



NATIONAL FEDERATION OF  
**Pachyderm Clubs**

# Club Handbook

**2013 Edition**

**National Federation of the  
Grand Order of Pachyderm Clubs, Inc.**

**(888)-GOPACHY (888)467-2249**

**[www.pachyderms.org](http://www.pachyderms.org)**

***Free Government Requires Active Citizens***





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# History & General Information

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# The Vision and Value of Pachyderm Clubs

By William P. Jenkins

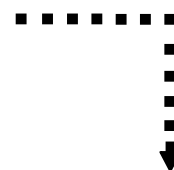
The vision of a Pachyderm depends on the perspective of the viewer. Most probably see us as just another political Club. Those who are Pachyderms, or really understand the philosophy of the Pachyderm movement, see something entirely different.

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.

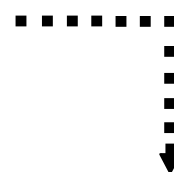
All right, let's accept that... how does one go about getting involved in the political process? If county committees have meetings, and some do not, few people know about them or even know that they can attend. In many areas, nominating conventions are poorly publicized and maximum attendance is not 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.



*William 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.*



## Note

*Standard Club Bylaws: "Elected public or party officials may constitute no more than fifty percent of a Pachyderm Club's elected Officers and Directors."*



(continued from page 1)

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.

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 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.



Alexis de Tocqueville

*Alexis de Tocqueville visited America 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.*

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 listen or talk politics. An office holder would have a place to make statements, exchange ideas with his constituents, or give his 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 instead of the most available.

(continued from page 2)

Young professionals go where the action is. If they have political ambitions they are attracted to the party which is successful or has some activities, not necessarily because of what the party stands for. Many young office holders today are Democrats only because they felt that they would have a better chance to get elected if they ran on the Democrat ticket.

We Pachyderms are active at the local level. People know us. They know they can have something to say about who and what they are asked to vote for. They know they can become part of our movement. We can be dynamic, open, vigorous, determined and a force for good in American politics. 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.

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## Our Mission

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





# 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.

**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

**1967**

**1974**

**1970**

**1971**

**1975**

**1976**

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.

The first Federation bank account was opened 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.

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.

December 1976: Adopted Pachyderm logo, lapel pins, first formal charter certificate form and "Pachy" as the mascot.

**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.

**1978**

**1980**

**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.



**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.

**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.

**1996**

First National Pachyderm website established: [www.pachyderms.org](http://www.pachyderms.org). In 1998, National Vice President Joe Briggs of Great Falls, Montana substantially revised and updated this website.

**1986**

**1992**

**1996**

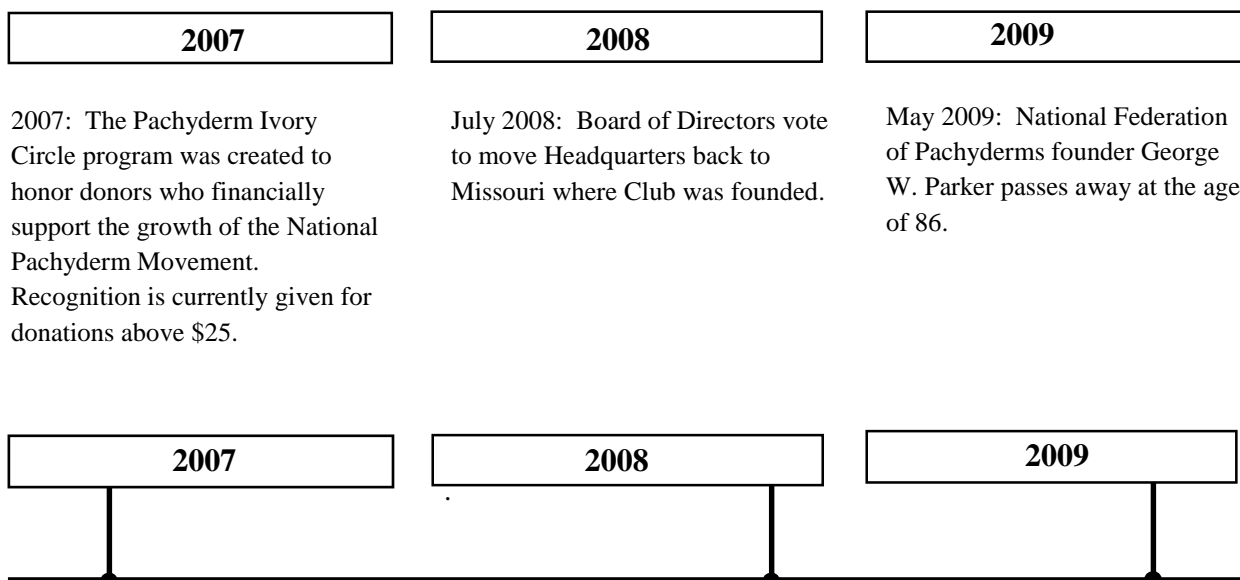
**1988**

**1995**

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.

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."



### George W. Parker, National Club Founder Dies; Leaves Exciting Legacy

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.)



George Parker  
*George Parker is the founder and Past President of Pachyderm Clubs*

# Republican Principles

## The People's Party

It all started with people who opposed slavery. They were common, everyday people who bristled at the notion that men had any right to oppress their fellow man. In the early 1850's, these anti-slavery activists found commonality with rugged individuals looking to settle in western lands, free of government charges. "Free soil, free labor, free speech, free men," went the slogan. And it was thus in joint opposition to human enslavement and government tyranny that an enterprising people gave birth to the Republican Party. In 1856, the Republicans became a national party by nominating John C. Fremont for President. Four years later, with the election of Abraham Lincoln in 1860, the Republicans firmly established themselves as a major political party. The name "Republican" was chosen because it alluded to equality and reminded individuals of Thomas Jefferson's Democratic-Republican Party.

## All of Us Equal

In 1861, the Civil War erupted, lasting four grueling years. During the war, against the advice of his cabinet, President Lincoln signed the Emancipation Proclamation that freed the slaves. The Republicans of the day worked to pass the Thirteenth Amendment, which outlawed slavery; the Fourteenth Amendment, which guaranteed equal protection under the laws; and the Fifteenth, which helped secure voting rights for African-Americans. All of these accomplishments extended and cemented the fundamental freedoms our nation continues to enjoy today. The Republican Party also played a leading role in securing women the right to vote. In 1896, the Republican Party was the first major political party to support women's suffrage. When the 19th Amendment finally was added to the Constitution, 26 of 36 state legislatures that had voted to ratify it were under Republican control. The first woman elected to Congress was a Republican, Jeanette Rankin from Montana in 1917. So it was by hardworking Republican hands that color and gender barriers were first demolished in America.

## Free from Oppression

Republicans believe individuals, not government, can make the best decisions; all people are entitled to equal rights; and decisions are best made close to home. These basic principles are as true today as they were when the Party was founded. For all of the extraordinary leaders the Party has produced throughout its rich history, Republicans understand that everyday people in all 50 states and territories remain the heart and soul of our Party. Presidents during most of the late nineteenth century and the early part of the twentieth century were Republicans. The White House was in Republican hands under Presidents Dwight D. Eisenhower, Richard Nixon, Gerald Ford, Ronald Reagan, George H.W. Bush and George W. Bush. Under Presidents Ronald Reagan and George H.W. Bush, the United States won the Cold War, releasing millions from Communist oppression, in true anti-big government Republican spirit.

## Elephants, Not Donkeys

The symbol of the Republican Party is the elephant. During the midterm elections in 1874, Democrats tried to scare voters into thinking President Ulysses S. Grant would seek to run for an unprecedented third term. Thomas Nast, a cartoonist for Harper's Weekly, depicted a Democratic donkey trying to scare a Republican elephant and both symbols stuck. For a long time, Republicans have been known as the "G.O.P." with party faithful believing it meant the "Grand Old Party." But apparently the original meaning (in 1875) was "gallant old party." When automobiles were invented it also came to mean, "get out and push." That's still a pretty good slogan for Republicans who depend every campaign year on the hard work of hundreds of thousands of everyday volunteers to get out and vote and push people to support the causes of the Republican Party.

## Freedom Fighters

Abolition, Free speech, Women's suffrage, these were all causes the Republican Party adopted early on. So, too, were reducing the size of government, streamlining bureaucracy, and returning power to individual states. With a core belief in the primacy of individuals, the Republican Party, since its inception, has been at the forefront of the fight for individuals' rights in opposition to a large, intrusive government

Source: Republican National Committee, [www.gop.com](http://www.gop.com) 2013

# Directory of Headquarters' Services

## **Club Supplies**

Club supplies, individual member's supplies, award supplies, and political education materials are available from Pachyderm Headquarters. An updated supplies catalog can be found 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 phone conferences.

## **Political Education**

Political campaign workshop guides and various handouts on political education are available from the National Headquarters and on our website.

## **Club Formation**

The latest copy of the Club Start Guide and other pertinent information is available.

## **Membership Rosters and Database Information**

Club Workbooks complete with Club Rosters have been sent to each Club Treasurer and are available from HQ.

## **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 this year.

## **Website Templates and Hosting**

National Pachyderm provide, at no charge to local Pachyderm Clubs, website templates and hosting services.



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

Adopted June 28, 2007 (last revised June 23, 2012)

## **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 the good citizens to participate in politics. "We get the government we deserve, not the one we wish for," remains a guide star 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**

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

## **ARTICLE I - NAME**

The name of this organization shall be the National Federation of the Grand Order of Pachyderm Clubs.

## **ARTICLE II - PURPOSE AND OBJECTIVES**

### **Sec. 1 Purpose**

1. To provide a practical means for broad citizen participation in politics.
2. To promote practical political education and the dissemination of information on our political system.
3. To promote the development of potential political leaders.
4. To assist in carrying out the purposes of the Republican Party, whose purpose we believe includes:
  - A. To provide Leadership in Government.
  - B. To protect Individual Rights and Freedom.
  - C. To promote Clean Government with local emphasis.
  - D. To keep the Public Informed on the status of their government.

### **Sec. 2 Objectives**

1. To support the formation of grassroots Republicans Clubs.
2. To engage in nonprofit political educational activities.
3. To cooperate with the Republican Party & continually cultivate our relationship.





## ARTICLE III - MEMBERSHIP AND DUES

### Sec. 1 **Membership**

Membership in this organization shall be through State Federations and local Clubs. Where there is a State Federation affiliated with the National Federation, Clubs may become members only through the State Federation. Where there is a State Federation member, no other Federation in that state shall be eligible for membership.

### Sec. 2 **Application for Club Membership**

Charter Letters of Intent should be submitted to the National Federation. Upon completion of the steps outlined in the Letter of Intent, the proposed Charter will be submitted to the National Board (or Executive Board) for approval at their next Board meeting.

### Sec. 3 **Application for State Federation Membership**

In those states where a State Pachyderm Federation does not exist, the Pachyderm Clubs within the state can petition the National Federation to create a State Federation. The petition must come from no less than ten clubs in that state and must be supported in writing by no less than seventy five percent of the clubs in that state. The petition must include the names of each Pachyderm Club in the state, a list of the proposed officers for the State Federation and signed copy of the State Federation Bylaws which must contain Article II, VIII, and IX of these bylaws. Upon receipt of the charter fee and fulfillment of all charter requirements, the National Federation Board of Directors shall vote to approve or deny the charter with a 2/3 vote of the Board.

### Sec. 4 **Dues and Charter Fees**

- 1) 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. Each State Federation and local club may set their own dues structure so long as said dues structure recognizes that each of its members must be a member of the National Pachyderm Federation.
- 2) The National Federation will issue dues notices to Club members. Dues may be submitted to the National Headquarters electronically or by mail.
- 3) Local Club Treasurers are responsible, after receiving membership dues, to forward such dues promptly (within thirty days or less).
- 4) Club Treasurers shall forward the National Federation per capita annual dues to the National Federation Office along with the related list of members. In states where dues have been adopted for a Pachyderm Club's State Federation, Club Treasurers shall forward such state dues to the State Federation Treasurer. The National Federation shall provide State Treasurers with membership lists.
- 5) The Club charter fee shall be fifty dollars (\$50). The State Federation charter fee shall be one hundred dollars (\$100). State and local Club Treasurers are responsible to forward these fees to the National Federation Headquarters. All dues and fees become due January 1, and become delinquent on March 1, except the initial charter fee, which is due prior to the issuance of a charter.





- 6) In areas where no Pachyderm Club exists, individuals may join the National Organization 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 and twenty dollars (\$20) to the National Federation.
- 7) The state federation charter fee shall be one hundred dollars (\$100). The charter fee shall be submitted along with the charter application.

**Sec. 5 Granting and Revocation of Charters**

- 1) Charters for local Clubs may be granted only by either the Executive Committee or the National Federation Board of Directors.
- 2) The Charters of local Pachyderm Clubs and State Federations may be suspended by either the Executive Committee of the National Federation or the National Board. Suspension of a charter may be done for one of the following reasons, the nonpayment of dues to either the State Federation or National Federation or failure to abide by the organizations Bylaws. The motion to suspend a Charter requires a 2/3 vote of those voting.
- 3) The National Federation Board shall make the final determination as to reinstatement or removal from membership of any suspended charter.

**Sec. 6 Individual Membership**

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).

**Sec. 7 Honorary Memberships**

The National or State Federation's Board or a Club's Board may approve by a 2/3 vote, honorary individual memberships. The Treasurer of a State Federation or a Club, which grants such membership, shall forward the name, address and five dollars annually to the National Federation for each honorary member.

**ARTICLE IV - ORGANIZATION**

**Sec. 1 Makeup of Board**

The National Board of Directors shall be made up of the following: seven Directors at-large who shall serve staggered terms of four years each; Regional Directors serving two year terms; and six elected Officers who shall also be members of the Board. These Officers are: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary, and Treasurer. The immediate Past President shall be a voting ex-officio member of the Board. Ex-Officio, nonvoting members of the Board shall include: The Legal Counsel, members of the Congressional Liaison Committee, and the Executive Director. 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 be elevated to the Regional Director position.

