

Robson Ranch Republican Club

Policies and Procedures

Overview and Definition

These Policies and Procedures are the day-to-day guidelines for the members and leadership of the Robson Ranch Republican Club. They are intended to aide in continuity of the club and to assist new officers and committee chairmen in knowing how the Club operates. They are more easily adjusted than the Bylaws. These Policies and Procedures may be altered by a simple majority vote of the entire Board of Directors as defined in the Bylaws.

Throughout these Policies and Procedures the Robson Ranch Republican Club, located in Denton, Texas may be referred to as the “Club,” “RRRC,” or the “Republican Club.”

Member and Associate Policy

Members

Each individual member shall be responsible for annual dues (June 1-May 31).

A member is considered to be in good standing if they are current on their dues and are not in violation of these policies and procedures.

A member whose dues are past due for two months shall be dropped from the roster and their membership shall have lapsed. They may be reinstated, without penalty, by paying dues for the current fiscal year.

Associates

Associates are people who live outside of Robson Ranch. Most often these are elected officials or their representatives, but can be others who live outside the ranch and would like to receive our newsletter via email or attend our regular monthly program meetings. Associates may not pay dues, may not hold a club office and have no voting rights in the Club.

Dues Policy

Dues shall be paid annually, are set at the rate of \$10.00 per fiscal year, and become due on June 1st.

Dues are set by the Board of Directors at their May meeting and take effect the following fiscal year in June. Dues may be adjusted during the fiscal year if the Board of Directors and the Executive Committee find it necessary. The new rate of dues shall be decided by the Board of Directors then announced to the membership at the next membership meeting of any type, and sent in an email to all members within 10 days of the vote determining the new rate. Members shall have 60 days to pay the increase in dues.

The Club does not prorate dues for any portion of the year.

Dues must be paid by any qualifying individual to become a member of the Club.

Election Policy

Time and Location

The election of Club officers shall be held at the Annual Business Meeting in May. This meeting will take place at the time of the regularly scheduled program meeting, the first Wednesday of May starting at 7:00 pm in the HOA's clubhouse.

Voter Qualifications

All members in good standing and present may vote. A member must be physically present to vote. Associates are not allowed to vote.

Nominations and the Vote

The report of the Nominations Committee shall be read and those names will be in nomination. Upon completion of the report nominations from the floor will open for additional nominations. There will then be an opportunity for nominations from the floor for the same office. Any person receiving a nomination and a second shall be included for consideration for each office upon verification from the individual that they would accept the office if elected. Prior to voting on any office, all nominations for all offices will be completed and closed.

If one or more offices have only one name in nomination, those offices shall be voted on by acclamation as a group. This vote will be the first vote for officers.

Any remaining offices with more than one name in nomination shall be held by secret ballot.

Quorum and Determination

There must be at least five percent (5%) of the membership present to constitute a quorum for this vote.

A simple majority of those members present, and being a quorum, will determine the winner of the election. If there are more than two nominees for an office and no nominee received a simple majority, the two nominees with the most votes in the first ballot shall be voted on again in a runoff.

If a member's good standing is questioned, their status shall be verified by the Treasurer.

Ballot Destruction

After an winner for an office is declared, all ballots for that office are to be thrown in the trash.

Officers

As Republicans, we believe in fiscal responsibility. The club shall operate within an adopted annual budget, allowing that the Executive Committee has authority to spend up to \$1,000.00 for unanticipated expenses per annum as outlined in the Approvals and Limits section of this policy.

President

- a. Shall give a "President's Update" at all monthly membership meetings.
- b. Shall write a monthly article for the Pioneer Press and for the club's newsletter.
- c. May authorize the disbursement of funds from the budget's contingency fund, with the approval of the Executive Committee.

Vice-President of Membership

- a. Shall maintain the membership roster on the club's website.
- b. Shall coordinate with the Treasurer to verify members' dues are current, then inform members via the club's website email of any change in their dues status.
- c. Shall recruit new members.
- d. Shall welcome new members by sending out a welcome email via the club's website.

