

STAR REPUBLICAN WOMEN EXECUTIVE

COMMITTEE STANDING RULES

(As Adopted by the Executive Committee on April 15, 2025)

Approval of Distributed Materials

All materials—printed or otherwise—must be approved by the President of Star Republican Women prior to distribution at conventions, Board of Directors meetings, Executive Committee meetings, via email, media, newsletters, or any other form of public distribution.

Amendment of Standing Rules

Standing Rules may be amended by a majority vote with previous notice, or by a two-thirds vote of the Executive Committee without prior notice.

Annual Budget Submission

At the beginning of each calendar year, each Committee Chairman and Executive Committee member shall submit an itemization of their anticipated expenses and income for the year to both the President and the Treasurer.

Attendance Notification and Excused Absences

Executive Committee members or committee chairs must notify the Star President if they are unable to attend an Executive or Board meeting. The Executive Committee shall determine, by majority vote, whether the absence is excused.

Flowers and Special Gifts

At the discretion of the President, flowers or special gifts may be purchased and paid for from the Star Operating Expense account, if not otherwise covered by a Committee Budget, Contribution or Donation.

Fundraising Restrictions

No fundraising efforts, other than for NFRW, TFRW, or SRW, shall be conducted during General Meetings unless **prior approval** is obtained from the Executive Committee.

Membership Dues

Annual dues are payable **November 1** for the upcoming fiscal year (January 1–December 31):

- **Active Membership:** \$40.00
- **Associate Membership:** \$30.00

The following per capita charges are payable to TFRW and to NFRW from each Member's annual dues:

- TFRW per capita: \$5
- NFRW per capita: \$20

In addition to the above per capita charges, a one-time handling fee of \$20 per club is due with the first submission of dues each year.

Non-Budgeted Expenses

All non-budgeted expenses require Executive Committee approval for reimbursement.

TFRW Patron Program Membership

The Club shall annually pay the required fee for Club's participation in the TFRW Patron Program, ensuring that the Club is recognized as a Patron each year. If an individual member wishes to become a Patron, they must pay their own fee to become a Patron.

Reimbursement and Expense Form Submission

All requests for reimbursement must be submitted using the official expense reimbursement form, accompanied by appropriate documentation (e.g., receipts or invoices). Forms must be submitted within **30 days** of the date the expense was incurred. Late submissions may not be eligible for reimbursement without Executive Committee approval.

Speaker Travel Reimbursement

To support and encourage participation from speakers traveling from outside the immediate area, Star will offer mileage reimbursement under the following conditions:

- Mileage reimbursement will be available to speakers whose round-trip travel exceeds 120 miles (i.e., 60 miles one way).
- Reimbursement will be calculated at a rate of \$0.50 per mile for the miles traveled beyond the initial 60 miles each way.
- The maximum reimbursement per speaker shall not exceed \$175.
- Reimbursement must be requested within 30 days of the event and must include documentation of travel (e.g., odometer reading or mapping software mileage estimate).
- This policy applies only to speakers who are not otherwise compensated for travel or lodging by the speaker's organization or a third party.

TFRW Financial Guidelines

TFRW financial guidelines are incorporated herein by reference.