**Sec. 2 Board Officers**

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

**Sec. 3 Board Meetings**

The Board shall meet 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 must be mailed, issued electronically, or by some other means no later than 14 days prior not 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. No proxy voting shall be permitted except in the case of an alternate Regional Director acting in place of their Regional Director.

**Meetings via Telecommunications**

The Board may, without meeting together, transact business via telecommunication 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 meeting.

**Sec. 4 State Regional Directors**

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

**Sec. 5 State Leadership**

In States where no State Federations exist, as determined by the National Board of Directors, shall appoint a "State Director" either from candidates nominated by clubs located in non-Federation states or at the discretion of the Board. The State Director shall report directly to the National President and Board of Directors. The term of this office shall be 2 years. The State Director will serve at the pleasure of the National President and Board and can be removed from office with a majority vote of the National Federation Board.

**State Directors**

The State Director shall be responsible for representing the National Pachyderm Club in their respective state. Other duties shall include: starting new clubs, club officer training, conducting annual club reviews, assisting troubled clubs and implementing other projects as directed by the National President and Board of Directors.

**State Federations**

State Federations shall be responsible to report to the National Board of Directors on an annual basis which shall include at a minimum: written summary of State Federation activity during the year, bylaw amendments, year-end bank statement and financial statements to include a balance sheet and income statement. The annual report shall be due by March 1<sup>st</sup> of the following year-end.

**ARTICLE V - 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 40% of the membership of the Committee.



**Sec. 3 Duties of the Executive Committee**

- 1) Has jurisdiction over the membership applications and removal and reinstatement of membership subject only to appeal to the Board
- 2) To recommend the annual budget to the Board
- 3) To direct the disbursements of funds
- 4) To approve the bank or banks where funds are to be deposited.
- 5) 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 VI - 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 they 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 six 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, whose term is expiring, in a report to be sent to all members of the Board no less than 30 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. Nominations may also be made by any Board member in writing submitted to the Secretary 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 Pachyderm Club and be members in good standing of the National Federation of Pachyderm Clubs.

**Sec. 4 Election of Officers and At Large Directors**

Elections of Officers and At Large Directors shall be by ballot and a majority of all votes cast shall constitute an election to the office or Board. Where there is only one candidate for a vacancy election may be by voice.

**Sec. 5 Election of Regional Directors and Alternates**

Election of Regional Directors and Alternates shall occur at each Biennial Conference. 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.

### **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..

### **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 Clubs in each Region as to the candidates for election to the position of Regional Director.

### **Voting**

Each 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 Club or Federation, but may by their written instruction be transferred to another member of their Club or Federation.

### **Regional Caucuses**

During each Biennial Conference Regional Caucuses will be scheduled as a part of the Conference. An officer of the National Federation shall preside over each of the caucuses and in addition to whatever other business may come before the body; the election of Regional Directors shall take place. The election of Directors shall be by secret ballot unless there is only a single nominee. The candidate receiving the greatest number of votes shall be elected the Regional Director and the candidate receiving the second highest vote shall be elected to the position of alternate Regional Director.

#### **Sec. 6 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. 7 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. 8 Removal of a Member of the Board**

Any member of the National Board absent from two consecutive meetings of the Board, either regular or telecommunication, 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 of Pachyderm Clubs. 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. 9 Term of Office**

Any member of the National Board absent from two consecutive meetings of the 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 VII - 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 Pachyderm National Federation organization.

The official publications of the National Federation shall be "The National Pachyderm Quarterly," the "Administrative Bulletin," the Club Handbook and such other publications authorized by the Board

**Sec. 2 Duties of the President**

- 1) To preside at all meetings of the Board and the Executive Committee.
- 2) To appoint all committees, except as otherwise provided in these Bylaws.
- 3) To be an ex-officio member of all committees, except the nominating committee.

- 4) To sign checks, in the event of the inability of the Treasurer to do so.
- 5) To represent the organization at meetings and other appropriate events.
- 6) To serve as the liaison contact between the Republican National Committee and the organization.

**Sec. 3 Duties of the Vice Presidents**

- 1) 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.
- 2) Working as a Planning Committee the three Vice Presidents shall be responsible for recommending goals for the organization as a whole with a National focus; shall be responsible for recommending a biennial action program with a focus on the local Club level and 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**

- 1) To be custodian of all funds.
- 2) To give bond to cover monies likely to be under their care, the cost of such bond to be paid by the organization.
- 3) To send notices of unpaid dues to members.
- 4) To collect all funds and to deposit them in a bank approved by the Executive Committee.
- 5) To disburse funds as directed by the executive committee or the Board.
- 6) To arrange for an annual examination by a CPA firm approved by the Executive Committee.
- 7) 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 VIII - POLICY**

**Sec. 1 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



**Sec. 2 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, except as otherwise provided in these bylaws. Nothing herein prohibits the organization, however, from supporting fully the Republican candidates in uncontested primaries or in any general election.

**Sec. 3 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. 4 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. 5 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 6. 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.

**ARTICLE IX - STANDING COMMITTEES**

**Sec. 1 Establishing Standing Committees**

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

**Sec. 2 Planning Committee**

See duties of the Vice Presidents, Article VII.

**Sec. 3 Political Education Committee**

This committee at each level National, State, and Local shall:

- 1) Promote programs designed to keep the membership informed on the political processes and issues.
- 2) Promote educational materials on party laws and the political system in general.
- 3) Promote political education generally in the schools and community for youth and adults.



- 4) Make recommendations for needed improvements in laws regulating political parties and the political processes. Such recommendations may be forwarded to appropriate party officials and others provided that no action in fulfilling the role of this committee shall be taken external to the organization unless a 3/4 vote has been obtained for its approval by the governing Board.
- 5) Responsible for training programs for key leaders and the development of training materials and related matter.

**Sec. 4 Finance Committee**

This committee is charged with the responsibility for setting an annual budget, proposing dues rates and proposing methods of raising non-dues revenue.

**Sec. 5 Bylaws Committee**

This committee is charged with the responsibility of an ongoing review and modification of the National Bylaws.

**Sec. 6 Club Extension Committee**

This committee is charged with the responsibility of creating and administering an operation plan for expansion of the Pachyderm movement into all state and territories of the United States.

**Sec. 7 Awards Committee**

This committee is charged with the responsibility of creating and administering a system of awards and recognition for Clubs to encourage expansion of the Pachyderm movement.

**ARTICLE X - RULES OF ORDER AND AMENDMENTS**

**Sec. 1 Parliamentary Authority**

Robert's Rules of Order, 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 30 days prior to the meeting.

**ARTICLE XI - BYLAW COMPLIANCE**

- Sec. 1** All State Federations and local member Club Bylaws shall have included therein Article II, VIII, and IX of these Bylaws and generally comply with the rules of this Federation. Each application for membership by a State Federation shall be accompanied by a signed copy of such Federation's Bylaws for approval by the Executive Committee.



## **ARTICLE XII - INCORPORATION**

**Sec. 1** This shall be an incorporated Federation operated under the laws of the State of Missouri relating to benevolent, religious, scientific, educational and miscellaneous associations under Chapter 355, Revised Statutes of Missouri, with no paid in capital stock and without pecuniary profit. Its revenues shall be derived primarily from contributions, dues and assessments as the Board of Directors shall prescribe.

## **ARTICLE XIII - MOTTO**

The Motto of the Grand Order of Pachyderms shall be: "Free Government Requires Active Citizens."

# The Pachyderm Foundation

## Purpose

The overall 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. The 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

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 \$1,000 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



I will contribute a tax deductible contribution of:

☐ \$25    ☐ \$50    ☐ \$100    ☐ \$500    ☐ \$1000+

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_

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

☐ Please call me to discuss tax exempt gift giving.





# Club Operations

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# Action Program for Clubs

The following are Club activities that have been suggested, some previously, 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 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 January 1 and March 1. The guide contains ideas and sample forms. The National Federation provides an annual dues renewal notice on or about December 15 to all Pachyderm members. Return envelopes are addressed to the local Club, so the local Club Treasurer will process the incoming dues. Remember: Dues are the backbone of most organizations like ours!



Note

*Remember, dues are the backbone of most organizations like ours!*

## Political Education

Responsibility for conducting the following programs could be assigned to a Club political education committee or to separate chairs.

## P. P. P. Program (Politics: Preparation and Participation)

Although this program may encompass other activities, the main thrust will be the promotion of political campaign workshops. The emphasis on workshops is believed to fulfill a basic need of the Republican Party as a whole. A widespread and practical approach to fulfilling the training required for candidates and volunteers could be accomplished by the PPP Program. Also, one continual problem is the recruitment of qualified candidates at every level. This is included in the three major objectives of the program: (1) To recruit candidates (2) To train candidates (3) To train volunteers. Duration examples: For candidates, 4 hours to 1 day; for volunteers, 2 hours; for recruiters, 1 to 1 1/2 hours for overview.



Materials are available to aid locally qualified persons in conducting the workshops. Each Pachyderm Club President should strive to see that one or more members of the Club qualify as a Certified Coordinator. A Club Guide for the PPP Program is available at Headquarters.

### **New Member Orientation**

Purpose: To inform new members (any Club member should feel welcome to attend) about political processes, Republican Party organization and the Club. The orientation is usually held at an evening or Saturday session of about 1 1/2 hours duration. It would include a briefing on party organization from top to bottom, a review of the state laws governing political parties, how an individual can influence legislation and elections and information on the local Club and the Pachyderm Club movement. It has been said that the basis of morale in any organization is members knowing what they are there for and what they are there to do. Such an orientation serves to motivate members and enhances their dedication. Members who know the high purposes of their organization are better members. "One Man With A Belief Is Worth 99 Without" and "Knowledge Is Power", are related to a good understanding on one's organization. The Federation office staff will assist by providing an Orientation Session Outline and other materials. (Alternate: A Club program on this topic.)

### **Starting New Clubs**

An active Club extension committee works on starting new Clubs in nearby towns. A Club start guide and other 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 TARs and CRs to join Pachyderms at a reduced rate of \$10 annually National dues (rather than \$20, State Federation, if exists, and local dues still apply. If there is 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: 50/50 Drawings at Club Meetings, garage sales, auctions, dinners, and BBQ's. Many organizations raise funds to defray members' expenses to State and National meetings. Pachyderms should do the same. Coordinate with the local Republican Committee and other GOP organizations in fundraising.

#### ***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. (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 "Pachyderm Fellow — National Sponsor" level is for contributions of \$1000 or more (a special plaque is presented).

### **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 include a football coach as a speaker or occasionally other programs not related to politics and government. We must remember that one major expectation of a new Pachyderm member is that he will have the opportunity to learn about and keep abreast of our political processes; this is the Pachyderm Club's special contribution.

### **Club Scrapbook**

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. A recommended scrapbook size is one that can be stored on a bookshelf, approximate maximum 12" H x 11" W.

### **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
- Conducting a local George W. Parker Youth Leadership Conference (packets are available from Pachyderm Headquarters)
- 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
  - How to Conduct a Political Campaign (PPP Program)
  - Explain the laws that govern political parties in your state.
  - Hold a Parent, Son and Daughter banquet or special meeting.





# Bylaws for local affiliates of the National Federation of the Grand Order of Pachyderm Clubs

Last revised October 23, 2012

## Article I      Name \_\_\_\_\_

**Section 1**      The name of this organization shall be the \_\_\_\_\_  
a local organization of the \_\_\_\_\_ State Federation of the Grand  
Order of Pachyderm Clubs and the National Federation of the Grand  
Order of Pachyderm Clubs, Inc.

## Article II      Purposes and Objectives

**Section 1**      **Purpose:** (1) To provide a practical means for broad citizen participation in politics; (2) To promote practical political education and the dissemination of information on our political system; (3) To promote development of potential leaders; (4) To assist in carrying out the principles and purposes of the Republican Party in the following fields:

- A. Providing leadership in government.
- B. Protecting individual rights and freedoms.
- C. Promoting clean government with local emphasis.
- D. Keeping the public informed on the status of their government.

**Section 2**      **Objectives:** (1) To promote the art of politics, recognizing that free government cannot exist without political leaders and politicians; (2) To engage in nonprofit, political educational activities through Club programs and other means; (3) To cooperate with the Republican Party. (4) 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 organization 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.

**Section 2**      **Fairness Policy:** The Club has a policy of fairness and equal treatment toward Republican Party candidates.

- Section 3 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, except as otherwise provided in these bylaws. Nothing herein prohibits the organization, however, from supporting fully the Republican candidates in uncontested primaries or in any general election.
- Section 4 Public and Republican Party Officials:** Elected public or party officials may constitute no more than fifty percent (50%) of a Pachyderm Club's elected officers and Directors at any time.
- Section 5 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 6 Endorsement of candidates by Club officers:** The officers of this organization, 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 Republican primary. Any officer who violates this rule may be removed by the Board of Directors pursuant to Article VI Section 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 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 Pachyderm 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 two- thirds vote of the total membership of the Board of Directors at a meeting convened for the sole purpose of hearing cause(s) or for expulsion of such a member. Cause for expulsion may include, but is not limited to, repudiation of the Republican Party or the principles, bylaws and philosophy of this Club or the National Federation of Pachyderm Clubs. Upon initiation of such action by the Board of Directors, the 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, 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 obligation whatever 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. 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:** The management of this Club shall be vested in a Board of Directors consisting of no less than five and no more than nine At-Large Directors elected from the membership. Additionally, the President, Vice Presidents, Immediate Past President, Secretary and Treasurer of the Club shall also become voting members of the Board if they are not already At-Large Directors. Members serving on the National Pachyderm Board shall also serve on their primary local Club Board as ex-officio members. The County Chair of the local Republican Party is also invited to serve as a nonvoting member of the Board.