Vice-President of Programs

- a. Shall be responsible for the completing and turning in of the HOA Speaker forms.
- b. Shall be responsible for completing and turning in the HOA Residential Facilities Use forms.

Secretary

- a. Shall post all minutes to the website.
- b. Shall ensure the Club Charter is current with the Robson Ranch HOA.

Treasurer

- a. The Treasurer shall send out dues notices, receive the dues and coordinate with the Vice-President of Membership to keep the membership roster current.

Finance Policy

As Republicans, we believe in fiscal responsibility. The club shall operate within an adopted annual budget, allowing that the Executive Committee has authority to spend up to \$1,000.00 for unanticipated expenses per annum as outlined in the Approvals and Limits section of this policy.

Budget Process

The Finance Committee shall submit a preliminary budget to the membership in May for the upcoming fiscal year, to be presented at the last quarterly business meeting of the fiscal year. The budget will include \$1,000.00 for discretionary spending on unanticipated expenses as authorized by the Executive Committee per annum.

The budget shall be adopted in the first quarter of the fiscal year at the quarterly business meeting.

The budget may be amended at any quarterly business meeting by a simple majority vote of the membership present.

Committee Expenditures

Any committee or task force that will require the expenditure of money must submit a proposed budget of anticipated expenses to the treasurer in advance of the outlay of any monies. This includes any items included in the Club's annual budget. The treasurer may independently approve the expenditure of up to \$300.00 for items included in the Club's annual budget. Any amount over \$300.00 will require the approval of the Executive Committee.

Approvals and Limits

The Executive Committee may approve the expenditure of any amount for items included in the adopted budget for the fiscal year without the need for additional membership approval.

The Executive Committee may authorize the expenditure of up to \$1,000.00 per annum without the approval of the membership for off-budget expenses, unless the amount is being repaid through ticket sells. This amount is cumulative for the year. Any amount approved by the membership at a quarterly business meeting will not be counted toward this total, even if it previously was attributed toward the limit.

Any money paid out by the Club over \$300.00 for any reason, must be signed off on by the Treasurer and the President. The Treasurer shall have the authority to approve unbudgeted items up to \$100.00. All such off-budget items would apply toward the Executive Committee's \$1,000.00 limit per annum.

Any check or electronic payment of over \$300.00 must be signed by the Treasurer and the President or qualified officer. In the case of an electronic payment, an invoice must be printed and signed by both officers.

A balance of \$1,500.00 shall be retained at the end of the fiscal year.

Communications Policy

There should be constant communication to the Robson Community and specifically to Club members and associates. This is to be accomplished by a monthly newsletter, emails, HOA Announcements, and other means as determined to be appropriate by the Board of Directors, the Executive Committee, the President or the Publicity Committee. Any official communication on behalf of the Club must be approved by one of the aforementioned authorities.

Monthly Newsletter

The President shall put out a President's Report in the newsletter each month giving general information about the club including upcoming events and/or recent activities. Various Committee Chairs shall write articles reporting on the activities of their respective committees when there have been, or are about to be noteworthy activities. The monthly newsletter shall be sent out by the Publicity committee chairman monthly.

Monthly Articles in the Pioneer Press

The Publicity Chairman shall write a monthly article for the Pioneer Press giving a recap of activities of the club and should include an invitation to join the club including the website URL. The President shall write a monthly article for the Pioneer Press primarily with the focus of public relations to the Robson Ranch Community and letting residents know they are welcome to join the RR Republican Club. Other committee chairs and members are encouraged to submit articles to the Publicity Chair prior to the monthly deadline for the Pioneer Press.

