

**UNITED REPUBLICANS FOR ARIZONA
BOARD POLICIES
2022**

MEMBERSHIP

1. The Board shall establish dues policy for Annual Membership(s).
2. Member dues shall be \$50.00 per single person or for two persons who reside at the same address. Dues will be renewable the month they joined the following year.
3. There will be no lifetime memberships.
4. Each member shall have one vote.
5. The Board may extend non-voting, annual Honorary Memberships.

Meetings, Officers and Board of Directors

1. The Board shall annually hold at least four (4) regularly-scheduled Board meetings (“Regular Board Meetings”).
2. A “Regular Board Meeting Agenda” consisting of topics to be discussed at the forthcoming Regular Board Meeting shall be distributed to Directors at least forty-eight (48) hours prior to the start of each Regular Board Meeting. Topics may be added at the start of the Regular Board Meeting by approval of the Board.
3. From time-to-time during Regular Board Meetings the Board may move into “Executive Session”, which only Directors and those others invited by the Board shall attend. Discussion and action by the Board during Executive Session shall be limited to “Executive Session Agenda” items which shall have been previously specified on the Regular Board Meeting Agenda. Board action during the Executive Session shall be reported in the Minutes for the Regular Board Meeting during which such Executive Session was held.
4. Non-Director Members and Visitors may attend Regular Board Meetings by invitation only, and may request time to speak on an agenda item, but must leave the meeting immediately thereafter.
5. Directors may attend Board Meetings in person or by telephone. Telephonic attendance shall be requested from the Board Meeting’s presiding officer at least forty-eight (48) hours in advance of the starting time of the Board Meeting by letter or by confirming e-mail. The Board shall expend reasonable effort to accommodate all telephonic attendance request(s). The Board Meeting’s presiding officer shall have sole authority to approve or disapprove all such request(s).
6. After two (2) consecutive unexcused Board Meeting absences a Director may be removed from the Board-by-Board action.
7. The Board shall make good-faith attempts to provide a printed General Meeting Agenda to those Members lacking internet access but shall not be required to do so and shall not be liable for any Member’s missed communications.
8. The General Meeting Agenda may include any UR4AZ matter and shall provide opportunity for the introduction of new business from the floor. The General Meeting presiding officer shall solely determine if such new business shall be considered at a Regular Board Meeting before being put to a Membership vote at a General meeting.

There shall be four Officers and five Directors

OFFICERS

President

- Preside at all General Meetings and all Board Meetings,
- Superintend UR4AZ activities and interests.
- Perform such other duties as usually pertain to the office of President or as designated by the Board.
- The President shall preside at all General Meetings and all Board meetings. The President shall have a vote at the Board and in the General Meeting.
- Keep the General Membership informed of who Board Members are, their positions/changes as necessary.
- Give a "From the Board" report at the monthly General Meeting. Address concerns/issues.

Vice-President

- Assume the duties of President should be President be absent or should the office of President become vacant,
- Perform such other duties as usually pertain to the office of Vice-President or as designated by the President or the Board
- **Chair the Annual Treasurer Audit Report Committee**
- **Oversees the Office Manager**
- **Chair of the Nominating Committee**

Secretary

- Assume the duties of President should both the President and Vice-President simultaneously be absent and should the offices of President and Vice-President simultaneously become vacant.
- Perform such other duties as usually pertain to the office of Secretary or as designated by the President or the Board.
- In accordance with the President develop and distribute the Board meeting and General Meeting agendas
- Distribute Board Meeting minutes and General Meeting minutes within 4 days after those meetings to Board Members for approval at next board meeting.
- Distribute General Meeting notices and related documents.
- Maintain UR4AZ's official records and archives.
- Keep a current list of office passwords
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Treasurer