**Section 2 Duties of the Board:** (a) The Board shall determine the policies and activities of this Club, approve the annual budget, approve all expenditures, except that the President may approve expenditures of \$50.00 or less. The Club may not be financially obligated beyond the balance on-hand, in the treasury, without a majority vote of the membership at a regular or special meeting of the Club

(b) The Board of Directors shall meet at least once every two months 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) Following the election of the Board of Directors in November, the President shall convene a special meeting of the Board including both the existing Board and the newly elected members. The purpose of this meeting shall be the election of a President and one or more Vice Presidents for the following year. The President and Vice Presidents shall be elected by the Board and shall serve for one year. The Secretary and Treasurer shall be appointed by the President with the approval of the Board of Directors and shall serve for one year or until their successors are appointed. The newly elected and appointed

officers and Directors shall begin their official duties on January 1 following their election.

(d) 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.

(e) One third of the Board members shall constitute a quorum, except for hearings involving expulsion of a member, in which case 75% of the voting members shall constitute a quorum.

(f) Special meetings of the Board may be called by the President or one-third of the members of the Board with at least 48 hours notice to all Board members

(g) The use of proxies in actions of the Board is prohibited.

### 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. No Director shall be eligible to serve more than two consecutive three year terms.

During the first year of operation, the membership shall elect no less than five 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 three members shall be appointed by the Board of Directors by July 1 of each year. This Committee shall submit a report to the Club no later than the last regular Club meeting in September. Any member may submit nominations for Directors provided that such nominations are given in writing to the Club Secretary no later than two weeks prior to the November election. Nominations from the floor are prohibited.

(c) Three Directors shall be elected at the first regular meeting in November. Election shall be by ballot except when the number of nominees is equal to the number of vacancies, a voice vote may be taken. The three candidates receiving the greatest number of votes for Director will be declared elected.

(d) The annual meeting with installation of officers and newly elected Directors shall be held in December, the date to be determined by a majority vote of the Board of Directors.

(e) 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, provided that notice thereof is given at a regular Club meeting prior to the Board meeting when such vacancy shall be filled.

(f) Elected or appointed members of the Board of Directors 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.

(g) Elected or appointed Officers 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 an officer must have been announced in advance of the meeting as a part of the agenda.

(h) 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 section 6, repudiation of the Republican Party or the principles of the Pachyderm Federation. Should such charges be leveled, the rules for member expulsion detailed in Article IV Section 2 shall govern the process.

## **Article VII    Qualifications 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 officers. 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 Board of Directors; exercises general supervision over affairs of the Club, and performs such other duties as are ordinarily incumbent upon a President.



- Section 3**      **Vice Presidents:** The 1<sup>st</sup> Vice President shall assist the President and preside over meetings of the Club or Board in the President's absence. The 1<sup>st</sup> 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 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 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 Bylaws and the National Federation Bylaws to assure that they are in compliance.

## Article VIII      Standing Committees

- Section 1**      **Political Education:** The purpose of the Political Education Committee is to promote programs designed to keep the Club membership informed on the political processes and issues; to promote political education generally in the schools and community for youth and adults, and to make recommendations for improvements in laws regulating political parties and the political processes.
- Section 2**      **Program Committee:** The Program Committee shall be composed of the 1<sup>st</sup> Vice President who shall serve as the Chair and no less than two other members who shall be appointed by the President to serve for a term of one year. This committee is responsible for providing speakers for the Club's regular meetings.
- Section 3**      **Other Committees:** The President with the concurrence of the Board of Directors may appoint other committees which may include but are not limited to Membership, Awards, Club Extension, Youth and Special Events Committees.



## Article IX 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 two weeks written notice has been mailed to all members.

**Section 2 Special Meetings:** Special meetings may be called by the President or the Board of Directors. No special meeting shall be called where Club business will be transacted unless a notice thereof is mailed to each member five days prior to the meeting, stating the time, place and subject of the meeting. Fifteen percent (15%) of the membership shall constitute a quorum at a regular or special meeting. No proxies are permitted.

## Article X Dissolution

**Section 1** Upon dissolution of the Club, 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 of the Grand Order of Pachyderm Clubs, Inc.

## Article XI Amendments

**Section 1** 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 XII Parliamentary Authority

**Section 1** 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





# Installation of Officers

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

[Insert personal comments or observations, if any, designation of sergeant at arms or member designated to assist the installation officer.]

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  
 \_\_\_\_\_,  
 \_\_\_\_\_,  
 \_\_\_\_\_, Directors

As leaders of your Club, each of you shares some common duties. These are; help maintain a friendly, courteous 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".

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. [Note: Shake hands of newly elected officers and ask all to return to their seats].

# Sample Installation Agenda

## I. Call to Order — Outgoing President

### *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 adult Republicans, we have many religions within our ranks and it would be unfortunate to inadvertently offend them while offering a prayer.*

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

## II. Installation of Officers and Board of Directors

- A. The Installing Officer is introduced and given the gavel to take charge of the Installation ceremony.

## III. Presentation of Gifts — New President

- A. Presentation to Outgoing President

## IV. Introduction of the Guest Speaker

## V. Adjournment

### *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.*



# 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.”

# Tough Tusk Award

## Required Presentation Reading

*By 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.

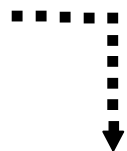
The tusk is pointed to remind us that we must jab our political opponents effectively and hard so that we will always make our point.”

## 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



Note  
*This prayer fits a variety  
of programs including  
meeting openings*



# Officers Workshop

This workshop is designed to aid in the training of new Club Presidents and officers. Any member is welcome to attend.

In areas where a Certified Workshop Coordinator is available, he or she would conduct the workshop. If a Club President has not been advised that a coordinator is available, then the President should see that his officers receive some workshop training. The President may call upon one or more Past Presidents or other Club members to assist.

## Contents

1. Agenda
2. How to Analyze a Club's Impact
3. How to be a Leader
4. On Leadership
5. Kindness and Leadership
6. How to Run a Successful Club
7. Wrap Up

A current copy of the Pachyderm Club handbook is available online or may be ordered from Headquarters. Election of officers is held in November (Standard Club Bylaws, Article IV, Sec. 3 (6)). The Club Secretary should forward the roster form immediately after the Club officers are elected. See Club Roster in the Leadership Materials section for more information. You may contact Headquarters for additional assistance.



### Note

*This workshop can be used at any time during the year. A first session should be held for new officers as soon as possible.*

# Officers Workshop Agenda

## Handouts

*You may use some or all of the following work shop pages as handouts to attendees.*



## Note

*You may adjust the time and topics to suit your needs. Remember, enthusiasm is catching like a disease — the leader sets the tone for a meeting. People can be inspired at work shops: “A good cause puts life and courage into men’s hearts.”*

9:00-9:10 a.m.	Opening
9:10-9:20 a.m.	A Pachyderm Club <ul style="list-style-type: none"> <li>• What and why</li> <li>• Aids for Clubs</li> </ul>
9:20-9:35 a.m.	Who am I — Who are you? <ul style="list-style-type: none"> <li>• Each attendee gives the following: name, hometown, Club size and the challenges facing his or her Club.</li> </ul>
9:35-9:45 a.m.	Pachyderm Club Leadership <ul style="list-style-type: none"> <li>• Review summary articles (what, how, etc.)</li> </ul>
9:45-10:00 a.m.	Coffee Break
10:00-10:25 a.m.	Analyze Club’s Impact <ul style="list-style-type: none"> <li>• Explanation (divide into groups of no more than seven)</li> </ul>
10:25-11:30 a.m.	Club Operation <ul style="list-style-type: none"> <li>• Duties of officers (brief review)</li> <li>• Membership: Finding and retaining</li> <li>• Program and Political Education</li> <li>• PPP Program</li> <li>• How to run a successful Club</li> </ul>
11:30-11:50 a.m.	Goals <ul style="list-style-type: none"> <li>• Set Club goals for the year</li> </ul>
11:50-12:15 p.m.	Question and Answer Session
	Close



# Kindness and Leadership

## Something Old

“Kindness is the most vital ingredient of all sound human relationships and the most binding force of any civilized society.”

— Chinese saying

## Something New

“Kindness is the Best Motivator”, by *Tim Friend*, published in Feb. 16, 1988, *USA Today*.

BOSTON — A little kindness can go a “very long way to promote creativity, reason and cooperation in other people,” a researcher says.

“Our studies have implications for classrooms, businesses, relationships or any situation where you want to bring out the best in someone,” says psychologist Alice M. Isen of the University of Maryland, Baltimore County.

Isen, who discussed her findings at the American Association for the Advancement of Science meeting here, has studied the effects of kindness on the way we think for years.

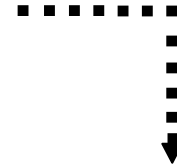
In a series of tests designed to see if people’s moods could be influenced, shoppers in a mall were given a free sample of stationery or a pair of nail clippers. When given a questionnaire a short time later, they responded more positively overall than people who weren’t given a gift.

Further studies showed that people who have been put in a good mood have better memory and increased creativity.

“Some people think the way you motivate others is to criticize. They may try to work harder, but their performance won’t be as good,” Isen says. She advised people who work for a boss who constantly berates them to get out as soon as possible. “That’s an exceedingly destructive situation.”

Isen found that people who are disappointed or conditioned to think negatively about themselves lose creativity, become less cooperative and more narrow minded. But, she says, all isn’t lost for them.

“It’s significant that creativity and cooperation can be fostered in everyone,” she says. “These aren’t qualities that you either have or don’t have.”



### Did You Know?

*One of the four basic principles of parliamentary law: Courtesy must prevail at all times.*

# On Leadership

Alexander F. Laidlaw, a Canadian born adult education expert, served for ten years as general Secretary of the Cooperative Union of Canada and for twelve years as associate Director of the Extension Department of St. Francis Xavier University, Antigonish, Nova Scotia.

*Excerpts from "Leaders and Leadership," by Alexander F. Laidlaw, published in the November, 1972 issue of Adult Leadership (pp. 171-172):*

"Leadership is the thing that will decide what kind of world we shall live in tomorrow. This is the paramount question above all others: What kind of leaders do we want, and how do we make sure we get them?"

Will there be another war? Will we begin to close the gap between rich and poor? Will the nation take positive steps towards solving the nightmare of pollution? Will organizations — whether business, labor union, church, civic body, university, or government department — do their job well and serve the people well? It depends largely on the quality of leadership they get.

There is a close correlation between social tensions and the leaders who happen to be in control at the time. Problems, discord, and strife often disappear when leaders are changed. Under a new conductor a listless orchestra may begin to play as if inspired."

\*\*\*

*Excerpts from an article on leadership by Dr. John W. Gardner. The article was published in the winter 1967-68 issue of Columbia College Today:*

John W. Gardner  
John W. Gardner is the former Secretary of Health, Education, and Welfare and is a past President of the Carnegie Corporation.

"Leaders worthy of the name, whether they are University Presidents or Senators, corporation executives or newspaper editors, school superintendents or Governors, contribute to the continuing definition and articulation of the most cherished values of our society. They offer in short, moral leadership.

The thing that makes a number of individuals a society rather than just a population or a crowd is the presence of shared attitudes, habits, and values ... shared views of why it is worthwhile for the enterprise to continue and flourish. Leaders can help bring that about. In fact, it is required that they do so.

Leaders thus have a significant role in creating the state of mind that is the society. They can express the values that hold the society together.

Most important, they can conceive and articulate goals that lift people out of their petty preoccupations carry them above the conflicts that tear a society apart, and unite them in the pursuit of objectives worthy of their best efforts."





# 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

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

# The Vision for Pachyderm Clubs

The vision for Pachyderm Clubs is to improve our political system by:

- Promoting broad citizen participation in political affairs.
- Providing a place where any citizen is welcome to participate and learn about political and governmental affairs (in a civic Club format, providing fun, fellowship and program).
- Promoting positive programs to encourage and aid in the development of political leaders for the future (particularly directed toward high school and college level youth).
- Serving as a unifying force, regardless of factions within the party. Rules to encourage this: (1) No Club may take stands on candidates in a contested primary or on individual issues, but the organization encourages discussion; (2) The Club serves as a forum on issues by presenting pro and con, not necessarily at the same meeting; (3) Meetings are open to the public.
- Organizing Pachyderm Clubs in every state.

## A Reminder

We cannot escape the fact that with our equal vote and equality before the law, each citizen is equally responsible for our government at every level. Look back on your life's experience: Have you had a meeting place available in your community where you could learn about and keep informed on political affairs?

## The Bottom Line

No one knows what positive effects this unique political organization might have on our constant search for better government with liberty and justice for all. It might immeasurably strengthen not only the Republican Party, but our overall political system, as well.



# 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 assist in training candidates and volunteers in campaign techniques.
- We will endeavor to present 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 support the purposes of the Republican Party and its ideals of liberty and justice for all.

**Note**

*This contract was presented at  
the Pachyderm Clubs' Biennial  
Conference, Washington, D.C.,  
September 15-17, 1995.*

# How to Get 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.
- Sponsor a "men's night out" or "ladies' night out" during the year.
- 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 indoctrination 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 some responsibility to see that the Club officers and committee chairs know their duties.

### Regional Directors

Federation regional Directors have responsibilities in officer training.

### 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 Jan. 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. For example, weekly meeting Clubs need a program chair for each month. This can be a good task for a new member and allows other members to get to know him or her.

## 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. Also, you may provide other current Pachyderm publications, such as *Join the Team* and the *What and Why* sheet.

## 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 — the *Member Survey* can help (see *Leadership Materials*).

## Function of Board and Committees

### Board of Directors

- Get to know the 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 phone call the day before or of the meeting will suffice.
- The President should encourage all members to speak during meetings, while discouraging members from monopolizing discussion.
- The best Board meetings do not 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, 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.
- Conduct campaign workshops periodically.
- 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.



## Note

*Contact Pachyderm Headquarters for more information and handout materials.*

# Attributes of a Good Pachyderm Club

- 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.

# Wrap Up and Reminders

## Key Materials

Some key items distributed at workshops or via mail to Club Presidents:

- Club Handbook — should be passed on to each incoming President (check for updated versions)
- Leadership guides and materials for officers and chairs
- Local Club organization chart

## Phone Book Listing

Consider placing a listing for “Pachyderm Club” in your local phone book. Establish a permanent Club address with a P.O. Box.

