executive Committee

The Executive Committee shall consist of the President, 1st Vice President, 2nd Vice President, 3rd Vice President, Treasurer and Secretary.

Sec. 2 Meetings/Quorum

The Executive Committee shall meet at the call of the President; and a quorum shall be at least four members of the Committee.

Sec. 3 Duties of the Executive Committee

a. To oversee approval of membership applications, and removal and reinstatement of membership subject only to appeal to the Board;
b. To recommend the annual budget to the Board;
c. To direct the disbursements of funds;
d. To approve the bank or banks where funds are to be deposited; and
e. To provide a headquarters office and to employ an Executive Director and such other personnel as may be necessary to carry out the work of the organization.

ARTICLE VII - NOMINATIONS, ELECTIONS, VACANCIES AND REMOVAL

Sec. 1 Officer Elections

The Officers shall be elected at the biennial, odd year Board meeting held in conjunction with the National Biennial Pachyderm Conference. The term of office is two years and officers shall serve until their successors have been duly elected. The Board may select a date for the National Pachyderm Biennial Conference, which is usually held between June 1 and September 30.

Sec. 2 Nominating Committee

A Nominating Committee shall be appointed by the President not later than three months prior to the biannual Board meeting, which shall be held in the odd year, of three persons from among the Board membership, who shall elect their own Chair.

Sec. 3 Nominating Committee Report

The Nominating Committee shall submit one nominee for each office, and a nominee for each of the seven At-large Board members and Regional Directors whose terms are expiring, in a report to be sent to all members of the Board no less than 15 days prior to the annual Board meeting in the odd year. Their report will be submitted to the Board Secretary or appointed National Headquarters' staff designee who shall be responsible for sending it to the Board members. Recommendations for nominations may also be made by any Board member in writing submitted to the Nominations Committee Chair or appointed National Headquarters' staff designee 15 days prior to the biannual (election) meeting. No one shall be nominated who has not consented to serve if elected. All nominees shall have served at least one year as an officer of a

State Federation or a local Pachyderm Club and be members in good standing of the National Federation.

Sec. 4 Election of Officers and At-Large Directors

Elections of Officers and At-Large Directors shall be conducted by Robert's Rules of Order (newly revised) and a majority of all votes cast shall constitute an election to the office or Board.

Sec. 5 Election of Regional Directors and Alternates

Election of Regional Directors and Alternates shall occur biennially. Candidates for these positions must have previously served or be currently serving as an officer of either a local Pachyderm Club or a State Federation, candidate must be a member in good standing of the National Federation and must be a resident of the Region in which they stand for election.

Sec. 6 Regional Boundaries

The Regional boundaries shall be identical to those established by the Republican National Committee and shall automatically adjust in the event of a boundary change in the Republican National Committee's Regional boundaries.

Sec. 7 Nominations for Regional Director Positions

Nominations can be made by any Pachyderm member in the appropriate Region. All nominations are to be sent to the Secretary of the National Federation or appointed National Headquarters' staff designee no less than 30 days prior to the date of the Biennial Conference. No nominations can be accepted after this date and nominations from the floor are not allowed. No less than 15 days prior to the Biennial Conference, the Secretary or appointed National Headquarters' staff designee will notify all local Pachyderm Clubs in each Region as to the candidates for election to the position of Regional Director.

Sec. 8 Voting

Each local Pachyderm Club and State Federation in a region shall be entitled to cast one vote for the position of Regional Director for their region. The vote shall be vested in the President of the local Pachyderm Club or State Federation, but may by their written instruction be transferred to another member of their respective club or federation.

Sec. 9 Voter Eligibility

The Secretary of the Board or appointed National Headquarters' staff designee shall compile a roster of eligible voters (Board members) prior to each annual meeting of the Board. A majority of the Board will determine any objections to this roster.

Sec. 10 Vacancies in Office

A vacancy in an elective office or at large Board Director shall be filled by election by the Executive Committee at the next meeting following the vacancy, except that a

vacancy on the Board involving one of the Regional Directors shall be filled by the alternate. If no alternate exists the Executive Board of the National Board is empowered to fill the vacancy.

Sec. 11 Removal of a Member of the Board

Any member of the National Federation's Board of Directors absent from two consecutive meetings of the Board, either regular or telephonic or video communication, may be removed from the Board by a 2/3 vote of those present at a Board of Directors meeting.