Social Media

The RRRC will use social media such as, but not limited nor required in, the following: Facebook, YouTube, Twitter, Truth Social, Parlor, etc. Only people who are Members or Associates of RRRC may access the club Facebook page. The club Facebook page is to promote conversation between members of our club, but does not promote interests of other organizations. The guidelines governing posts on official club accounts are to present the club in a positive light overall, to promote patriotism, political involvement and to avoid any personal attacks on any individual, public or private, in any posting and does not promote the interests of other organizations. The club always reserves the right to remove any posting on club accounts found to be objectionable regardless of who posted the post. The President of

the RRRC always has the right to declare any post inappropriate in his or her opinion and have it removed. The Executive Committee, or the Board of Directors may overrule the club President to remove a posting he or she does not have removed or has personally posted, but that they feel is inappropriate. Day-to-day monitoring of all social media falls under the authority of the Publicity Chairman, but may be delegated to individual administrators overseeing club sites on any or all social media.

Other Publications

The Publicity Committee is encouraged to submit articles to various regional papers and other publications as they see fit, that promote goodwill for the club by highlighting the involvement of club members or reporting on club events that benefit the community or highlight good citizenship, etc.

Club Endorsements Policy

Primary Elections

The RRRC will not endorse any Republican candidate during the Republican Primary. The purpose of the Republican Primary is for Republicans to decide who the Republican Party will put forth as the Republican candidate in the general election. Since we are a club of many people, there will almost certainly be different members supporting different candidates. Therefore, our club policy is that no candidate, opposed or unopposed, be endorsed by the club until after the Republican party has chosen who will be representing Republicans for the general election in any given race.

General Elections

The RRRC may endorse any Republican candidate during the General Election, though it is not required to do so.

City, School Board and HOA Elections

The RRRC is a Republican club. If a candidate for a city council, mayorship, school board, HOA or any other municipal or political election is not a Republican the club will not endorse them. If they are a Republican (as evidenced by a history of voting in Republican primaries), the Board of Directors may vote to endorse a candidate they feel best represents the membership of the club. This vote must be recorded in the minutes of the meeting where it occurs and is not a private vote.

Endorsements

The decision to endorse or withhold an endorsement of any Republican candidate for any election will be decided by the Board of Directors within the constraints mentioned above.

Standing Committees Policy

Committee Chairman Responsibilities

- a. Is appointed by the RRRC President.
- b. Fills their committee with qualified people to handle the many different specialties under its authority and responsibility.
- c. Holds monthly meetings of their committee.
- d. Writes a monthly article for inclusion in the Club's newsletter on the activities of their committee.
- e. Ensures their committee fulfills its responsibilities as outlined in these Policies and Procedures.

Program Committee

The Program Committee finds speakers for the monthly program meetings of the club. The Vice-President of Programming is the chairman of this committee and coordinates with the President on securing the actual speakers for each month's meeting. The Program Committee responsibilities include:

- a. Finding interesting and compelling speakers for the monthly program meetings
- b. Completing and turning in the HOA Speaker forms.
- c. Completing and turning in the HOA Residential Facilities Use forms.
- d. Setup of all club meeting rooms and placement of the American and Texas flags.
- e. Coordinate with the Treasurer and speakers for honorariums.

Publicity Committee

The Publicity Committee is the primary conduit of information from the club to the public. The Publicity Committee is tasked with communicating club information to club members and the public via various media formats. The Publicity Committee responsibilities include:

- a. Coordinate monthly submissions of an article from the President and other articles from members and committees to the Pioneer Press. Our goal is a minimum of three (3) articles per month.
- b. Help create graphics, icons, etc. for inclusion in the monthly newsletter, the website, social media and other media.
- c. Promote election information in advance of elections in the HOA email announcements, Pioneer Press, club monthly newsletter, meetings and other avenues as the committee sees fit.
- d. Shall provide electoral information to the membership via the Robson Ranch HOA email system, by email, newsletter and/or the website.
- e. Provides news items and photos to publications such as the Denton Record-Chronicle and other local papers when appropriate.
- f. Coordinates the usage of the Club's Canva subscription.
- g. Puts meetings and events of special interest to members on the club website calendar.
- h. Sends notice or announcement of the time and place of all regularly scheduled club meetings and other events via the appropriate media.
- i. Coordinates and oversees all the club's social media platforms.

Membership Committee

The Membership Committee is charged with facilitating maximum growth of the club in all possible ways to grow the largest club of active Republicans possible and with maintaining and increasing membership within the club. The Vice-President of Membership is the Chairman of the Membership Committee.