## Recognition/Relationship with Public Officials

Periodic updates from these Republicans are important. Use the “President’s Pocket Agenda” to remind yourself of proper introductions. Remember: Most Club business is handled by the Board; regular meetings are mostly fun, fellowship and program. For programs, keep in mind Club purpose and goals.

## 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 problem. Use the post office to help you communicate; have a postcard handy. 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 a Facebook Page.

## 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.

**Presidents**

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.

**Be Enthusiastic!**

Lastly, nothing happens until someone gets excited. The President usually sets the tone for enthusiasm; have lots of applause and friendliness!



# Officers

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# 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 catching like a disease.

### **Friendliness and kindness**

Kindness is the most vital ingredient of all sound human relationships and the most binding force of any civilized society.

### **Loyalty**

This means loyalty to the organization and its high purposes — great leaders emphasize the positive and minimize the negative. 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 and government.

### **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 Pachyderm meeting: Fun, fellowship and program!

### **Recognize committee chairs**

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



**Announce upcoming meeting**

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

**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.

**Encourage membership**

This is the lifeblood of any organization. Strive for new members constantly. 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. As President, consider using the Club Member Survey and candidate letters in Chapter 6.

**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.

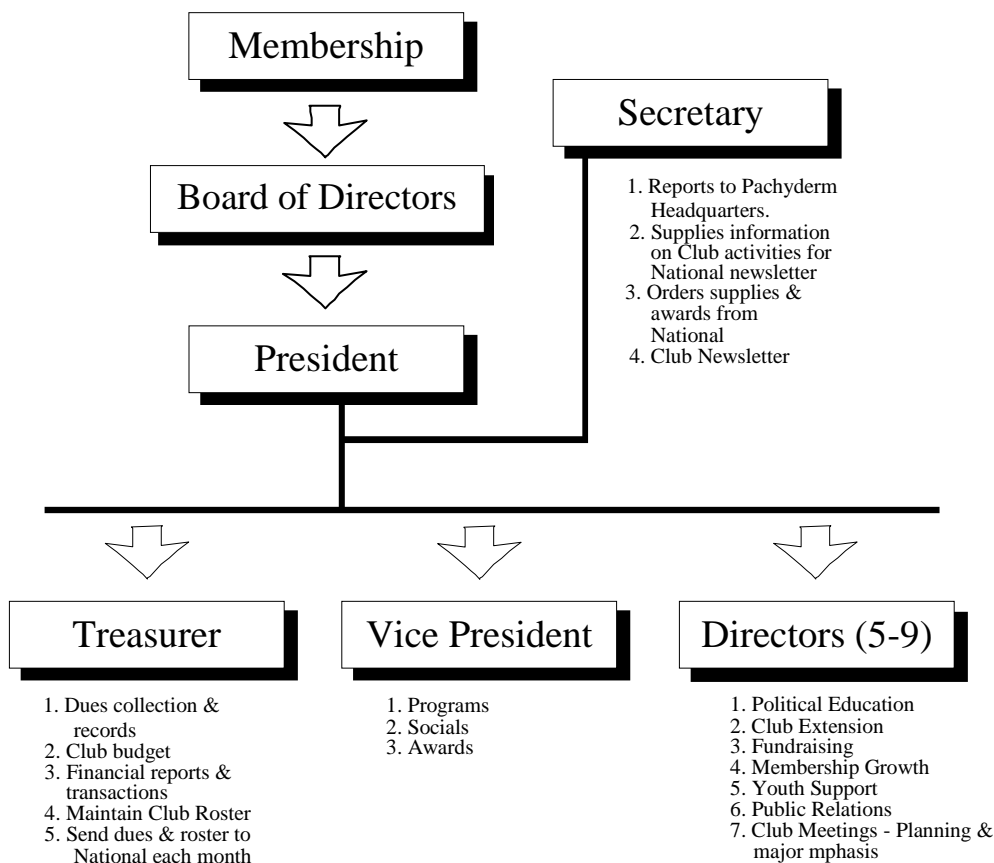
**Enforce bylaws**

See that the bylaws are followed. For example, ensure that the annual audit is on schedule.

**Establish induction procedure**

Establish a set procedure for induction of new members. As a minimum, give a full introduction,

# Typical Organizational Chart: 60-Member Local Club



## About the chart

- The organization chart serves as a guide and reminder as to who is responsible for what. It should be in line with your Club bylaws.
- Each new President should decide upon what Club goals for the year he 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, survey Club members for their input on Club improvement, sponsor at least one workshop on *How To Conduct a Political Campaign*.
- Although a Director (in sample chart above) is assigned the responsibility for the subject area, a committee chair and his committee would probably be doing the work.

# President's Sample Agenda

- I. Opening
  - Invocation (*optional, please see note #2*)
  - Pledge of Allegiance
  - Preamble
- II. Introduction of guests
- III. Announcements
  - Communications
  - Member news
  - Events
- IV. Special Recognitions
  - New members' induction
  - Other
- V. Recognition of GOP officials
  - Brief reports or questions and answers
- VI. Mini Program
  - 1-3 minute political education topic
- VII. Business

Most business is accomplished by the Board of Directors. However, a report of Board actions should be presented at the next Club meeting. A brief oral or written Treasurer's report of income and expenditures summary and a balance on hand shall be presented at least every quarter at the last Club meeting of the month.
- VIII. Speaker Introduction (or forum, etc.)
- IX. Closing
  - Thank officials/speaker
  - Thank/invite nonmembers to join
  - Mention handouts
  - Remind members to pay dues

## Note #1

*This sample agenda is available in a handy pocket size in the Leadership Materials section.*

Presidents  
Leadership  
Materials

- *Club Member Survey*
- *Organizational materials list*
- *"Pocket Agenda"*

## Note #2

*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 them while offering a prayer.*



# 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.

## Duties

### 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 posts are other ways to notify members of meetings.

### Maintain the 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 (seek the aid of the Club Treasurer, 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 his 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. Some of the news you forward may be used in our Pachyderm Leaders Bulletins. These bulletins are distributed primarily to Club officers. 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. Recommended scrapbook size, suitable for a bookshelf, is no larger than 12" H x 11" W.

### Note

*Do not delay sending in your Secretary's Report because you do not have a form. Send in the information on a plain sheet. Reports are due on the fifth of every month.*

Please forward the Secretary's Report form by the 5th of each month. Please contact Pachyderm headquarters if you have any questions. Feel free to submit a report via email to [hlintner@pachyderms.org](mailto:hlintner@pachyderms.org) (no need to use the form).

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.

Secretary  
Leadership Materials

- Secretary's Report
- Club Leadership Roster
- Monthly Checklist
- Club Achievement Survey

# 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.

## 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.

### **Apply for SS-4 ID number from I.R.S.**

Apply for your Club's number from IRS (Internal Revenue Service) when starting your Club's bank account. Banks usually have copies of form SS-4 used to obtain your Club's number. Register your club as a non-profit (National is a 501 (c) (4)).

### **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).

### **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 his office.

### **Keeping rosters current**

We have a mobile society today. In many areas, a current 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 pass information — a two way street — when changes or deaths, etc. occur. Pachyderms who move to another town, in some cases, have helped start a new Club. Some have switched to "At-large" member status, so it is important to keep them on our mailing list. 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 on the website, via email or mail to headquarters or by calling.
- When notices of "forwarding address expired" or other such notices are received, sometimes checking online phone listings will reveal the new address. Many times, the post office will return a letter addressed to a person living in an apartment building if the apartment number is missing. The same applies to an office building.



**Forward contributions**

Monies received as contributions beyond the amount of the annual dues, should be forwarded to the National Federation. See the membership application on the “Join the Team” pamphlet.

**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.

**Address for National Dues Remittance:**

National Federation of Pachyderm Clubs  
PO Box 1295  
Cape Girardeau, MO 63702-1295

Many Treasurers use a spreadsheet 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 Sept. 30 will be credited for the next full year. Thus, one who pays his dues on Oct. 1, 2013 should have an expiration date of “12/14.”

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.

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.

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. See the appendix for sample membership applications for photocopying. You can also find electronic membership applications on our website. 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 or Facebook 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 can be photocopied and added to booth tables or handed out a Lincoln Days.

Treasurer  
Leadership Materials

- Samples Spreadsheet Template*
- Membership Applications*







# Committees

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# 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

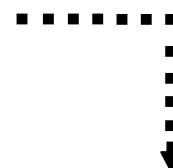
- Awards are determined by the Club's Board or an appointed Awards committee.
- Present Awards in a special ceremony during a Club meetings or at special occasions such as officer installation or at Lincoln Day.
- Send completed copies of award winner(s) nomination forms are to be sent to the National Headquarters for prior approval.
- 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 awards ordered from National Headquarters.

## Tough Tusk Award

Instructions on the Tough Tusk Award have been distributed in each Club Secretary's guide. If your Club has an active awards committee, the awards committee should take over this responsibility from the Club Secretary. 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.



**Tough Tusk Award**  
*The Tough Tusk Award is the highest award presented by the Club or Pachyderm Federation*





**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. The Club supplies list shows the price of these items.*

**Forwarding the nomination to the National Federation**

After the committee has made their final selection, the Club Secretary as an ex-officio member of the selection committee or Awards Committee Chair, shall forward a copy of the winning individual's nomination form along with an award order form to National Federation Headquarters. The National Federation will furnish a Tough Tusk Award Plaque, and an appropriate elephant tusk and pin, which will be forwarded to the Club Secretary or Awards Chair, upon receipt of the completed nomination form.

**Reporting the results**

The committee shall report only one winner of the award. No ballot results of the committee shall be released, except the name of the winner. Prior to the presentation to the winner, no information as to the winner 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. This pertains only to clubs 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.

**Meritorious Service Award**

The Meritorious Service Award was adopted by the National Federation Board of Directors on Oct. 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.

Awards Committee  
Leadership Materials

- *Awards Procedure Guide*
- *Tough Tusk Award Nomination Form*
- *Meritorious Service Nomination Form*
- *Certificate of Appreciation*

# Membership Committee

Dues paying members are the backbone of most 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 Jan. 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."

## 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.

## Recognize new members

The membership chair or another member of the committee should make sure that all new members are appropriately recognized, and that a good induction ceremony is held for each member.

## 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. Provide handouts such as: *Join the Team*, *What & Why*, Abe Lincoln Card, *Mini Election Guide*, Club bylaws, Club roster and the latest Club newsletter.

Your existing members should be the easiest to obtain dues from each year. Work on this. Also, make an effort to obtain new members. 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



### Note

*It is helpful to place a small membership application in every issue of your Club's newsletter.*

### Membership Committee Leadership Material

- *Membership Prospecting list*

## Other Duties

Membership application templates are available on the website to assist Clubs in preparing a membership application complete with the Club's name, address, and the price of Club dues.

Dues renewals are mailed from National Headquarters with an envelope addressed to your local Club Treasurer. The first dues renewal is mailed in 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 Leadership Materials

- *Club Start Guide*
- *Letter of Intent*
- *Charter Checklist*

## 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. To begin, review the *Club Start Guide*. Headquarters furnishes new clubs with a Club Start Packet.

Your Club Extension Committee Chair may obtain assistance and materials, from Headquarters, to aid in forming clubs.

Contents of the complete *Club Start Guide*:

1. *Club Start Guide* (booklet)
2. One copy of the following:
  - *What & Why* sheet
  - *How to Elect Your Candidate* (mini Election Guide card)
  - Excerpts from or a sample copy of *The National Pachyderm*
3. Copies of the "Join the Team" brochure.

# Political Education Committee

The Political Education Committee is responsible for the following areas of Club activity:

- Prepare or obtain materials that may be used as handouts or designed to help the program committee keep the membership informed on the political processes and issues.
- Promote educational materials on campaign laws and other related subjects.
- Unless otherwise provided from within the Club organization, be responsible for mini programs at Club meetings, a Club orientation program for new members and for campaign workshops. Campaign Workshops should be sponsored once a year or more often.

## 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 Political Education Committee's aims.
- Maintain a file of current voter information materials.

Political Education  
Committee  
Leadership Materials

- *Sample Orientation for New Members*

# Finance Committee

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

Finance Committee  
Leadership Materials

- *Sample Annual Club Budget*

# Program Committee

## Types of Programs

### Speaker

The key to great membership is: Host unique, 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 (there is always room for growth) you need to always consider, not only what your members would be interested in, but also what your potential members would be interested in. Steer clear of the stale, canned presentations that are being given at every other club. Members, potential members, and the press will not attend presentations, by speakers, they have heard elsewhere.

### Candidate Forums

During primary election season, host candidate forums for local and state elections. Publicize your event.

### Panel

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. Could be an open forum, open to the public and sponsored by the Pachyderm Club.

### Films

Films on Political Education topics are often available at:

- Libraries
- Schools (Social Studies or Political Science Departments)
- Government Agencies such as the Defense Department
- DVDs are also available from Headquarters

### 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 Program

A mini program consists of short educational topics (about three 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 or other politically relevant matter.



Note:

*It is better 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.*

## 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.

### 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.

Host a panel on family values (consider inviting ministers from various denominations. Perhaps ask Club members to invite their ministers to participate). One Club held a similar panel and invited ministers from the various churches, the Major of local Salvation Army and the Executive Director of Lutheran Family and Children Services (who handles adoptions, foster parenting and parenting classes for teen moms). The press covered their program heavily and several ministers who participated joined the Club that night.

### 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.).

Program Committee  
Leadership Materials

- *Planning Calendar*
- *Program Tips*



## **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.

### **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.



# 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.
- ★ Utilize local resources; films, DVDs or other materials on politics and government are available at the local library, high school social studies departments or college Political Science Departments.
- ★ 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, etc.)
- ★ Have a mini program (three to five minutes) at each meeting.
- ★ Some Clubs use fundraisers to maintain lower dues. Your Club might hold a regular 50/50 drawing (if legal in your state).
- ★ 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. Remember: Fun, Fellowship and Program.