Members of the Board or Officers may be removed 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 or causes for expulsion of such a member or officer. Cause for expulsion may include, but is not limited to, repudiation of the Republican Party or the principles, Bylaws and philosophy of the National Federation. Upon initiation of such action by the Board of Directors, the Secretary or appointed National Headquarters' staff designee shall notify the member in question and every member of the Board as to the alleged cause or causes pertaining to a member's possible removal as well as the date, time and place at which the motion for expulsion will be heard. At such meeting the President, or their 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.

Sec. 12 Term of Office

The term of office for At-Large Directors and Officers elected pursuant to Article VI shall commence at the adjournment of the Board meeting during which they were elected. The term of office for Regional Directors shall commence at the adjournment of the Caucus during which they were elected.

ARTICLE VIII - DUTIES OF BOARD MEMBERS & OFFICERS

Sec. 1 Duties of the Board

Serves as the governing body of this organization as set forth in these Bylaws: Shall elect the seven at large members to the Board: Shall approve the program of action as presented by the President: Shall approve the annual budget. In addition to the duties incumbent on all of the Directors, Regional Directors and the alternates have the additional responsibilities of acting as a liaison between all Pachyderm Clubs and Federations in their region and the National organization. Additionally, Regional Directors are responsible for fostering new Club development, membership and officer training in their Region.

The National Board shall define the policies and shall have full management responsibilities and administrative authority in all matters of the National Federation organization. The official publications of the National Federation shall be newsletter,

the Club Operating Manual and such other publications authorized by the Board.

Sec. 2 Duties of the President

a. To preside at all meetings of the Board and the Executive Committee.
b. To appoint all committees, except as otherwise provided in these Bylaws.
c. To be an ex-officio member of all committees, except the nominating committee.
d. To sign checks, in the event of the inability of the Treasurer to do so.
e. To represent the organization at meetings and other appropriate events.
f. To serve as the liaison contact between the Republican National Committee and the organization.

Sec. 3 Duties of the Vice Presidents

a. The Vice Presidents in their order shall perform the duties of the President in their absence and they shall perform such other duties as may be assigned to them by the Executive Committee and the President.
b. Working as a Planning Committee the three Vice Presidents:
    1. Shall be responsible for recommending goals for the organization as a whole with a National focus;
    2. Shall be responsible for recommending a biennial action program with a focus on the local Club level
    3. Shall be responsible for recommending emphasis programs to the President and Board to carry out the goals for the biennial, that is, for the two- year term of the National Officers. The 1st Vice President is Chair of the Planning Committee.

Sec. 4 Duties of the Secretary

The Secretary is to keep all minutes of the Board and of the executive committee, and perform such other duties as assigned by the President or Executive Committee.

Sec. 5 Duties of the Treasurer

a. To be custodian of all funds.
b. To direct the collection of all funds and to direct deposits of funds in a bank approved by the executive committee.
c. To direct the disbursing of funds as directed by the executive committee or the Board.
d. To arrange for a biannual examination by a CPA firm approved by the Executive Committee.
e. To make a written report of receipts and disbursements for all Board meetings and as directed by the President.

Sec. 6 Officer's Records and Files

All Officers shall deliver all records, files and properties of the organization to the headquarters within 30 days after retiring from office, unless otherwise directed by the President or executive committee in writing.

ARTICLE IX - STANDING COMMITTEES

Sec. 1 Establishing Standing Committees

The governing Board may at all levels of this organization establish standing committees.

ARTICLE X - RULES OF ORDER AND AMENDMENTS

Sec. 1 Parliamentary Authority

Robert's Rules of Order, newly revised, shall be the parliamentary authority for all duly called matters of procedure not otherwise covered in these Bylaws.

Sec. 2 Bylaw Amendments

These Bylaws may be amended by a 2/3 vote of the members present at any duly called Board meeting, provided that written notice of proposed amendments shall have been mailed, issued electronically, or by some other means to all Board members at least 15 days prior to the meeting.

ARTICLE XI - FINANCE

Sec. 1 Fiscal Year

The fiscal year of the National Federation, State Federations and local Pachyderm Clubs shall be based on the calendar year.

Sec. 2 Financial Records

The financial records of the National Federation, State Federations and local Pachyderm Clubs shall be kept in a manner generally deemed acceptable and auditable for such organizations.

Sec. 3 Financial Reports

The State Federations and local clubs will provide to the National Federation a copy of their annual financial statements to include, at least, a balance sheet and income statement (aka Profit & Loss statement). The National Federations' Operating Manual identifies what financial reports should be submitted on a monthly and/or annual basis.

If a local club, State Federation, or the National Federation chooses to obtain a GAAP audit or review performed by an independent audit firm by a certified public accountant and provides to National a copy of the audit report and management, it may petition

the National Federation to waive the interim reporting requirements. However, updated membership changes must still be submitted to the National office.