The Membership Committee is responsible for the following:

- a. Make it as easy as reasonably possible to join the club while conforming to the requirements with the Bylaws and Policies and Procedures of the club.

- b. Provide table volunteers to man a table near the check-in at all regularly scheduled club meetings to assist new members in signing up as well as current and former members to renew their membership.
- c. Provide table volunteers to man a table or booth at all special events where it is appropriate for signing up and collecting dues for the club.
- d. Periodically, at least monthly, man a table in the clubhouse to accept new members. This should be announced in the HOA email announcements through our Publicity in advance of the day of this activity.
- e. Update the membership form as necessary to make it optimal for the club and member participation.
- f. Deliver name badges to members when members buy them.
- g. Deliver collected dues money to the treasurer.
- h. Deliver membership forms to the Vice-President of Membership.

Special Events Committee

The Special Events Committee is responsible for planning, coordinating and executing all special events for the club. The Executive Committee, Board of Directors and various committees will coordinate with the Special Events Committee for any special events. These events range from dinners and banquets, to trips and almost anything else that is not a regular meeting.

The Special Events Committee is responsible for:

- a. Determining the venue, transportation, tickets, and other logistical elements of each individual special event.
- b. Put together a budget for each special event and present it to the Treasurer.
- c. Get approval from the Executive Committee for any expenses to be incurred by the Club, including deposits.
- d. Make reservations, place orders, etc. for everything required for the individual special event.
- e. Coordinate with the Publicity Committee to advertise the event.
- f. Coordinate with the Treasurer for the collection of monies for any tickets to the event.
- g. Perform an after event analysis and record what was learned that went particularly well, what didn't go so well and what should or should not have been done that would have made the event better. Once complete, report the findings to the Executive Committee and any pertinent committee chair that was involved in the event.

Technology Committee

The Technology Committee explores old and new technologies that will help the smooth running of the club, the convenience of its members and improve the club in other ways by the use of technology. It also serves as a first line of technical support to the Club's officers and committee chairmen. The Technology Committee has the following responsibilities:

- a. Research technologies as directed by the Executive Committee.
- b. Offer suggestions to solve issues via superior technology than the club is using.
- c. Maintain and troubleshoot the website.
- d. Provide initial technical support to the website for officers and committee chairmen.

The Technology Committee will have the following specified roles as well as others the Chair determines would be beneficial:

- a. Webmaster—to oversee the use and training of officers and committee chairmen on the website.
- b. Social Media Integrator—to assist the Publicity Committee in getting the most use out of their materials across various social media and our website.

Hospitality Committee

The Hospitality Committee fosters and promotes a friendly, welcoming and caring atmosphere to members and guests at Club meetings and events. The Hospitality Committee has the following responsibilities:

- a. Make certain people are greeted at the monthly program meetings and special events.
- b. Provide refreshments at the monthly program meetings. This includes securing donations to cover the expenses of all refreshments for the Program Meetings.
- c. Send condolence cards to family of recently deceased members.
- d. Coordinate with the Membership Committee to welcome new members and help them find ways to get involved in the Club.

Awards Committee

The Awards Committee reaches both outward and inward. It organizes and administers a scholarship program for youth, tracks elected officials to award and looks inward to members who have served the Club exceptionally.

The Awards Committee has the following responsibilities:

- a. Provide awards for members who have provided exceptional service to the Club.
- b. Provide awards to a small number of elected officials who have done an exceptional job of representing and fighting for ideals that are important to our members.
- c. Administer an annual writing competition for High Schoolers that is focused on Republican principles, values and ideals with cash awards for the winners.

Liberty Belles Committee

The Liberty Belles comprise approximately half of the RRRC membership. Their size is larger than any other subgroup of the club. As such, their scope is much broader than most committees and the committee overseeing it is more complex.

The *vision* of the Liberty Belles is to provide a forum for conservative women to connect with other conservative women who share common values through conversation, laughter, education, and by spreading the conservative message. The *mission* of the Liberty Belles is to support the purposes of the RRRC through skill-building, education, and by supporting charitable causes through the fellowship of conservative women.