# Internet Committee

## Why worry about the Internet?

The Internet is the fastest growing information medium in the nation. 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 an Internet committee to implement and maintain the Club's website (see information below about getting your Club's free 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 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 has been updated and should be displayed on your website as well. You can say "\_\_\_\_\_ Pachyderm Club, proud member of the <insert National Logo>."
- 2) The official Pachyderm colors are gold (pantone #132, note- this is no longer the yellow color we used to use, but rather a richer gold color), 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.

## 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 are absorbing those monthly fees for you. We now offer you space on our website at no charge. Each Club is provided their own secure sub-account on the National Site in which they can maintain their own Club site.

Your Club incurs no monthly fees, or fees of any kind. Your URL (your web address) will be [www.pachyderms.org/yourclubname](http://www.pachyderms.org/yourclubname). All you need is a member who can maintain the page for you. Like 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 or via email at [hlintner@pachyderms.org](mailto:hlintner@pachyderms.org). You could have your Club's site up and running within a week at no cost to your local Club.

Note:  
Also consider starting and maintaining a Facebook Fan Page or Organization Page and invite your members and target members to become a fan or join.

# PPP Program Committee

## Politics: Preparation & Participation

### The PPP Program

The PPP Program is intended to promote citizen participation and the development of political leaders. Although, this program may be expanded, it currently includes the following three types of workshops:

- 1) Campaign Workshop
- 2) Club Leaders Workshop
- 3) Club Start Workshop

Materials are available from Pachyderm headquarters.

### Background

The PPP Program was initiated by the National Pachyderm Federation in August 1987. It was intended to be a broad program, which would contribute to the fulfillment of the Pachyderm Clubs' purpose. Specifically, these two items from the official purpose:

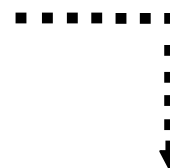
- To promote practical political education and the dissemination of information on our political system
- To promote the development of political leaders.

### Rationale

Every election, new candidates are faced with many problems. At the local level (from State legislative races, down), the candidates cry out for a campaign manager. They look for some volunteer, who has had previous experience in campaigns. Such volunteer, qualified campaign managers, Chairs or Treasurers are hard to find for many candidates. The pool of available and trained volunteer helpers never seems to be enough.

Each new candidate usually brings volunteers into his campaign, many of whom have never worked in a campaign before. They ask, "What can I do to help?" **They need training.**

If we consider the nation as a whole, this need for training candidates and volunteers is a massive undertaking. Various organizations within the Republican Party are providing training. Two or three day campaign schools are probably the most numerous at the national and state levels. These have contributed immeasurably. To reach the huge number of local candidates and volunteers, the Pachyderm organization has concluded that a four-hour campaign workshop is a practical vehicle for training those Republicans who, for whatever reason, do not attend the longer training sessions that may be available.



Note:

*The off-election year is a good time to be training volunteers and recruiting candidates for future elections. Workshops on campaign techniques can be a worthy event for high school students. Coordinate workshop schedules with other GOP organizations and the State Pachyderm Federation (if one exists in your State).*



For years, Pachyderm Clubs have provided campaign workshops. A four-hour workshop, usually held on a Saturday morning, evolved as the most practical. Realizing that campaign seminars or workshops are nothing new, the PPP Program is believed to be a new, expanded and visionary use of an old idea. The program envisions the utilization of talent already available in every county, that is-- individuals in every area, who have worked in a campaign, been a candidate or served in public office, and many of them also have teaching skills or public speaking experience. So, why not provide these talented individuals with a workshop kit, which would make it easy for them to conduct a workshop? Many churches, after recruiting Sunday school teachers, furnish them with a packet of materials, which makes it easy for the layman to perform the task. Why not copy this same technique and expand our ability to train thousands of volunteers? Pachyderms can provide a good workshop kit complete with an agenda, standard campaign manual, and handouts, making the task of conducting a workshop easier.

### **Implementation Plan**

The first phase of the PPP program is the utilization of the four-hour Political Campaign Workshop. In addition to the three stated objectives above, the workshop will be used to train qualified individuals, who in turn may conduct workshops. When an individual fulfills the requirements, he or she will receive a certificate as a Certified Political Campaign Workshop Coordinator (see requirements listed herein).

### **Send workshop materials**

A sample agenda/schedule for the Campaign Workshop is attached. This schedule, plus handout materials, if time permits, should be sent to all workshop attendees prior to the workshop along with the campaign manual. Any Republican organization interested in conducting campaign workshops may use these materials.

### **Obtain supplies**

The basic tool for the training is the campaign manual, "How to Win an Impossible Election". The 2<sup>nd</sup> edition was printed in an 8.5 x 11 format. This manual, plus other handouts and the agenda comprise the workshop kit. Since the Pachyderm National Federation has a franchise on the manual marketing and control of copies are handled at Pachyderm Headquarters. Bulk orders of five or more may be purchased by Republican organizations at a discount.

### **Sponsor workshops year round**

Pachyderm Clubs and other Republican organizations are encouraged to sponsor the campaign workshops year round, both in the election years and off years.

### **Obtain support from the Federation**

The Pachyderm Federation will assist any Republican organization desiring to participate in this program. For example, we would help a State Republican committee set up their own program of certification of campaign workshop coordinators; they are welcome to use the materials we have developed.

## PPP Program Chair Duties

### Review the program materials

Learn enough about the program and how to be an effective leader for the activity at the local Club level. Contact Pachyderm Headquarters for any further information desired.

### Poll membership

Survey your membership and encourage those with workshop or related experience to volunteer. See the *PPP Info Flyer*.

### Schedule workshops

In coordination with your Club Board, determine the workshops and schedule that will be sponsored by your Club.

## Certified Political Campaign Workshop Coordinator Requirements

### Complete application form

Pachyderm members, or other Republicans interested in becoming a certified PCWC will need to complete an application form and return it to the Pachyderm Federation for initial screening. Qualified applicants will normally be notified within sixty days of receipt of their completed application.

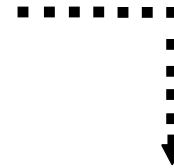
### Workshop attendance

Persons selected as qualified applicants must then attend an approved workshop or seminar (may be waived for experienced applicants). Notify Pachyderm Headquarters as to which workshop you plan to attend. Pachyderm sponsored workshops are preferred; however, we do not have sufficient funds available to pay expenses for prospective coordinators to travel far away. Therefore, most bona fide campaign workshops or seminars sponsored by professionals or other Republican organizations, such as State Republican Committees, RNC, NFRW, YRs, etc., are acceptable.

Send a copy of the workshop agenda which you attended (if other than a Pachyderm Federation sponsored session).

### Final screening

Certificate will be presented after final screening. The final screening may include a review of the workshop kit materials and an interview with the applicant.



#### Note

*The book "How to Win An Impossible Election" by George Parker is the primary manual for the campaign workshops. The National Federation was given the franchise on this book. Therefore, all proceeds from the book accrue only to the National Federation.*

#### PPP Program Committee Materials

- *PPP Info Flyer (for prospective coordinators)*
- *Campaign Workshop Agenda*



# 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.

### **Locate contacts**

Inquire as to who is the local Republican Chairperson. If there is no phone listing in the local phonebook for Republicans, you can usually find out who the Chair is by calling the local Chamber of Commerce or an elected official in the area. 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 a Republican Club exists there. If a GOP Women's Club exists, 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.

### Ambassadors Committee Materials

- *Club Charter Checklist*
- *Join the Team folder*





# Political Educational Materials

## Contents

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# 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. A great need exists for a stable, ongoing political Club movement where citizens with conflicting views on issues and candidates may join together in recognition of the overall benefit and good that political parties serve. Pachyderm Clubs are designed to fulfill this need. 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.

## The Purpose of Political Parties

Our political parties have two main purposes. The first, to provide leadership in government, this means at least three things:

1. Helping to obtain good candidates for public office
2. Developing platforms at the local level, and having a voice in state and national platforms
3. Analyzing, debating and bringing "the issues of the day" to the people

The second purpose is to keep the public informed on the status of their government. Being able to criticize those in power has been considered one of the cornerstones of free government. This tends to keep government more honest and efficient. Some historians claim this right was obtained for free people when Oliver Cromwell had King Charles executed in England. From that point on, we have been able to criticize those in power. It is an important part of free government and a very important duty of the party without power.

A typical Club Start briefing includes this idea of "vision" for the movement: "We have town after town, across the nation, without a single political club of either major political party. Suppose that we succeeded with the Pachyderm Club movement and later the Democrats followed suit. No one knows what positive effects this might have on our political system."



# What are 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 and politics
- Discussions focus on the pros and cons of major issues.
- 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 program**

Pachyderm Clubs emphasize fun, fellowship and program.

## **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. Good programs are basic. It can serve to inform, educate, motivate and promote understanding of American politics and the political system. Since knowledge is power, just 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.

# Why Start a 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?

## 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 when their candidate has lost?

## 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?

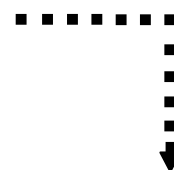
## Become politically current

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?

## 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. These Clubs have proven that they can:

- Become a communications center for politics and government
- Motivate, inspire and keep workers together year round
- Aid candidate recruitment
- 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

# The Election is Over

## A Message for Republican Winners and Losers

By George W. Parker

*He who is elated at success and disappointed at failure is a victim of circumstances. How can such a one be the master of himself?*

— Chinese Proverb

When a Republican candidate files, it is commonplace to see new people come out to support him or her; that is, individuals who have never been seen at local Republican gatherings before. These supporters include old friends and even strangers who just happen to like the stand the candidate takes.

After most elections, there seems to be a waste of the money, time and energy invested in training volunteers, due to a lack of organized effort to assimilate them into the Party. When we do not have such an effort to keep volunteers active in the Party, we are losing our campaign investment.

### A Solution

I suggest there is a simple solution for protecting this investment that most campaigns make in training volunteers. That is, to provide a place where volunteers can keep abreast of the party, of politics, and of government activities — in other words, a Republican Club. A Club provides a way to maintain and increase the volunteer cadre. By operating year round, new people can be held or brought in throughout the year. And the training can continue to be accomplished and reinforced by the Club.

This solution represents an enhancement of the “campaign investment.” In this way both winning and losing candidates can help strengthen the party by encouraging volunteers to participate in a local Republican Club. Without such a Club; without any place to join together; new training and expertise may wither away; motivation may tend to wane.

### Challenge For Winners And Losers

If candidates, incumbents and other party leaders answered the challenge below, none of us know how much it might improve political participation and our government in general: Give some leadership in your home area (district, state, etc.) to see that an organization is providing a place where any citizen is welcome to participate in political activities.

### Every state has a formal Republican Party organization, but is there:

- A place where new volunteers are welcome?
- A place that serves to inform, educate, motivate and promote understanding of American politics and our political system?
- A place whose purpose is to promote good government, recognizing that the political party has a proper and crucial role to play, yet holds overall needs of the country as its highest priority?

## You Can Win Without Clubs

While we recognize that candidates have won without Clubs; even without paying much attention to their party organizations— But, I would ask winners this question: “What are you leaving for posterity, for future generations once the charisma of your own candidacy is gone?”

- Will you leave a stronger, better organized party — one that can recruit better candidates?
- Will you leave a party organization with a strong Club network, one that can promote common sense in the understanding and appreciation of how politics works and how necessary it is that a free government have politicians?

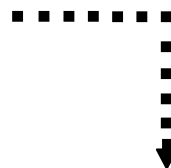
There is no such thing as a free government without politicians. Yet the preponderance of what we hear about politics and politicians is negative, “Politics is dirty” or “Politicians are crooks”. We must overcome this negativity about our politics and politicians, our political system if we are to attract the brightest young people in every generation.

Our political leaders, and all of us engaged in political activity, must shoulder the responsibility of promoting common sense and the dissemination of factual information about our political system.

## Support GOP Clubs

Political Clubs offer one of the most practical means by which broad citizen participation in politics may be achieved. Why not seek out the Republican Clubs available near you and help them promote that bottom line, good government, and at the same time protect your campaign investment?

The following other Republican Clubs have National Federation offices: College Republican Clubs, Pachyderm Clubs, Women’s Clubs, Young Republican Clubs and TARS (Teenage Republicans).



*Information on these Clubs may be obtained by visiting their websites:*

[www.gop.com](http://www.gop.com)  
[www.crnc.org](http://www.crnc.org)  
[www.pachyderms.org](http://www.pachyderms.org)  
[www.nfrw.org](http://www.nfrw.org)  
[www.yrnf.com](http://www.yrnf.com)  
[www.republicanteens.org](http://www.republicanteens.org)



# Political Situation Exercise

## Part I: Hypothetical Situations

### Situation 1: Overcoming Potentially Bad Press

You're an incumbent candidate for Congress. Two and a half months before the election your marriage is destroyed and you obtain a divorce. It was in the news. What actions would you take to overcome this damage to your reelection? Would you ignore it? Keep on campaigning on the issues you had previously selected? Or what? If you felt the need to make a statement or answer any question about it, what would you say?

### Situation 2: Discovering "Dirt" on an Opponent

You're a candidate for Congress. Your staff discovered three months prior to the election that your opponent's biography in his campaign brochure contained a lie. They listed medals won as a war hero, but you know this is not true. How would you use this derogatory information against the opponent? Would you release the first blast two months prior to the election? One month prior? Two weeks prior? Other?

### Situation 3: Dealing with an Opponent's Questionable Morals

You're a challenger to an incumbent congressman. Ten months prior to the election, the incumbent had an illegitimate child with a voter in his district. Would you attack the issue of morality head on in the campaign? Or, how would you use this information against the incumbent? In speeches? In news releases? Other?

## Part II: Actual Campaign Responses

Now that you have had an opportunity to express your ideas about each of the situations in Part I, let's go a step further and see how the stories were handled in an actual campaign. Discuss how your ideas or feelings toward the situation change, if at all, after reading this additional information.