Sec. 4 Other Reports

Additional reports may be rendered as deemed necessary by the State Federations and local clubs or directed by the National Federation. A report for tax purposes will be rendered in a format and time as requested by the National Federation's Board.

Sec. 5 Signature Authority

Signatories on all contracts, checks, notes, drafts and other orders for the payment of money must be authorized in writing by the State Federations' or local Pachyderm Clubs' Board of Directors. The State Federations and local Pachyderm Club's President shall provide a list of authorized signers to the National Federation's Treasurer whenever there is a change, but on at least an annual basis. The State Federation's and local Pachyderm club's Treasurer shall be an official signer for all cash and investment accounts. National Pachyderm Federation Treasurer shall have access to review all account transactions.

Sec. 6 Fiscal Responsibility

a. The National Federation has fiscal oversight responsibility for the State Federations and local Pachyderm Clubs.
b. Accordingly, the State Federations and local Pachyderm Clubs shall not, without approval of the National Federation's President, enter into a contract or agreement that exceeds the State Federation's and local Pachyderm Club's ability to meet expenses from the funds held in their separate local or state accounts, or its own fundraising activities.
c. A copy of all signed agreements shall be maintained by the State Federation or local Pachyderm Club Treasurer and the National Federation.

Sec. 7 Obligations

Obligations incurred by the State Federations or local Pachyderm Clubs *in performance of their respective duties as a part of the National Federation* shall be the sole obligations of such organizations, and no personal liability whatsoever shall attach to, or be incurred by any member, officer, or Director of the State Federations or local Pachyderm Club.

Sec. 8 Administrative Expenses

The necessary routine administrative expenses of the State Federation or local Pachyderm Club shall be met from the proceeds of State Federations and local Pachyderm Clubs meetings and activities.

Sec. 9 Employees

State Federations and local Pachyderm Clubs shall not hire employees. If a State Federation or local Pachyderm Club hires an individual or a company as a contractor to support the State Federation or local Pachyderm Club on a project basis, it must provide supporting documentation to the National Federation.

ARTICLE XII - BYLAW COMPLIANCE

Sec. 1 Compliance with Documents

All State Federations and local Pachyderm Club Bylaws shall comply with the governing documents and rules of this National Federation. Each application for membership by a State Federation shall be accompanied by a signed copy of such State Federation's Bylaws for approval by the National Federation's Executive Committee.

Sec. 2 Sole Documents

State Federation and local Pachyderm Clubs shall comply with standard or grandfathered Bylaws and are prohibited from developing any other manuals or rules of operation, other than those of the National Federation.

ARTICLE XIII - POLICY

Sec. 1 Conformance

Actions, programs and public statements of the Federations and clubs will conform to the policies and objectives in the Republican Party and National Federation. Nothing in these bylaws or elsewhere shall be construed so as to authorize any action that does not further the stated policies and objectives.

Sec. 2 Club Environment

It is the general policy of this organization in support of its purpose and objectives to provide a nonprofit association of citizens, regardless of their political leanings within the Republican Party an association free from fractional entanglements where the members can "break bread" together. This does not preclude Clubs from holding debates between people with opposing views on contentious issues.

Sec. 3 Political and Related Issues

The Club shall not hold straw polls; adopt any resolutions, policies or endorsements which are counter to those positions formally endorsed and published by the Republican National Committee and State Republican Committees.

Sec. 4 Candidate 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 hold straw polls, adopt any resolutions, policies or endorsements of any kind which take a stand on issues.

Sec. 5 Candidates and Officeholders

Fairness and a policy of nondiscrimination, so far as treatment of Party candidates and office holders, is the general policy. Elected public or party officials may constitute no more than fifty percent of a Pachyderm Club's elected Officers and Directors.

Sec. 6 Relationships with Local and State Republican Party

The Republican State Party Chair shall be invited to serve on the State Federation Board as an ex-officio member in their State. And the Republican Chair of the respective city or county shall be invited to serve as an ex-officio member of the Board of all local member Clubs in their District.

Sec. 7 Endorsement Using Pachyderm Title

The Officers of this organization and its State and local affiliates 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 primary. Any officer who violates this rule may be removed by the Board of Directors for which they are an officer by a 2/3 vote of those voting.

Sec. 8 Disqualification during Elections

Any Officer or Director, of National, State, local who is a candidate in a contested primary or nonpartisan election campaign shall vacate their office temporarily until the election results are determined.