The Liberty Belles Committee has the following responsibilities:

- a. Engage with the women of the Club for the purpose of getting women involved and educated about issues and the processes of politics.
- b. Support charitable causes that are congruent with Republican values and that are of interest to the women of the Club.
- c. Facilitate social interaction, both formal and informal, among the women of the Club.
- d. Encourage individual activism for Republican causes among the women of the Club.
- e. Submit an article monthly to the Club newsletter.
- f. Submit an article monthly for the Pioneer Press to the Publicity Committee.

The Liberty Belles Committee will have the following specified roles as well as others the Chair determines would be beneficial:

- 1) Publicity—to coordinate with Publicity Committee for photos, articles, announcements.
- 2) Charity—contact person (could be one for each charity chosen).
- 3) Social contact—to organize social events for women of the Club.
- 4) Book Discussion Group coordinator—to organize book discussion group(s).
- 5) Budget—member who keeps track of expenses and future expenditures and keeps the committee informed.
- 6) Legislative awareness/political action coordinator—key contact for the Liberty Belles, will keep in contact with the Legislative Issues Committee.

Finance Committee

The Finance Committee is responsible for assisting with the financial health of the club. The Treasurer is the Chairman of the Finance Committee. The responsibilities of the Finance Committee are:

- a. Review the monthly Treasurer's report and monitor the financial health of the club.
- b. Prepare a preliminary budget to be presented to the membership in May, and for consideration by the incoming officers.
- c. Make suggestions on the membership dues amount necessary to cover the expenses of the club.
- d. Make suggestions on ways to raise funds for Club activities.

Political Training Committee

The Political Training Committee exists to educate our membership on the many aspects of politics. This ranges from getting elected, to passing legislations, to working inside the Republican Party, to

parliamentary procedure to so much more. The Political Training Committee has the following responsibilities:

- a. Provide current contact information on all elected officials.
- b. Host a special event or speaker quarterly.
- c. Create a Voter's Guide for upcoming elections.
- d. Educate members on the local political process (elections, ordinances, boards, etc.).
- e. Educate members on the state political process (elections, legislation, conventions, SREC, etc.).

Special Committees Policy

The Club creates ad hoc and Special committees to aide in the smooth functioning of club interests and activities. When their committees are active, the chairmen of the Candidate Forum Committee, Victory Committee, and Legislative Issues Committee automatically becoming members of the Board of Directors and have all rights of any other member of the Board of Directors.

The Chairmen of the Nominations Committee, Financial Review Committee, Independence Day Parade Committee and any other ad hoc or special committees or task forces are not members of the Board of Directors and have no rights within it other than those of regular members.

Below are the duties and responsibilities of our regularly recurring special committees.

Candidate Forum Committee

The Candidate Forum Committee has the following responsibilities:

- a. Schedule events where all candidates for the same position in a primary election are invited to address the club membership. This may be a debate, a forum for the candidates to simply present a stump speech or whatever other approach the committee determines is best.
- b. Schedule events where Republican candidates in a general election may speak to our members directly. These may be debates with their political opponents, meet the candidate events, home gatherings or whatever else the committee deems is beneficial to the Republican candidates and our members.
- c. Provide other opportunities for the members to meet with Republican candidates that our membership will have the opportunity to vote for.

Victory (GOTV) Committee

The Victory Committee has the following responsibilities:

- a. Provide opportunities for members to register to vote. Special effort should be made to identify new residents who vote Republican and get them registered shortly after moving to the Ranch.
- b. Head up "Get Out the Vote" (GOTV) efforts for Republicans in Robson Ranch and the club. Ideally this committee will work with all the Republican Precinct Chairs responsible for any part of Robson Ranch.
- c. Coordinate with the Denton County Republican Party (DCRP) on efforts to have an accurate voter list with correct names, emails, phones, addresses, and other voter information for all residents

within the Robson Ranch (not just Republicans). This will help when the DCRP initiates phone calls, email and text messages for political candidates or GOTV efforts.