- Receive and log all contributions and monies.
- Make deposits into the UR4AZ'S bank account in a timely manner.
- Give a detailed financial status report at UR4AZ Board Meetings, a general financial update at the General Meetings, and at other times upon the Board's seven (7) day request, and prior to leaving the office.
- Safeguard UR4AZS's money in Board-approved accounts,
- Pay all invoices
- Prepare requisite tax and/or audit reports,
- Establish and maintain an "Inventory List" of UR4AZ's-owned chattels,
- Prepare the annual budget to be presented to the Board for approval that incorporates the Board's financial goals.
- Keep a monthly review of budget expenditures by category to budget projections
- Facilitate the 50/50 raffle.
- Perform such other duties as usually pertain to the office of Treasurer or as designated by the President or the Board
- Check and pick up mail from the post office mailbox a minimum of two or three days weekly.

DIRECTORS

Director of Membership

- Maintain an accurate up to date membership roster.
- Solicit updated profile information from members as necessary.
- Make rosters available to Board members.
- Keep a file of membership renewal dates and invoices on a monthly basis as dues are due.
- Send "Welcome" emails to new members.
- Send new/updated email addresses to the Communications Director.
- Create new member incentives.

- Give an updated member count at Board and General Meetings.
- Work with the Treasurer to log new member/member renewal numbers.

Director of Campaigns and Elections

- Become familiar with the way UR4AZ operates.
- Create a Political Education model.
- Identify future GOP candidates.
- Work closely with other GOP groups.
- Obtain speaker and programs for the Brown Bag Luncheon
- Support candidate workshop training.
- Recruit members for the Invocation and Pledge at BBL and monthly meetings
- Over sees the Get Out to Vote effort

Director of Events

- Oversees all UR4AZ events.
- Ensure events are included in the approved budget.
- Give timely updates to the Board on progress of planned events.
- Work with the Director of Communications to ensure event dates, notices, advertisements, tickets sales and other communications are advertised on the website and club email communications.
- Work with the Director of Campaigns and Elections when a political event
- Ensures that permits for events have been secured.
- **Oversees Hospitality Committee.**

Director of Community Involvement

- Coordinate UR4AZ activities with other Republican organizations.
- Give updates at the Board meeting and General Meeting as necessary.
- Is the Chamber of Commerce Liaison, keeping UR4AZ updated on Chamber and Sahuarita events.
- Ensures that UR4AZ events are on Chamber's calendar.
- Establishes a working understanding of the new Chamber Connection website
- Oversees food collections and donations.

Director of Communications

- Distribute UR4AZ's publicity activities.
- At Board members requests, send our any communications as directed.
- Coordinates with Director of Events on social media.
- **Oversees Social Media Committee**

In the event a Board member position becomes vacant between Annual Meetings, the Board may fill the position temporarily. A special election will be held for the membership to elect the replacement at the next scheduled General Meeting.

COMMITTEES

Annual Treasurer Audit Report Committee

- Shall annually, prior to March 31st and by Board request at other time, review the Treasurer's records and shall submit a written report of their findings to the Board to the Board at the next Regular Board Meeting.
- **Reports to the Vice President.**

Nominating Committee

- Within seven days of appointment the Chair will recommend a Nominating Committee consisting of one other Board member and two members from the general membership for Board approval.
- Chair will inform the General Membership of the upcoming election, open positions to be filled and position responsibilities as written in the Job Descriptions.
- Each candidate seeking a specific office will complete a Candidate Consideration form detailing their qualifications for that position.
- The Nominating Committee will prepare a slate to be presented to the Board fifteen days before the December General Election.
- **Reports to the Vice President**

Hospitality Committee

- Provides refreshments for specified events
- Submit receipts to the Treasurer for reimbursements from petty cash as necessary.
- Recruit members for event set up/cleaning
- **Reports to the Director of Events**

Social Media Committee

- Organize and facilitate workshops to increase member social media participation.
- Recommend various strategies to strengthen and increase the value of our club's social media.
- Webmaster, keeps all data information on the website up to date. Addresses issues from the Board.
- **Reports to the Director of Communication**