Sec. 9 Use of Logo and Name

Use of the National Federation's name and trademarked logo is authorized only for use by those members of the National Federation, State Federations, and affiliated local Pachyderm Clubs conducting official business of the National Federation, State Federations, or the affiliated Pachyderm Clubs in accordance with the policies established by the National Federation in its governing documents, and as allowed by the charters and governing documents approved for the State Federations and local Pachyderm Clubs. The names that are included in this limited authorization include, "Pachyderm," "National Federation of Pachyderm Clubs," "Pachy," the name of each State Federation, and the name of each local Pachyderm Club, as well as the name of this corporation.

Each State Federation and local Pachyderm Club shall cooperate with the National Federation to protect the use of its logo, and to preserve and protect the use of its names, including cooperating with filing any necessary forms with appropriate local and state agencies to preserve and protect the use of its logo and names.

Sec. 10 Official Expressions

Actions, programs and public Statements of the National and State Federations or clubs must conform to the policies established by the National Federation

Sec. 11 Membership List

Contact information for members is to be used only for National and State Federation and local club purposes and shall not be made available to any other organization for any purpose.

Sec. 12 Copyright Policy

The National Federation and its affiliates do not permit or condone copyright infringing activities by its staff, or by its members or other volunteers when engaged in National Federation activities.

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The above bylaws were adopted April 20, 2022, to replace the bylaws, previously adopted September 7, 2019, to replace the bylaws, previously adopted October 14, 2016.

BYLAWS FOR STATE FEDERATIONS of the National Federation of the Grand Order of Pachyderm Clubs

(Adopted April 20,2022)

ARTICLE I -- NAME

The name of this organization shall be known as the [Name of State or Commonwealth] Federation of Pachyderm Clubs ("Federation") under the supervision of the National Federation of Pachyderm Clubs.

ARTICLE II – PURPOSE

The purpose of the Federation is to provide an organization within which the Pachyderm Clubs in the [State/Commonwealth] of [Name of State or Commonwealth] can coordinate to further implement the stated purpose and objectives of the National Federation of Pachyderm Clubs within the [State/Commonwealth] of [Name of State or Commonwealth].

ARTICLE III – OBJECTIVES

The objectives of the Federation are:

Section 1. To provide for meetings of the elected Presidents, and/or their designated representatives, of each of the Pachyderm Clubs within [Name of State or Commonwealth] at least once a year, and to establish periodic inter-club communication, for the purpose of cooperation and mutual assistance in the promotion of the program of the National Federation of Pachyderm Clubs within [Name of State or Commonwealth].

Section 2. To assist individual Pachyderm Clubs in [Name of State or Commonwealth] in a coordinated program of expansion and extension of Pachyderm Clubs in [Name of State or Commonwealth] and surrounding states.

Section 3. To assist and support the local and State Republican Parties within [Name of State or Commonwealth], and its candidates for public elective office, in a manner consistent with the Bylaws, Standing Rules and Operating Manual of the National Federation of Pachyderm Clubs.

ARTICLE IV – MEMBERSHIP

The membership of the Federation shall consist of all the current members of the Pachyderm Clubs within [Name of State or Commonwealth] who are in good standing with their local Pachyderm Clubs and the National Federation of Pachyderm Clubs.

ARTICLE V – OFFICERS AND DUTIES

Section 1. Any member of the Federation, who has previously served as President or Vice-President of his or her affiliated Pachyderm Club, shall be eligible for nomination to the office of President or Vice-President of this Federation. Any member of the Federation, who has previously served as a Treasurer of his or her affiliated Pachyderm Club, shall be eligible for nomination to the office of Secretary-Treasurer of this Federation.

Section 2. The Officers of this Federation shall be a President and a Vice-President who shall be elected biannually in odd numbered years, and a Secretary-Treasurer or a separate Secretary and a separate Treasurer who shall be appointed biannually by the President subject to the approval of the Board of Directors. All officers shall hold office for one (2) years, or until their successors are duly elected or appointed as provided in these Bylaws. In the event that the office of the President becomes vacant for any reason, the vacancy shall be filled by the Vice-President. In the event that any other office becomes vacant for any reason whatsoever, the vacancy shall be filled forthwith by this Federation's Board of Directors.

Section 3. The President shall preside at all meetings, appoint Committees as necessary, issue meeting calls, represent the Federation at statewide meetings and conventions, and perform such other duties as are normally incumbent upon a President.