### Situation 1

Here's what the incumbent Congressman, who obtained the divorce two and a half months prior to the election, did: He closed every speech by saying something about the virtues of family living, something like, "You know folks, marriage is like wearing a new pair of shoes, no one knows where they pinch except the fella wearing them." He was reelected by a large margin.

### Situation 2

The candidate, who discovered the lie in his opponent's brochure, discussed how and when to use the derogatory information with his staff. They decided to have the campaign manager release a statement, about the discovery, two weeks before the election. When the news hit the local newspapers the opponent's campaign manager was asked by reporters what his response was to these terrible charges. His answer was, "My, this is a terrible charge. We are writing a letter to the Pentagon immediately to get this cleared up. There must be some misinformation involved." Naturally, it took longer than two weeks to receive a return letter from the Pentagon. Election Day arrived and the "war hero" won. **One error here was the timing of the release of derogatory information!** Some campaign experts have advised the following steps in determining whether to release such information:

- A. Be sure you have the facts straight
- B. Ask, "Is it believable by the public?" And, "Will it produce votes?" (It may be so bad the public wouldn't believe it if you told it)
- C. Timing. This can be vital. Obviously, in the example above, had the release been made four to six weeks prior to the election it may have been effective.

### Situation 3

A preacher was infuriated about the incumbent's morals. He filed against him and hit the matter head on. He spoke throughout the district telling about the Congressman's loose morals and weak character. The Congressman was reelected by a comfortable margin. At the next election, a nice looking younger fellow filed against the Congressman. He never said a word about the incumbent in his speeches. However, at the close of his talks someone would rise in the back of the room and ask, "Mr. Jones, are you going to discuss morality in this campaign? The challenger always answered politely and firmly, "No, I'm just going to discuss my opponent's **voting record.**" This time the incumbent was beaten badly.





# What's the Difference Between Republicans and Democrats?

Clinton Rossiter, in his book, *Parties and Politics In America*, summed up the two parties as follows: "The Democrats are more willing to spend money than the Republicans, and more willing to raise taxes, or Democrats are freer with public funds, Republicans tighter. Republicans are more alarmed at the prospect of inflation; Democrats care about it too, but not all that much.

Democrats draw more votes than Republicans from people who want government to spend money on them, Republicans draw more votes than Democrats from people who want government to leave them in possession of the money they have."

## Ray Bliss Said There is a Difference

The late Ray C. Bliss served as Chair of the Republican National Committee, 1965-69. After Bliss's death, former GOP Chair Bill Brock summed up Bliss's contribution to the party in these words: "Our present success is due in large measure to his devotion and continuing leadership."

Below is a portion of an interview with Bliss that appeared in the Nov. 16, 1965 issue of *U.S. News and World Report*:

### Reporter's Question

Do you think there really is much difference between the Republican and the Democratic Parties?

### Bliss's Answer

I certainly think there is a definite difference between the Republican Party and the Democratic Party. I will tell you why I am a Republican. It is just this simple: I believe the Republican Party offers the best hope for government which is efficient, yet economical; government which is alert to the changing times, yet guided by common sense; government which is compassionate to the needs of the people yet wise in the execution of programs to meet those needs. And I further believe in the right of a man to accrue something in life if he is willing to work harder than his neighbor, and I believe our Party stands for just that. This country was built on the principle of reward for individual initiative. I believe the Republican Party more nearly reflects that principle than the Democratic Party. When you destroy reward for individual initiative, you destroy your Nation ultimately.

## More Than A Dime's Worth of Difference

### Note

*Excerpts from an article by Everett Carl Ladd, professor of political science and Director of the University of Connecticut's Institute for Social Inquiry and Executive Director of the Roper Center; Common Sense, Summer 1980 issue, Republican National Committee.*

It's just not true that the two major parties in the United States stand one to another as Tweedledum and Tweedledee. There are clear and substantial differences between them today; and there have been important differences throughout most of American history.

In their 1980 platform, the Democrats show themselves again to be markedly more enthusiastic about the state and more confident in the capacities of governmental intervention than are the Republicans, much more inclined to support extensions of social liberalism, and less confident that the pursuit of greater American military strength is the best way of achieving peace and the preservation of vital national interests. The Republicans are less enthusiastic about government, are more socially conservative, and more committed to achieving greater U.S. military strength vis-à-vis the U.S.S.R. The alternatives which the two Parties present in their platforms may seem far from perfect, but no one should fault them for lacking force and clarity.

## On Leadership

*Excerpts from an article on leadership by Dr. John W. Gardner. The article was published in the winter 1967-68 issue of Columbia College Today.*

"Leaders worthy of the name, whether they are university presidents or senators, corporation executives or newspaper editors, school superintendents or governors, contribute to the continuing definition and articulation of the most cherished values of our society. They offer in short, moral leadership.

The thing that makes a number of individuals a society rather than just a population, or a crowd is the presence of shared attitudes, habits, and values, shared views of why it is worthwhile for the enterprise to continue and flourish. Leaders can help bring that about. In fact, it is required that they do so.

Leaders thus have a significant role in creating the state of mind that is the society. They can express the values that hold the society together.

Most important, they can conceive and articulate goals that lift people out of their petty preoccupations, carry them above the conflicts that tear a society apart, and unite them in the pursuit of objectives worthy of their best efforts."

**John W. Gardner**  
*John W. Gardner is the former Secretary of Health, Education, and Welfare and is a past President of the Carnegie Corporation.*

# What Controls America?

## Reflect on these words.

Abe Lincoln said, “Public sentiment is everything. With public sentiment nothing can fail, without it, nothing can succeed. He who molds public sentiment goes deeper than he who enacts statutes or pronounces decisions. He makes decisions possible or impossible to execute.”

Alexis de Tocqueville, who wrote two volumes on Democracy in America in 1835, said, “Public opinion controls America and it always will.”

The concept expressed above is fundamental to understanding what controls America. Reflect for a moment--on how this concept affects political leaders and campaigns, and many aspects of our lives in a free society.

## Putting it into perspective

To place the concept in perspective, let's consider three adversary relationships.

### Prosecuting Attorney vs. Defense Attorney

One says the person who murdered five small children is a terrible example of humanity, the other says look at the defendant's exemplary record as a pillar of his or her community.

### Labor vs. Management

If the city firemen go out on strike, the mayor and city council are normally on the other side. Whichever side is able to muster public sentiment in their favor, will usually win. How many times, when public sentiment was clearly identified, have you seen one side capitulate?

### Democrats vs. Republicans

As the State Legislature session comes to an end at midnight on the last day of the session, the radio reporter will ask the Majority Leader to assess the session that has just concluded. What will he say? We already know the answer. It will be something like this, “It has been a very productive session. We passed a measure of good laws.” Then the reporter will turn to the Minority Leader and ask the same question.

We know the answer again. He will say, “Much more could have been accomplished, several needed laws were permitted to languish in committees.” And, as the presidential campaign gets underway, what are the nonincumbents going to say? You know. “The incumbent has many faults. It's time for a change,” or other words to that effect.

We have seen our favorite Republican President called a “radical” and some have called for his demise in strong language. How do we place all this in perspective? I submit that we need not be cynical about it. If you or I were the Majority Leader, for example, I suspect we would say something similar. The truth is perhaps reflected in what Will Rogers said, “A radical is a feller on the other side.”

# Liberal vs. Conservative

*From William E. Stegner*

*Library Dedication, University of Utah, May 17, 1968*

“For the fact is, if it is the necessity of the young to challenge and risk, it is the obligation of the old to conserve, not only for their own sake but for the sake of the young who at the moment want anything rather than conservation. No society is healthy without both- the will to create anew and the will to save the best of the old. It is not the triumph of either tendency, but the constant, elastic tension between the two that should be called our great tradition, in this society we may confidently count on the will to change. It is one of the strengths of our civilization. What we have in somewhat smaller measure, perhaps in these years dangerously small measure, is the will to hold fast to what our parents and grandparents found good and workable. It is every bit as necessary as reform. “

*Ronald Reagan*

“Republicans believe every day is the Fourth of July, but the democrats believe every day is April 15.”

*Ecclesiastes 10:2*

A wise man's heart directs him toward the right, but the foolish man's heart directs him toward the left.

*Ronald Reagan -October 27, 1964*

“You and I are told we must choose between a left or right, but I suggest there is no such thing as a left or right. There is only an up or down. Up to man's age old dream, the maximum of individual freedom consistent with order, or down to the ant heap of totalitarianism. Regardless of their sincerity, their humanitarian motives, those who would sacrifice freedom for security have embarked on this downward path. Plutarch warned, "The real destroyer of the liberties of the people is he who spreads among them bounties, donations and benefits.”







# Leadership Materials

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# Club Member Survey

Name (optional) \_\_\_\_\_ Date \_\_\_\_\_

To maintain the strength of our Club, become better acquainted and learn more about your interests, please complete this survey. Results will be printed in the Club newsletter and used to improve the Club.

1. Rate this year's programs (5 is highest, circle one):    1       2       3       4       5  
How can programs be improved? \_\_\_\_\_  
\_\_\_\_\_
2. Please list two programs or speakers you would like to have: \_\_\_\_\_  
\_\_\_\_\_
3. Rate the Club newsletter (5 is highest, circle one):    1       2       3       4       5  
How can it be improved? \_\_\_\_\_  
\_\_\_\_\_
4. Rate the Club Website (5 is highest, circle one):       1       2       3       4       5  
How can it be improved? \_\_\_\_\_  
\_\_\_\_\_
5. Do our meetings meet the description of "Fun, Fellowship, and Program"? ☐ Yes    ☐ No
6. How can meetings be improved? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Do you favor a Club social event? ☐ Yes    ☐ No  
If yes, what type? \_\_\_\_\_
8. What things do you like most about the Club? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. What things do you like least about the Club? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Please add any additional comments: \_\_\_\_\_  
\_\_\_\_\_





# Organizational Materials List

## ❑ Club Start Packet

Each new Club is furnished a Club Start Packet. This consists of organizational aids and tools such as the Club handbook, guides for various Club officers and key committees, and other items useful in helping the new Club off to a good start.

## ❑ *The National Pachyderm Newsletter*

Published quarterly

## ❑ Leaders (Administrative) Bulletin

Distributed periodically (quarterly or more) to Club officers

## ❑ General Interest Materials

Materials of general interest are distributed on occasion to “At Large” members and Club Presidents. “Free” items made available via a notice printed in the *National Pachyderm* or available for download on the website, have included:

- A. Campaign organization chart (sample)
- B. Checklist for starting your campaign
- C. “How to Poll Voters”
- D. “Coffee” checklist for the host
- E. Organizing a precinct
- F. Understanding politics, how to prepare for a career in politics, candidate information & more

## ❑ Display Materials

A 6 ft., popup, professional tabletop display and two banner stands are available for Club use. When appropriate, why not have a Pachyderm display when a crowd of Republicans assemble?

## ❑ Membership Workbooks

Electronic Membership workbooks are furnished to all Club Treasurers. These need to be maintained and changes forwarded electronically to HQ with each dues transmission. Lapel pins are furnished for new members (Treasurers may order additional pins as needed).

## ❑ Club Supplies List







This list shows items currently available at Headquarters. An online store will be available soon.

## ❑ Leadership Materials

Position descriptions, ideas and best practices are available to Club Presidents, Secretaries, Treasurers, Membership Chairs, Political Education Chairs and PPP Chairs (Politics: Preparation and Participation). Other materials available include: Program suggestions and Leader and Campaign Workshop Guides. The Club Start Guide and Club Start Packet are tools available to Club Extension Committees as well as other members with the desire to help start Clubs.

## ❑ Action Program

Provides suggestions for Club goals and guidelines for Club action (included in the handbook)

 President's Pocket Agenda	 President's Pocket Agenda	 President's Pocket Agenda
<p>I. <b>Opening</b> Invocation, Pledge of Allegiance, Preamble (occasionally)</p> <p>II. <b>Introductions</b> of guests</p> <p>III. <b>Announcements</b> Communications, officer reports, member news &amp; events</p> <p>IV. <b>Special Recognitions</b> New member inductions, other</p> <p>V. <b>Recognition of GOP officials</b> Brief reports or questions and answers</p> <p>VI. <b>Mini-Program</b> 1-3 minute political education topic</p> <p>VII. <b>Program Introduction</b></p> <p>VIII. <b>Closing</b> Thank speakers, officials, invite non-members to join, mention handouts, &amp; remind members to pay dues</p>	<p>I. <b>Opening</b> Invocation, Pledge of Allegiance, Preamble (occasionally)</p> <p>II. <b>Introductions</b> of guests</p> <p>III. <b>Announcements</b> Communications, officer reports, member news &amp; events</p> <p>IV. <b>Special Recognitions</b> New member inductions, other</p> <p>V. <b>Recognition of GOP officials</b> Brief reports or questions and answers</p> <p>VI. <b>Mini-Program</b> 1-3 minute political education topic</p> <p>VII. <b>Program Introduction</b></p> <p>VIII. <b>Closing</b> Thank speakers, officials, invite non-members to join, mention handouts, &amp; remind members to pay dues</p>	<p>I. <b>Opening</b> Invocation, Pledge of Allegiance, Preamble (occasionally)</p> <p>II. <b>Introductions</b> of guests</p> <p>III. <b>Announcements</b> Communications, officer reports, member news &amp; events</p> <p>IV. <b>Special Recognitions</b> New member inductions, other</p> <p>V. <b>Recognition of GOP officials</b> Brief reports or questions and answers</p> <p>VI. <b>Mini-Program</b> 1-3 minute political education topic</p> <p>VII. <b>Program Introduction</b></p> <p>VIII. <b>Closing</b> Thank speakers, officials, invite non-members to join, mention handouts, &amp; remind members to pay dues</p>
 President's Pocket Agenda	 President's Pocket Agenda	 President's Pocket Agenda
<p>I. <b>Opening</b> Invocation, Pledge of Allegiance, Preamble (occasionally)</p> <p>II. <b>Introductions</b> of guests</p> <p>III. <b>Announcements</b> Communications, officer reports, member news &amp; events</p> <p>IV. <b>Special Recognitions</b> New member inductions, other</p> <p>V. <b>Recognition of GOP officials</b> Brief reports or questions and answers</p> <p>VI. <b>Mini-Program</b> 1-3 minute political education topic</p> <p>VII. <b>Program Introduction</b></p> <p>VIII. <b>Closing</b> Thank speakers, officials, invite non-members to join, mention handouts, &amp; remind members to pay dues</p>	<p>I. <b>Opening</b> Invocation, Pledge of Allegiance, Preamble (occasionally)</p> <p>II. <b>Introductions</b> of guests</p> <p>III. <b>Announcements</b> Communications, officer reports, member news &amp; events</p> <p>IV. <b>Special Recognitions</b> New member inductions, other</p> <p>V. <b>Recognition of GOP officials</b> Brief reports or questions and answers</p> <p>VI. <b>Mini-Program</b> 1-3 minute political education topic</p> <p>VII. <b>Program Introduction</b></p> <p>VIII. <b>Closing</b> Thank speakers, officials, invite non-members to join, mention handouts, &amp; remind members to pay dues</p>	<p>I. <b>Opening</b> Invocation, Pledge of Allegiance, Preamble (occasionally)</p> <p>II. <b>Introductions</b> of guests</p> <p>III. <b>Announcements</b> Communications, officer reports, member news &amp; events</p> <p>IV. <b>Special Recognitions</b> New member inductions, other</p> <p>V. <b>Recognition of GOP officials</b> Brief reports or questions and answers</p> <p>VI. <b>Mini-Program</b> 1-3 minute political education topic</p> <p>VII. <b>Program Introduction</b></p> <p>VIII. <b>Closing</b> Thank speakers, officials, invite non-members to join, mention handouts, &amp; remind members to pay dues</p>