- d. Find creative ways to get Robson Ranch Republicans to get to the polls and vote.
- e. Coordinate political sign distribution.
- f. Coordinate rides to the polls.
- g. Educate Robson Ranch residents (particularly Republicans) on things like curbside voting and other ways to make sure every Republican votes in elections.

Legislative Issues Committee

The Legislative Issues Committee has the following responsibilities:

- a. Survey the membership prior to each Texas legislative session to determine which issues are of highest importance to the membership of the club.
- b. Communicate the results of this survey, selecting the top issues (the exact number to be determined by the committee), to our elected officials at the state level.
- c. Communicate the results of this survey to our County and City officials in the most appropriate and effective way to help the will of our membership to be accomplished.
- d. Regularly update the membership during the legislative session as to how best to let our desires be known to our elected officials and to help in getting the legislation that conforms with our desires to get passed.

Nominating Committee

The Nominating Committee is tasked with finding suitably skilled candidates for whichever Executive Committee positions will be voted on in May of that year. The candidates they select should be vetted to have either experience within the club and other life experiences that demonstrate the candidates clearly have the skills necessary to perform the duties of the office for which they are being nominated.

The Nominating Committee should consider the skills required for any office as well as the ability of any candidate to work with the other members of the Executive Committee they would be joining. The sitting President of the club should be consulted, but does not have the authority to override the decision of the committee, nor does he or she have a vote on the committee.

At the March meeting, three members are appointed by the President, or presiding officer, to the Nominating Committee. The chairman of the committee shall be the past President of the club no longer in office, or a recent previous officer no longer in office if the past President cannot or will not be the chairman. The remaining two positions shall be appointed by the President.

The Nominating Committee shall prepare a slate of candidates for presentation at the April meeting. Each nominee must be contacted and must give his/her approval for his/her name to be submitted for nomination.

The Nominating Committee dissolves after the meeting they have made their recommendations to the membership for the next set of officers.

Financial Review Committee

The Financial Review Committee has the following responsibilities:

- a. Perform an audit-style review of the treasurer's records for the club at the end of every fiscal year.
- b. Report their findings to the Executive Committee in July and then to the members at large at the first quarterly business meeting of the fiscal year.
- c. Include their findings in the monthly newsletter of the club no later than September of that year.

Independence Day Parade Committee

The Independence Day Parade Committee has the following responsibilities:

- a. Select the theme for the float for that year's parade.
- b. Design the float.
- c. Prepare an expected list of expenses and present it to the Treasurer for consideration and approval.
- d. Present the design and theme of the float to the membership in the May general membership meeting.
- e. Purchase all required materials.
- f. Build the float.
- g. Coordinate golf cart decorations to compliment the float.
- h. Invite any dignitaries to ride on our float.
- i. Coordinate all members and guests who will be participating in the parade as part of the Republican Club.
- j. Break down the float and arrange for storage of any reusable elements from any part of the float or other decorations.
- k. Prepare a budget for the next year's Independence Day Parade participation and present it to the Finance Committee Chairman and the Treasurer.

Bylaws Review Committee

The Bylaws Review Committee shall form every three (3) years in January to review the bylaws and make any revisions they find are necessary. They will present their proposed revisions first to the Executive Committee and receive their input. The Bylaws Review Committee will consider the Executive

Committee's input and make any revisions they feel are appropriate. The most recent revision from the Bylaws Review Committee will then be posted in the members area of the website and a notification email is to be sent by the President to the membership notifying them that the proposed bylaws have been posted and that any suggestions should be sent to the chairman of the Bylaws Review Committee, whose email shall be included. After the proposed bylaws have been posted no less than 5 days, the Bylaws Review Committee shall meet and consider all suggestions received and finalize the proposed bylaws. The final version of the proposed bylaws shall be posted on the website at least 30 days prior to

the business meeting they will be voted on. Per the bylaws, notice of the posting of the proposed bylaws and the planned vote to accept them shall be sent to all members via email at least 30 days in advance of the vote.