Section 4. The Secretary-Treasurer shall keep and maintain the minutes of all meetings of the Board of Directors and the Executive Committee, and all records of fees, dues, and money collected and disbursed, in the form and manner prescribed by the Board of Directors, and shall conduct such correspondence as may be required by the President and Board of Directors. The Secretary-Treasurer shall also make and file all reports required by the National Federation of Pachyderm Clubs, submit regular financial statements in the form, manner and frequency prescribed by the National Federation's Board of Directors; prepare an annual statement for the Annual Meeting of the Federation; and generally perform such duties as are normally incumbent upon a Secretary-Treasurer.

ARTICLE VI – BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section 1. The Board of Directors shall consist of the President, Vice-President, immediate past President, and Secretary-Treasurer of the Federation; and the current Presidents from each of the Pachyderm Clubs in [Name of State or Commonwealth].

Section 2. The Executive Committee of the Board of Directors shall consist of the President, Vice-President, and Secretary-Treasurer of the Federation, and up to two other rmembers of the Board selected by majority vote of the Board.

ARTICLE VII – ELECTION PROCEDURE

Section 1. **Nominations.** The President of the Federation shall appoint annually a three (3) person Nominating Committee who will propose nominees for each of the elective offices of the Federation and present their report at the next meeting immediately following their appointment.

Section 2. Nothing contained in these Bylaws and Standing Rules shall preclude nominations from the floor.

Section 3. **Terms.** The local Pachyderm Club Presidents within the State Federation shall serve on the Federation Board of Directors only during their terms of office in their home Club.

ARTICLE VIII – MEETINGS

Section 1. The Board of Directors of the Federation shall meet at least twice a year, including during the State Convention of the Republican Party of [Name of State or Commonwealth]. Any other meetings shall be at the call of the President or the Secretary-Treasurer of the Federation; provided however that a majority of the local Pachyderm Club's Presidents may call a meeting; provided, further, that a written notice is given at least ten (10) days prior to the meeting stating the purpose and nature of business to be transacted. No other business may be transacted at such meeting.

Section 2. A quorum at a meeting of the Board of Directors shall be a majority of the Board members; provided however, that representatives of not less than fifty percent (50%) of the Pachyderm Clubs within the Federation are represented.

Section 3. A quorum of the Executive Committee shall be no less than two-thirds (2/3) of the members of the Committee.

Section 4. All business conducted during any meeting of the Officers, Executive Committee, or Board of Directors of the Federation shall be in accordance with the Bylaws, Standing Rules and Operating Manual of the National Federation, and these Bylaws and Standing Rules. All meetings of the Federation shall be conducted pursuant to Roberts Rules of Order, Newly Revised.

Section 5. At all meetings of the Officers, Executive Committee, or the Board of Directors of the Federation, the members shall be entitled to vote in person, or by written proxy. Members shall be entitled to participate and vote in person, by telephone or video connection to the meeting. A person holding a proxy must be a member in good standing of the same Pachyderm Club as the Board member whose proxy is being held and voted.

ARTICLE IX – REVENUE

Section 1. The operating funds for the Federation shall be provided by the affiliated Pachyderm Clubs based on a per capita fee that is separate from the amount of membership dues collected and paid to the National Federation of Pachyderm Clubs, unless otherwise approved by the National Federation of Pachyderm Clubs. The per capita fees assessed to each Pachyderm Club within the Federation based on the membership of each Pachyderm Club shall be as prescribed by the Federation's Board of Directors from time to time; provided, however, that the amount assessed must be sufficient to cover expenses of the Federation, including, but not limited to, bank charges, stationery, postage, printing and travel. Individual Clubs should consider reimbursement for expenses incurred by their respective Club members serving on the Board.

Section 2. Club expansion and extension efforts are specifically Club or cooperative Clubs projects, utilizing their own resources.

Section 3. Reimbursement for expenses of Federation Officers shall be for the actual amount incurred only as validated by written documentation.

Section 4. The annual per capita fee for each local Club shall be determined by an amount to be determined annually by the Board of Directors as per Section 1 above, payable not later than December 31 of each year.

ARTICLE X – NOT-FOR-PROFIT ORGANIZATION

Section 1. This Federation is a not-for-profit organization within of the National Federation of Pachyderm Clubs, which is organized and operates as a not-for-profit corporation under the laws of the State of Missouri. Consistent with the Bylaws, Standing Rules and Operating Manual of the National Federation of Pachyderm Clubs, the purpose of the Federation's not-for-profit activity is to provide a practical means for broad citizen participation in politics, promote practical education and the dissemination of information on our political system, promote the development of potential political leaders, assist in carrying out the purposes of the Republican Party and similar non-profit purposes; and this Federation shall not endorse any candidate or issues in political elections.