**Pocket Meeting Agendas**  
*This sheet of business card-sized meeting agendas can be copied for use by the Club President as well as other Club officers.*



# Monthly Secretary Checklist

Submit the following to National Headquarters:

- 1) Your Club's monthly newsletter
- 2) Secretary's report (by the fifteenth of each month)
- 3) Changes in leadership (as they occur)
- 4) Forward a copy of your Club's Board meeting minutes
- 5) Completed Club Achievement Survey (in December)

## NATIONAL HEADQUARTERS

PO Box 1295  
Cape Girardeau, MO 63702-1295  
hlintner@pachyderms.org

## Reminders:

- Make your Club's Internet 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.

## Duties of the Club Secretary:

*From Standard Club Bylaws Article VII Section 4*

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.

# Secretary's Report

Pachyderm Club: \_\_\_\_\_

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

## 1. CLUB PROGRAM HIGHLIGHTS

Report activities, programs, speakers, topics discussed and other pertinent information from your Club meetings this month.

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## 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

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## 3. ATTENDANCE

Approximate number in attendance at meetings: \_\_\_\_\_

*Note: Secretaries reports may be submitted via email, mail, fax, etc. The form above is just an example of the format. No need to use the form if it is not convenient. Just answer the questions above. Reports may be written or typed (using form or not). Use the reverse side or additional sheets if needed. 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 • PO Box 1295 • Cape Girardeau, MO 63702-1295 • (888)-GOPACHY



# Club Leadership Roster

Please use this form for handwritten reports.  
Otherwise, an electronic spreadsheet detailing the  
information below is preferred.  
Feel free to submit electronically or via postal mail.

Officers (for term \_\_\_\_\_ )

## Club Data

Club Name: \_\_\_\_\_

Meeting Date/Time/Place: \_\_\_\_\_

Annual Dues \_\_\_\_\_

## President

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

## Vice President

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

## Sergeant-At-Arms

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

## Secretary

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

## Treasurer

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

## Ex-Officio

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_



# Club Leadership Roster (continued)

Directors (for term \_\_\_\_\_)

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City/State/Zip** \_\_\_\_\_  
**Home Phone** (\_\_\_\_) \_\_\_\_\_ **Office Phone** (\_\_\_\_) \_\_\_\_\_  
**Fax** (\_\_\_\_) \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City/State/Zip** \_\_\_\_\_  
**Home Phone** (\_\_\_\_) \_\_\_\_\_ **Office Phone** (\_\_\_\_) \_\_\_\_\_  
**Fax** (\_\_\_\_) \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City/State/Zip** \_\_\_\_\_  
**Home Phone** (\_\_\_\_) \_\_\_\_\_ **Office Phone** (\_\_\_\_) \_\_\_\_\_  
**Fax** (\_\_\_\_) \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City/State/Zip** \_\_\_\_\_  
**Home Phone** (\_\_\_\_) \_\_\_\_\_ **Office Phone** (\_\_\_\_) \_\_\_\_\_  
**Fax** (\_\_\_\_) \_\_\_\_\_ **E-Mail** \_\_\_\_\_

## Committee Chairpersons

**Programs** \_\_\_\_\_ **Historian**  
**Club Extension** \_\_\_\_\_ **Political Ed**  
**Awards** \_\_\_\_\_ **Membership**  
**Fundraising** \_\_\_\_\_ **PR**  
**NP Reporter** \_\_\_\_\_ **Special Events**

*Note: NP Reporter may be Club Secretary. Secretary is responsible for sending roster updates to Headquarters.*

**Submitted by** \_\_\_\_\_ **Date** \_\_\_\_\_

Send to: NFPC • PO Box 1295 • Cape Girardeau, MO 63702-1295 • (888)-GOPACHY  
 hlintner@pachyderms.org



# Club Survey Report



NATIONAL FEDERATION OF

**Pachyderm Clubs**

Club Name: \_\_\_\_\_ For Club Year: \_\_\_\_\_

Submit Survey to National Headquarters at PO Box 1295, Cape Girardeau, MO 63702-1295.  
or [hlintner@pachyderm.org](mailto:hlintner@pachyderm.org) each year in December. The Information from this survey will be  
a major factor in determining Club awards at the next Pachyderm National Biennial Conference.

1. This Club meets: ☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ Other  
If other, when? \_\_\_\_\_
2. Estimated Average Attendance at Club meetings: \_\_\_\_\_
3. How many Board meetings were held this year? \_\_\_\_\_
4. During the year covered by this report, has your Club:
  - A. Held a new member orientation session ☐ Yes ☐ No  
If yes, how many? \_\_\_\_\_
  - B. Sponsored a new Club? ☐ Yes ☐ No  
New Club Location(s) \_\_\_\_\_
  - C. Participated in any Club Officer's workshops or training? ☐ Yes ☐ No  
(List on reverse side or separate sheet)
  - D. Conducted a membership drive? ☐ Yes ☐ No
  - E. Sponsored any special projects or events? (Float in a parade,  
charity events, etc. Explain on reverse or separate sheets) ☐ Yes ☐ No
  - F. Sponsored a political campaign workshop? ☐ Yes ☐ No  
If yes, yow many? \_\_\_\_\_
  - G. Manned a literature table or other Pachyderm promotion  
activity at a state or regional function? ☐ Yes ☐ No
  - H. Contributed funds for candidate, events, etc.? ☐ Yes ☐ No  
(List on reverse side or separate sheet. Show dollar  
amount, estimate if actual not available)
5. How many candidates for public office came from your membership in this year's elections?  
(List members and office sought on reverse side or separate sheet)
6. What awards did your Club present this year? (List on reverse or separate sheet)
7. Include with this sheet and other information that may help to show your Club's achievements.

Prepared by \_\_\_\_\_ Date \_\_\_\_\_.



Secretary

# 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 (if Federation exists) Treasurer a list of new or renewing members (via the Club Workbook spreadsheet) along with payment of their dues. The National dues per year are \$20 for each member 18 years of age and older and \$10 for each member less than 18 or those who are members of YRs, TARs and/or CRs. 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.

National Dues Billing Office Address for all dues related reports, queries and payments:

NFPC Billing Office  
PO Box 1295  
Cape Girardeau, MO 63702-1295  
1-888-GOPACHY

## **Duties of the Club Treasurer:**

*From Standard Club Bylaws Article VII Section 5*

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.





## Pachyderm Club

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Additional Name \_\_\_\_\_

Member Birthdate \_\_\_\_\_ Additional Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Apt No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Business Name \_\_\_\_\_

*Club Meeting Information*

Time \_\_\_\_\_

Place \_\_\_\_\_

*Membership Information*

Mail To: \_\_\_\_\_

Contact: \_\_\_\_\_

www.pachyderms.org



## Pachyderm Club

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Additional Name \_\_\_\_\_

Member Birthdate \_\_\_\_\_ Additional Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Apt No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Business Name \_\_\_\_\_

*Club Meeting Information*

Time \_\_\_\_\_

Place \_\_\_\_\_

*Membership Information*

Mail To: \_\_\_\_\_

Contact: \_\_\_\_\_

www.pachyderms.org



## Pachyderm Club

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Additional Name \_\_\_\_\_

Member Birthdate \_\_\_\_\_ Additional Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Apt No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Business Name \_\_\_\_\_

*Club Meeting Information*

Time \_\_\_\_\_

Place \_\_\_\_\_

*Membership Information*

Mail To: \_\_\_\_\_

Contact: \_\_\_\_\_

www.pachyderms.org



Treasurer

# Membership Prospect List

## *Lead Generation List*

*Make copies to hand out to your Club members for the Club membership drive. In addition, the membership chairperson can give the list to new members throughout the year. Two will fit on a standard 8 1/2" x 11" sheet of paper.*

Use this form to generate a list of prospective members for your Club. After you've filled out the form, give it to your membership chairperson. 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 church

---

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

---

# 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 bestow one “Tough Tusk Award” and two Meritorious Service Awards per 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 using the forms on Page 6-13 and 6-14, or fillable forms, which can be submitted electronically that can be found on the website. Any member in good standing can make a nomination for either of these awards at any time. 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 been given out twice since the founding of the National Federation of Pachyderms. The recipients are George W. Parker, Pachyderm Founder, and Joe Briggs, who served as National President for 10 years.

## 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 and distribute copies of the nomination forms found on pages 6-13 & 6-14. 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 along with the Nomination forms 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. The current costs can be found in the Club supply catalog in the back of this manual. 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. Clubs are free, however, to modify the “Certificate of Appreciation” found on page 6-17 for local use.

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.



# 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*

Return by (date) \_\_\_\_\_ Ship to Name \_\_\_\_\_

Club \_\_\_\_\_ Ship to Address \_\_\_\_\_

Submitted by \_\_\_\_\_ Phone / Email \_\_\_\_\_

Date to be awarded \_\_\_\_\_





# 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 \_\_\_\_\_ Date to be awarded \_\_\_\_\_

Submitted by \_\_\_\_\_ Phone / Email \_\_\_\_\_





NATIONAL FEDERATION OF  
**Pachyderm Clubs**

PO Box 1295, Cape Girardeau, MO 63702-1295  
Phone (888)467-2249  
hlintner@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: \_\_/\_\_/\_\_





NATIONAL FEDERATION OF  
**Pachyderm Clubs**

Wishes to express its appreciation to

---

for dedicated service to

---

and its movement in pursuit of good government.

*Free Government Requires Active Citizens*



---

Club Secretary

---

Club President/Awards Chair

# New Member Orientation — Sample Outline

## I. Introduction and “Why bother with politics?”

- A. Why bother with politics? Why are we here and what are we here to do?
- B. Review of the state election laws governing political parties

## II. Republican Party Purpose and Organization

- A. Purpose
- B. Overall organization chart
  - Handout or display materials might include: National Committee Rules, your State Committee’s bylaws, county GOP bylaws, roster of State, District and County GOP Committees and public officials, a copy of election and political information published by the State, County or other political jurisdictions and maps of the various political districts such as Congressional, State Senate, etc.
- C. Party platform development

## III. The Political Party Club

- A. Overall place of Clubs in party and politics
- B. General purpose of Clubs

## IV. Electing the Candidate of Your Choice

- A. Brief review of how to conduct a political campaign
- B. List what one individual can do

## V. The Pachyderm Club

- A. Background
- B. Purpose
- C. Main rules and organization of the local Club (Organization chart showing the Federation and the local Club)
- D. Club functions and activities (Consider having your Club’s committee chairs present, who could briefly explain what their committees do and invite new members to select any committee they desire to work with.)

## VI. Orientation Wrap-Up- Summarize and close with a few words on the Pachyderm vision

## VII. Questions and Answers

*Note: The orientation program should run approximately 1.5 hours.*

*Remember: One of the foundations of morale in any organization is that the members know why they are there and what they are there to do!*



# Sample Annual Club Budget

Income	15 members	45 members	75 members
Dues: \$40.00/year	\$600.00	\$1800.00	\$3000.00
Expenses			
National Dues: \$20.00/year	300.00	900.00	1500.00
State Dues: \$2-5 (based on \$2)	30.00	90.00	150.00
Charter/Club start	50.00	50.00	50.00
Programming (speakers and guests, meals, etc.)	*40.00	150.00	600.00
Telephone (long distance)	15.00	40.00	75.00
Postage (newsletters, etc.)	60.00	180.00	360.00
Printing (stationery, newsletter, programs, etc.)	50.00	180.00	350.00
Supplies (awards, pins, plaques, name tags, banners)	30.00	100.00	250.00
Misc. contributions, memorials, adv., displays, etc.	25.00	80.00	350.00
	600.00	1770.00	2685.00
Reserves for exigencies	0.00	30.00	315.00

\* Most Clubs add 50 cents or \$1 to the meal price or sell \$1 tickets for a drawing to defray the cost of meals.

## Typical Club's Budget Assumptions

1. Club meets every week
2. Club publishes and mails 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. Club solicits programs widely and makes long distance phone calls (Headquarters, State Federation, etc.)
9. All other activities requiring funds are either self-supporting or financed by special fundraisers.