Officer Manager

- Schedule office hours, cover desk, publish shift lists and any changes if necessary.
- Update office protocols as needed in consort with the VP.
- Oversees office maintenance, advises VP of issues.
- Identify & train office volunteers, update volunteer badges as necessary.
- Update the Office Manual in consort with VP.
- Update Key Holders list.
- Advises the Secretary of new/updated passwords and codes.
- Oversee and recruit volunteers as needed.
- Oversee office, kitchen supplies and Market Place inventory, ask for donation or purchase as needed; prepares Market Place order coordinating with VP and Treasurer.
- Recognize and thank volunteers at General Meetings.
- Organize a year-end volunteer thank you event in consort with the VP
- Second emergency contact for the Office Security System and Continental Plaza.
- Ensure that event organizers mark the desk calendar as needed. It is ultimately the event organizers responsibility to mark the desk calendar of upcoming events.
- Ensure that copies of upcoming events, Daily Fund Forms and other such items are copied and supplies are available and outside display case is updated.
- **Reports to the Vice President.**

By Board action "ad hoc Committees" with specific tasks and of specified duration, may be established. Both ad hoc Committee Chairpersons and Standing Committee Chairpersons shall staff their committees as they deem appropriate

FINANCES

- No financial obligation that has not been budgeted shall be incurred without Board approval
- Upon Board approval, UR4AZ may accept contributions from any source.

PROCEDURES

Procedure for non UR4AZ organizations using Headquarters

- Organization must have a member and Board member sponsor who will present to the Board for approval.
- If sponsor is a Board member, that Board member will present to the Board.
- Organization must give UR4AZ'S Board a detailed description of the planned use and agenda.
- Organization must be a Republican organization.
- All such organizations or groups will be afforded the same consideration if they meet the UR4AZ'S standards and do not conflict with our By-Laws and Policies.
- Sponsor will be responsible for that organization entry and exit from office, including key and entry code.
- Organization will be responsible that office is left as found.
- Organization agrees to pay for any damages done to office.
- Organization with bring their own supplies and refreshments.
- Donations to UR4AZ are encouraged.

Procedure for Reimbursement for Monies Requested from UR4AZ

- Funds requested for events must be approved by the Board.
- Members may donate items for the event without expectation of reimbursement.
- Cash or check donations specified for a particular event will be given to the UR4AZ treasurer.
- UR4AZ will reimburse the requester, with receipts, only up to the approved amount.

Market Place Sales Items

- All items sold in the UR4AZ Market Place will be purchased by UR4AZ and sold by UR4AZ, no group or sub-group will purchase or sell directly and item(s) in the Market Place or in the UR4AZ office.

Budget Approval Procedure

- At the Board meeting closest to and before October 15th of the current year, the Treasurer will present to the Board a draft Budget and Revenue Projections for the coming year.
- The Board will review the Budget Draft and Revenue Projections at the next Board meeting, which is in approximately two weeks.
- The Board and the Treasurer will discuss any changes brought by the Board and the budget will be voted on as the proposed Budget and Revenue Projections.
- This Proposed Budget and Revenue Projections will be placed on the agenda for the November General meeting.
- Any comments from the floor will be noted and brought to the Board at the next Board Meeting for discussion to either be accepted, in part or rejected.
- At the following Board meeting, the Treasurer will present the amended Budget and Revenue Projections statement to the Board for a vote.
- At the December General meeting the Treasurer will present the final Budget and Revenue Projections

APPROVAL OF THIS DOCUMENT

These Board Policies shall supersede all previous Policies. **Accepted and signed this 17th day of May, 2022**

2022 Board of Directors

President, Yale Wishnick

Vice-President, Elizabeth B. Linck

Secretary, Marianne Falconer

Treasurer, Doug Kosloske

Director, Judy Alkire

Director, Angie Anderson

Director, Sharon Fickes

Director, Valerie Pollack

Director, Eileen Wilson