Section 2. Income, if any, shall be applied only to the not-for-profit purposes and objectives of the organization, and no part of such income shall inure to the benefit of any Officer or member. Consistent with this prohibition, the Federation may not use its resources to issue propaganda, influence legislation, or participate in any political campaign for any candidate or political issue in political elections.

ARTICLE XI – AMENDMENTS

Any amendment to these Bylaws and Standing Rules must be submitted to and approved by the Board of Directors of the National Federation, Upon approval by the National Federation, such

amendment may be adopted by not less than two-thirds (2/3) vote of the members of the Federation's Board of Directors, providing that such amendments have been submitted in writing to the members at least thirty (30) days in advance of the meeting scheduled for their consideration.

Adopted: _____.

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BYLAWS FOR LOCAL AFFILIATES of the National Federation of the Grand Order of Pachyderm Clubs

(Adopted April 20, 2022)

ARTICLE I – NAME

The name of this organization shall be the _____ ("Club"), a local organization [of the _____ State Federation of Pachyderm Clubs ("State Federation"), and] of the National Federation of Pachyderm Clubs ("National Federation").

ARTICLE II – PURPOSES AND OBJECTIVES

Section 1 Purpose

a. To provide a practical means for broad citizen participation in politics.
b. To promote practical political education and the dissemination of information on our political system.
c. To promote development of potential leaders.
d. To assist in carrying out the principles and purposes of the Republican Party in the following fields:

    1. Providing leadership in government.
    2. Protecting individual rights and freedoms.
    3. Promoting clean government with local emphasis.
    4. Keeping the public informed on the status of their government.

Section 2 Objectives of the Club

a. To promote the art of politics, recognizing that free government cannot exist without political leaders and politicians.
b. To engage in nonprofit, political educational activities through Club programs and other means.
c. To cooperate with the Republican Party.
d. 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 Club 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. Each club should strive to become the integrating organization among the various Republican organizations.

Section 2 Compliance with Governing Documents

By receiving its charter, this Club is an affiliate of the National Federation of the Grand Order of Pachyderm Clubs, Inc., which is a not-for-profit corporation formed and operating under the laws of the State of Missouri, and under the name "National Federation of Pachyderm Clubs" ("National Federation"). All business conducted by the Club, during its meetings, and by its Officers and Board of Directors, shall be in accordance with the Articles of Incorporation and Bylaws (as amended), and the Standing Rules and Operating Manual (until revised or revoked) of the National Federation, the Bylaws and Standing rules of the State Federation, and these Bylaws. All meetings of the Club shall be conducted pursuant to Roberts Rules of Order, Newly Revised, any supplemental parliamentary rules as this Club may adopt.

Section 3 Fairness Policy

The Club has a policy of fairness and equal treatment toward Republican Party candidates.

Section 4 Candidate Non-endorsement Policy

This Club 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 hold straw polls, adopt any resolutions, policies or endorsements of any kind which take a stand on issues.

Section 5 Public and Republican Party Officials

Elected public or party officials may constitute no more than fifty percent (50%) of this Club's elected officers and Directors at any time.

Section 6 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 7 Endorsement of candidates by Club officers

The officers of this organization, *in their official capacity*, shall not permit the use of their name and Club office 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 Sec. 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 of the Club by a 2/3 vote 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 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 Section1(a) are met.

Section 2 Expulsion of members

a. A member may be expelled from the Club for cause by a 70% vote of the total membership of the Board of Directors at a meeting convened for the sole purpose of hearing cause(s) for expulsion of such a member. (In the event that the membership of the Board would not allow for a calculation of voting members equal to 70%, this requirement should be construed as being a minimum requirement, e.g., if there are five members at least 4 members must vote in favor of the action.) Cause for expulsion may include, but is not limited to, repudiation of the Republican Party or the principles, bylaws and philosophy of this Club, the State Federation, or the National Federation. Upon initiation of such action by the Board of Directors of the Club, the Club 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 of the Club, 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 monetary obligation 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 of the Club. 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

a. The management of this Club shall be vested in a Board of Directors of the Club consisting of no less than three and no more than nine At-Large Directors elected from the membership of the Club.
b. Additionally, the President, Vice Presidents, Immediate Past President, Secretary and Treasurer of the Club shall also become voting members of the Board of Directors of the Club, if they are not already members of the Board. Members serving on the National Federation's Board of Directors shall also serve on their primary local Club Board of Directors as non-voting, *ex-officio* members. the County Chair of the local Republican Party is also invited to serve as a non-voting, *ex-officio* member of the Board.

