

# Agenda for *Second* Organizational Meeting

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1. Call to order by Temporary Chairman.
2. Minutes of the first meeting are read and approved as read, or approved as corrected, if corrections are made.
3. The committee appointed to draft bylaws reports, presents the bylaws and moves for their adoption.
4. The bylaws should be read paragraph by paragraph for amendments before being adopted. Bylaws are adopted as presented or amended and take effect upon adoption. Note: If the dues schedule is placed in the bylaws or the Standing Rules, it is now in order to accept members. A temporary treasurer must be appointed to accept dues.
5. The meeting is then recessed for a few minutes so that those wishing to sign up for membership may do so. Those signing up and paying dues shall become charter members.
6. Meeting reconvenes. The list of paid members now becomes the official list of members of the organization entitled to vote. A list of these members must be retained as part of the official records.
7. Permanent officers are now elected. The most satisfactory way is to call for nominations from the floor, provided those persons have consented to serve. Note: If more than one person is nominated for an office, election must be by secret ballot. A plurality determines the winner.
8. New business is discussed. Necessary committees may be appointed (see sample bylaws for suggestions). The time and place of the next meeting are determined.
9. If there is no further business, the meeting is adjourned.
10. The president submits a copy of the bylaws to the State Federation President for approval.
11. The treasurer shall send a check for per capita dues (local dues must also include dues for state and national as listed) and the NFRW service charge along with a list of members, including their address, phone and e-mail to the MoFRW State Membership Secretary. The State Membership Secretary will forward per capita dues, service charge and membership list to the National Federation of Republican Women. The NFRW will return an inscribed charter recognizing the club's membership. The charter will be presented at a suitable ceremony.
12. Keep your Republican County leaders, your Congressional District President, MoFRW President and NFRW informed of your activities.
13. Actively participate in MoFRW and NFRW activities.
14. Enjoy!
15. A club may be organized in one meeting by combining the agendas for the two organizational meetings. This could be accomplished by having a group of at least three people go through the sample bylaws and prepare a set for the meeting.