Policies and Procedures Review Committee

The Policies and Procedures Review Committee shall form every even numbered calendar year in August, or more often if deemed necessary, to review the Policies and Procedures. The committee will consist of three (3) members who shall be officers of the club. The full Executive Committee shall vote on any changes to the Policies and Procedures. When approved, the revised Policies and Procedures shall be posted along with the date of their last revision.

Meetings Policy

Monthly Program Meeting

The Executive Committee is responsible for holding a Monthly Program Meeting in the ballroom of the clubhouse the first Wednesday of each month, including through the summer months. The Vice-President of Programming will have arranged for a speaker for the meeting.

The President will preside at the meeting and will report on various goings on of the club after the speaker has made their presentation.

Club business will only occur at these meetings when there has been ten (10) days notice sent out via e-mail to the membership. Otherwise these meetings are strictly for the purpose of promoting the club and issues important to the club membership primarily focusing on education of the membership.

Business Meetings

Quarterly Business Meetings

There will be a Quarterly Business Meeting held during the last month of each quarter of the fiscal year (August, November, March, and May). The date and time of these meetings will be set by the Board of Directors. There is to be at least ten (10) days notice given by e-mail of each regularly scheduled quarterly business meeting of the club which is to include an agenda of the items to be discussed and voted on. Items may be brought up as new business, but no vote requiring the expenditure of more than \$1,000.00 may be brought up from the floor. A Special Business Meeting would have to be called for any such vote if not included in the agenda and notice of a quarterly business meeting. All members in good standing may attend and vote during any of these meetings.

Annual Business Meeting

The Annual Business Meeting is to be held in May at the normal day and time of the monthly program meeting. At this meeting the membership will vote on the following:

- a. Approve the Treasurer's report with any amendments.
- b. Adopt a budget for the upcoming fiscal year.
- c. Elect officers for the next year.

Special Business Meetings

A Special Business Meeting may be called between the Quarterly Business Meetings at any time by the Executive Committee or upon written request by ten (10) members in good standing. Any Special

Business Meeting must have ten (10) days written notice, including an agenda of all items to be discussed and voted on, emailed to the general membership prior to the meeting.

Quorum and Determination of the Matter at Hand

There must be at least five percent (5%) of the membership present to constitute a quorum for this vote.

A simple majority of more than 50% of those members present will determine all matters at hand.

Annual Awards Banquet

Each May the club shall have an Annual Awards Banquet. The purpose of this banquet is to recognize members who have served the club in outstanding ways throughout the year and to recognize any elected officials or others for their service toward the club or toward our ideals. All details of it will be organized through the Special Events Committee with the input of the Awards Committee, the President of the club and the Executive Committee overall.

Annual Christmas Banquet

Calendar Policy

A calendar for the Club shall be maintained on the website. All regular meetings of the Executive Committee, Board of Directors, and committees shall be included on the general calendar. All Club events shall be included on the general calendar.

Events by the Denton County Republican Party and any of our elected officials may be included on the general calendar if determined to be appropriate to include by the Executive Committee.

Regular Events and Requirements

The following is a list of regularly recurring events as well as requirements of officers and committees that are important in the life of the club. Some of the things listed are not required, but are listed so new officers and committee chairs have an idea of what is coming up throughout the year to aide them in fulfilling their duties and making future events a success.

June

- New officers take office
- Review proposed budget
- Financial Review Committee forms and meets
- State Convention in even numbered years

July

- RR Independence Day Parade

August

- Quarterly Business Meeting
- Financial Review Committee reports at business meeting
- Policies and Procedures Review Committee in even numbered years

September

October

November

- Quarterly Business Meeting
- Elections in even numbered years

December

January

February

March

Quarterly Business Meeting

Primary in even numbered years

Precinct conventions in even years

Senatorial District Conventions in even numbered years

Appoint Nominations Committee

April

Report of the Nominations Committee

May

Quarterly Business Meeting

Club elections

Finance Committee submits initial proposed budget for membership and incoming officers

Awards banquet

Municipal elections