Section 2 Duties of the Board:

a. The Board of Directors of the Club shall determine the policies and activities of this Club consistent with the governing documents of the National and State Federations and shall approve the annual budget.
b. The Board of Directors of the Club shall meet at least twice a year 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. 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.
d. One third of the Board members shall constitute a quorum, except for hearings involving expulsion of a member, in which case 70% of the voting members shall constitute a quorum. (In the event that the membership of the Board should not allow for a calculation of voting members equal to 70%, this requirement should be construed as being a minimum

requirement, e.g. if there are five members, at least 4 members must vote in favor of the action.)

e. Special meetings of the Board may be called by the President, or by one-third of the members of the Board, with at least 48 hours notice to all Board members.
f. Voting by proxy is valid if the proxy is submitted in writing to the Secretary of the Board prior to the start of the meeting.

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. During the first year of operation, the membership shall elect no less than three, 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 at least three members shall be appointed by the Board of Directors of the Club no later than September 1 of each year. This Committee shall submit a report to the Club no later than the last regular Club meeting in November. Any member may submit nominations for Directors and Officers provided that such nominations are submitted in writing to the Nominating Committee Chair.
c. New Officers and Directors term of office begins at the January meeting the year following the elections.
d. In the event of a vacancy in the office of President, the vacancy shall be filled by the Vice President. Vacancies occurring in director positions will be filled by a majority vote of the Board of Directors of the Club, provided that notice thereof is given at a regular Club meeting prior to the Board meeting when such vacancy shall be filled.
e. Elected or appointed members of the Board of Directors 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 a Director must have been announced in advance of the meeting as a part of the agenda.
f. Elected or appointed Officers of the Club who miss more than two consecutive regular meetings of the Board of Directors of the Club 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.
g. 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 Sec. 6, repudiation of the Republican Party or the principles of the National and State Federations. Should such charges be leveled, the rules for member expulsion detailed in Article IV Section 2 shall govern the process.

ARTICLE VII – QUALIFICATION 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 immediately preceding their election to be eligible to serve as

a Director or officer of the Club. 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 its Board of Directors; exercises general supervision over affairs of the Club; may serve on the Board of Directors of the State Federation pursuant to the Bylaws and Standing Rules of the State Federation; 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 of the Club for amounts over the authority of the President; shall keep a record of all receipts and disbursements; provide 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's Bylaws and Standing Rules, and the National Federation's Bylaws, Standing Rules and Operating Manual, to assure that they, and the Club, act in compliance with such documents.

ARTICLE VIII – 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 reasonable notice has been sent to all members

Section 2 Special Meetings

Special meetings may be called by the President or the Board of Directors.

Section 3 Meetings via Telephonic or Video Communications

The Board may transact business via telephonic or video communications provided that all requirements of notification and quorum rules are met. These meetings shall be in addition to the annual meetings and may not be used as a replacement for the regular Board meetings.

Section 4 Meetings via Telephonic or Video Communications - General Club Meetings

In the event, a properly called Pachyderm Club General Meeting has to be canceled due to exigent circumstances beyond the control of the Club then it shall be acceptable to hold said meeting by electronic means approved conference call, telephonic or video communications with reasonable notice being given to the members.

ARTICLE IX – DISSOLUTION

Upon dissolution of the Club, or suspension 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. After a Charter is dissolved, suspended or revoked the Club is no longer affiliated with the National Federation and is prohibited from using its email addresses, names, logos, trademarks, trade names and copyrighted materials.

ARTICLE X – AMENDMENTS

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 XI – PARLIAMENTARY AUTHORITY

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

THE STANDING RULES OF THE NATIONAL FEDERATION OF PACHYDERM CLUBS

GENERAL RULES

1. The Articles of Incorporation and Bylaws of the National Federation of the Grand Order of Pachyderm Clubs, Inc. ("National Federation of Pachyderm Clubs," and hereinafter referred to as "National Federation" (as amended from time to time), contain the fundamental framework and provisions of the organization, and apply to the formation, organization, administration and operation of each State Federation and local Pachyderm Club, and to the conduct of each member within each Pachyderm Club and State Federation.

2. These Standing Rules provide further details as to the proper administration of the National Federation, State Federation and local Pachyderm Club organizations. They are the Rules of Procedure that are intended to stand until revised or revoked.

3. Any and all Bylaws and/or Standing Rules adopted by any local Pachyderm Club or State Federation, must incorporate, be made supplemental to, and not conflict with the Bylaws (as amended from time to time) and the Standing Rules and Operating Manual (until revised or revoked) of the National Federation. Any and all changes to Bylaws and/or Standing Rules of any local Pachyderm Club or State Federation must be approved by the National Federation's Board of Directors.

4. Generally, all local Pachyderm Clubs and State Federations are advised to follow the newly revised edition of Robert's Rules of Order in the conduct of their meetings. However, the adoption of such rules of parliamentary procedures, or other minor details of procedure that are necessary to carry out the work of local Pachyderm Clubs or State Federations, should not be included in the Bylaws and/or Standing Rules of such organizations, as they will add length and confusion. They are changed more frequently than the bylaws and standing rules, and more important rules and require only a majority vote to adopt or change.

5. Standing Rules for any local Pachyderm Club may be adopted by a majority vote and may be amended or revoked in the same manner. Such Standing Rules do not supersede such charters and bylaws, or the mandatory governing documents of the National Federation and must be approved by the National Federation Board of Directors.

SPECIFIC RULES

1. **Mandatory Email and Social Media Policy**: All procedures for the use of email, social media or websites used for the business of the National Federation, State Federations or local Pachyderm Clubs shall follow these rules:

    a. The contents of all emails, social media posts, blog posts, or similar communications to the membership shall be limited to National Federation, State Federation, or general Republican Party information (from the local, state or national parties), and shall be subject to the approval of the President and/or the Board of the Federation or local club sending the communication. Additionally, such contents of all such communications shall comply with the rules of the National Federation as to non-endorsements of candidates or political issues.

    b. National Federation, State Federations, and local Pachyderm Clubs' Membership Email Rosters / Mail Addresses will not be furnished nor sold to anyone outside of the National Federation, by any organization or member affiliated with the National Federation.

    c. Local Pachyderm Club officers, directors and members shall be listed in the BCC (Blind Carbon Copy) section of all emails sent to them, so that the email addresses are protected.

    d. All emails sent to the Officers, Executive Committees and/or Directors of the National Federation, State Federations, or local Pachyderm Clubs, which require a vote to be taken, will be sent with all email addresses of all the voting members visible in the email address. This will allow the voting body to know that all of the voting members have received the information needed to vote, and that the voting process is open and transparent. The Secretary of each voting body will record all voting members who participate in the vote and record their individual vote. All votes will be recorded and maintained in the minutes and permanent records of the voting body.

2. **Mandatory Disclaimer Policy**: It is mandatory that the National Federation, State Federations, and local Pachyderm Clubs use the following disclaimer/Non-Endorsement Policy in all appropriate materials:

Disclaimer:

Political Advertising and Information Paid for by [Federation or Club Name], [Name and Address of the Federation or Club]. This is not an endorsement by [Federation or Club Name], or any of its Officers or Directors.

Contributions are not deductible as Charitable Contributions for Federal Income Tax Purposes.

This is Not Authorized by any Candidate or Committee, and is Not an Endorsement of [Name of Federation or Club], or any of its Officers or Directors. This is intended solely to provide you with information to help you make an informed decision.

3. **Mandatory Copyright, Trademark and Tradename Policy**: When the National Federation, State Federations, or local Pachyderm Clubs use the logo of the National Federation in any written communication or publication, an approved statement should be added to the document showing that the logo is copyrighted by the National Federation. Similarly, the names, "Pachyderm," "National Federation of Pachyderm Clubs," "Pachy," and the names of each State Federation and an affiliated local Pachyderm Club, should only be used when conducting the authorized work of the National Federation, State Federations, and affiliated local Pachyderm Clubs.

4. **Mandatory Speaker Policy**: To advance the purpose and goal of promoting "practical political education and the dissemination of information on our political system," the State Federations and local Pachyderm Clubs may host speakers during regular meetings or special events who are speaking as representatives of non-partisan organizations about such organizations' activities, or who are Republican elected officials and candidates. When hosting Republican candidates in contested primary elections, Clubs should avoid the appearance of favoritism, and should either host such speakers as part of a series of events, or candidate forums, in which all candidates in the contested primary races are invited to speak. Generally, the Clubs may not host speakers who are members of another political party, candidates of another political party, or elected officials to a partisan office from another political party. However, the Clubs may host speakers who are members of another political party under the following circumstances: they are candidates for non-partisan offices participating in candidate forums for the non-partisan race; they hold non-partisan offices and are speaking about the activities of their office; or, in a non-election cycle (between the date they take office and the start of the filing period for the next primary), hold a partisan office and are speaking only about the activities of their office (which may include discussion of immediate issues of public importance related to the activities of their office).

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