# 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.



<p><b>January</b></p> <p>New Year's Day Congress Convenes Martin Luther King Jr.'s Birthday State of the Union Ben Franklin's Birthday</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• Plan awards event</li> <li>• Publish newsletter</li> <li>• Survey members for functions, goals, program ideas, etc.</li> <li>• Plan Lincoln Day celebrations (local and state)</li> <li>• Start membership drive (dues delinquent March 1)</li> <li>• Review annual calendar and plans for the year</li> <li>• Speaker — Economic Forecast</li> </ul>	<p><b>February</b></p> <p>Ground Hog Day Reagan's Birthday Lincoln's Birthday Valentine's Day Battleship Day Ash Wednesday President's Day Washington's Birthday</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• Represent Club at state Lincoln Days</li> <li>• Abraham Lincoln/ Republicanism program</li> <li>• Have city/county officials present a program on local elections/needs of your town or community</li> <li>• Invite spouses/guests for Valentine's Day</li> </ul>	<p><b>March</b></p> <p>Membership dues delinquent Texas Independence Day Red Cross month St. Patrick's Day First Day of Spring Pachyderm Foundation Birthday Palm Sunday/Passover</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• Plan Pachyderm Day at State Capital</li> <li>• Top Recruiter Ceremony</li> <li>• New member orientation</li> <li>• St. Patrick's Day social-invite spouses</li> <li>• Honor Local GOP leaders/ Youth panel, students</li> </ul>
<p><b>July</b></p> <p>Canada Day Independence Day Captive Nations Week End of Korean War</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• Build July programs around Independence Day</li> <li>• Enter local parades</li> <li>• American Ideals program</li> <li>• Follow up on unpaid members, continue recruitment</li> <li>• "Why am I a Republican"</li> </ul>	<p><b>August</b></p> <p>Family Day V-J Day Freedom of Enterprise Week Woman's Equality Day Republican National Convention (Presidential election years, usually in August)</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• Local, state fairs — parades!</li> <li>• Plan Labor Day program</li> <li>• Guest from Republican Women's Club</li> <li>• Economist for program on free enterprise system</li> <li>• V-J Day Veterans Program</li> </ul>	<p><b>September</b></p> <p>Labor Day Rosh Hashanah attacks on US Grandparent's Day Yom Kippur Citizenship Day Constitution Week American Indian Day National Farm Safety Week</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• Work with high schools and colleges on Citizenship Day</li> <li>• Labor / Political programs</li> <li>• Contact local school leaders</li> <li>• Plan fall activities</li> <li>• U.S. Constitution Program</li> <li>• Commemorate loss of life to terrorist attacks</li> </ul>

<p><b>April</b></p> <p>April's Fools Day Good Friday Easter Jefferson's Birthday Pan American Week Canada—US Goodwill Week Pachyderm Founder's Day San Jacinto Day</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• Plan summer activities</li> <li>• Political programs: mayor/ state/federal</li> <li>• Pro and con on major issues</li> <li>• Cooperative efforts between county GOP committees and Clubs</li> </ul>	<p><b>May</b></p> <p>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</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• Contact local bar association for program on rule of law, or on local police</li> <li>• Plan for local fair booth/ parades</li> <li>• Family values program</li> <li>• Mother's Day celebration</li> <li>• Armed Forces Day celebration/ National defenses status</li> <li>• Memorial Day celebration</li> <li>• Invite local media to meetings</li> </ul>	<p><b>June</b></p> <p>D-Day, World War II Flag Day Magna Carta Day Bunker Hill Day Emancipation Day Father's Day First Day of Summer</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• County-wide Flag Day program</li> <li>• Review goals, plan second half of year</li> <li>• Mid-year Board meeting</li> <li>• Father's Day celebration</li> <li>• Summer Picnic</li> <li>• D-Day Veterans Program</li> </ul>
<p><b>October</b></p> <p>National Newspaper Week Columbus Day United Nations Day Navy Day Halloween</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• Plan officer elections (appoint nomination committee for Board)</li> <li>• Plan for Tough Tusk, other awards</li> <li>• Media Day Program</li> <li>• Start final push for year: Review of membership, other goals</li> <li>• Halloween Party</li> <li>• "How Politics Works"</li> <li>• State laws governing political parties</li> </ul>	<p><b>November</b></p> <p>Election Day American Education Week Veteran's Day Club Officer Elections Thanksgiving</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• Visit/honor veterans, have veterans program</li> <li>• Contact schools for Education Week Program</li> <li>• Thanksgiving program emphasizing the American political system</li> <li>• Order award supplies</li> </ul>	<p><b>December</b></p> <p>Hanukkah Pearl Harbor Day Bill of Rights Day Officers' Training Workshop Aviation Day Forefather's Day Christmas</p> <p><i>Suggested Programs/Activities</i></p> <ul style="list-style-type: none"> <li>• Conclude year's business</li> <li>• Program on Constitution, Bill of Rights</li> <li>• Christmas or New Year's Party</li> </ul>



# PPP Info Flyer

The flyer on the right can be photocopied used to recruit PPP prospective coordinators.

## Pachyderm Clubs' PPP Program

# Politics: Preparation and Participation

## What

A program to promote:

1. Citizen participation
2. The development of political leaders

## How

1. A four-hour Campaign Workshop sponsored by Pachyderm Clubs in coordination with the Republican Party, with objectives to
  - a) Recruit candidates
  - b) Train candidates
  - c) Train volunteers
2. Club Leaders Workshop
3. Club Start Workshop

## Volunteers Needed

*Pachyderms sought as Coordinators/Trainers for the "Politics: Preparation and Participation Program*

*There is a need for volunteer coordinators, who are willing to become certified to conduct one or more of the workshops.*

*Dynamic, outgoing Pachyderms who have served as Club Presidents will be given priority; others may apply.*

*Certified coordinators will be expected to dedicate one weekend each year to this project. For additional information, contact the Pachyderm Head quarters at PO Box 1295, Cape Girardeau, MO 63702-1295, 888-GOPACHY or [hlintner@pachyderms.org](mailto:hlintner@pachyderms.org).*

*"Knowledge dispels the fear of running;  
knowledge instills confidence"*

-----  
Detach here and mail

**Yes, I would like to participate.** Please send me an application and background information.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_

Email \_\_\_\_\_



# Campaign Workshop Agenda

Location \_\_\_\_\_

Date \_\_\_\_\_

- |                    |                                               |
|--------------------|-----------------------------------------------|
| 8:30 - 9:00 a.m.   | Registration (coffee and doughnuts)           |
| 9:00 - 9:05 a.m.   | Introduction (_____)                          |
| 9:05 - 9:25 a.m.   | Overview and Campaign Philosophy (_____)      |
| 9:25 - 10:00 a.m.  | Planning your campaign (_____)                |
| 10:00 - 10:05 a.m. | Break                                         |
| 10:05 - 10:40 a.m. | Creative Campaigning (_____)                  |
| 10:40 - 11:10 a.m. | Recruiting Volunteers/GOTV (Get Out The Vote) |
| 11:10 - 11:15 a.m. | Break                                         |
| 11:15-11:45 a.m.   | Public Relations and Advertising              |
|                    | a) Radio and the Candidate (_____)            |
|                    | b) Television and the Candidate (_____)       |
| 11:45-12:00 a.m.   | Budget and Finance                            |
| 12:00-12:25 p.m.   | Lunch Break                                   |
| 12:25-12:35 p.m.   | Direct Mail                                   |
| 12:35-1:00 p.m.    | Questions and Answers/Closing Remarks         |

Instructors

\_\_\_\_\_  
\_\_\_\_\_

## References

- Workshop text/manual: "How to Win An Impossible Election" By George Parker, 2nd ed. (copies available from Pachyderm Headquarters)

*Recommended: Read the entire manual and make notes prior to attending the workshop.*

# Club Start Guide

## How to Start a Pachyderm Club

It only takes one person to start a Club. Begin by contacting the local GOP Chair and Republican leaders to seek their assistance.

### 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 party. If so, try to have at least 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 Pachyderm Clubs

Use as references the *What and Why* sheet and *Join the Team* pamphlet.

#### 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 and address.

#### Send Letter of Intent to Headquarters

#### Select a name for the Club

Examples: “Columbia Pachyderm Club,” “Marion County Pachyderm Club”, \_\_\_\_\_Area Pachyderm Club.”

#### Note

*You don’t need to follow this guide to the letter. Use your own judgment. Look at other organizations in your community; copy success!*



Remember: The Steering Committee takes the necessary actions to get the Club organized. You can now design a letterhead. Actions can always be modified at a later date if necessary.

### **Determine the format of the Club**

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

### **Adopt the standard Club bylaws**

#### **Elect/Select officers**

The steering committee selects the 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. Otherwise, elections must be held in November (National Bylaws, Article IV, and Section 6).

A typical Club's Board of Directors includes the following:

- President
- First Vice President
- Second Vice President
- Secretary
- Treasurer
- Sergeant-At-Arms
- Ex-Officio Director (County or City Republican Chair)
- (2) Directors (two-year term)
- (2) Directors (three-year term)

#### **Plan next meeting**

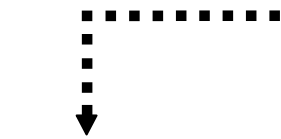
Select the date, time and place for the next meeting.

#### **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 and is a mark of being organized).



Note  
*Standard Club  
bylaws are  
provided.*



**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. Invite suggestions, input for the steering/nominations committee.

**Announce date, time and place for regular Club meetings**

Some weekly Clubs meet on Fridays at noon because the State Legislators are usually off on Fridays. This allows the Legislators to attend and give a report. See what other successful organizations in your area do. Why not copy success? They have probably already discovered the best places to meet.

**Invite attendees to complete a membership application**

Ask for their dues payment. Distribute extra 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 programs, or more ahead 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.

**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 the handbook.

## New member induction

Induction of a new member includes presenting a lapel pin. Pins are automatically 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.

## Charter Requirements for New Pachyderm Clubs

1. A minimum of 15 paid memberships. Membership dues, per individual Pachyderm member:

National Federation Adult (18 and Older)	\$ 20.00
State Federation (if applicable)	\$ _____
Local Club (recommended)	\$ 20.00

Total recommended dues per adult member \$ 40.00

National Federation Youth	\$ 10.00
State Federation (if applicable)	\$
Local Club (Recommended)	\$ 10.00

Total recommended dues per Youth member \$ 20.00



## Note

*Recommended annual dues are \$40.00 or more for adult members and \$20 or more for youths.*

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 Adult paid member and \$10 per Youth paid member (15 member minimum)

# Bylaws for local affiliates of the National Federation of the Grand Order of Pachyderm Clubs

## Article I      Name \_\_\_\_\_

**Section 1**      The name of this organization shall be the \_\_\_\_\_  
a local organization of the \_\_\_\_\_ State Federation of the Grand  
Order of Pachyderm Clubs and the National Federation of the Grand  
Order of Pachyderm Clubs, Inc.

## Article II      Purposes and Objectives

**Section 1**      **Purpose:** (1) To provide a practical means for broad citizen participation in politics; (2) To promote practical political education and the dissemination of information on our political system; (3) To promote development of potential leaders; (4) To assist in carrying out the principles and purposes of the Republican Party in the following fields:

- A. Providing leadership in government.
- B. Protecting individual rights and freedoms.
- C. Promoting clean government with local emphasis.
- D. Keeping the public informed on the status of their government.

**Section 2**      **Objectives:** (1) To promote the art of politics, recognizing that free government cannot exist without political leaders and politicians; (2) To engage in nonprofit, political educational activities through Club programs and other means; (3) To cooperate with the Republican Party. (4) 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 organization 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.

**Section 2**      **Fairness Policy:** The Club has a policy of fairness and equal treatment toward Republican Party candidates.

- Section 3 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, except as otherwise provided in these bylaws. Nothing herein prohibits the organization, however, from supporting fully the Republican candidates in uncontested primaries or in any general election.
- Section 4 Public and Republican Party Officials:** Elected public or party officials may constitute no more than fifty percent (50%) of a Pachyderm Club's elected officers and Directors at any time.
- Section 5 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 6 Endorsement of candidates by Club officers:** The officers of this organization, 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 Republican primary. Any officer who violates this rule may be removed by the Board of Directors pursuant to Article VI Section 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 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 Pachyderm 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 Section 1(a) are met.

**Section 2      Expulsion of members:** (a) A member may be expelled from the Club 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(s) or for expulsion of such a member. Cause for expulsion may include, but is not limited to, repudiation of the Republican Party or the principles, bylaws and philosophy of this Club or the National Federation of Pachyderm Clubs. Upon initiation of such action by the Board of Directors, the 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, 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 obligation whatever 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. 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:** The management of this Club shall be vested in a Board of Directors consisting of no less than five and no more than nine At-Large Directors elected from the membership. Additionally, the President, Vice Presidents, Immediate Past President, Secretary and Treasurer of the Club shall also become voting members of the Board if they are not already At-Large Directors. Members serving on the National Pachyderm Board shall also serve on their primary local Club Board as ex-officio members. The County Chair of the local Republican Party is also invited to serve as a nonvoting member of the Board.

**Section 2 Duties of the Board:** (a) The Board shall determine the policies and activities of this Club, approve the annual budget, approve all expenditures, except that the President may approve expenditures of \$50.00 or less. The Club may not be financially obligated beyond the balance on-hand, in the treasury, without a majority vote of the membership at a regular or special meeting of the Club

(b) The Board of Directors shall meet at least once every two months 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) Following the election of the Board of Directors in November, the President shall convene a special meeting of the Board including both the existing Board and the newly elected members. The purpose of this meeting shall be the election of a President and one or more Vice Presidents for the following year. The President and Vice Presidents shall be elected by the Board and shall serve for one year. The Secretary and Treasurer shall be appointed by the President with the approval of the Board of Directors and shall serve for one year or until their successors are appointed. The newly elected and appointed



officers and Directors shall begin their official duties on January 1 following their election.

(d) 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.

(e) One third of the Board members shall constitute a quorum, except for hearings involving expulsion of a member, in which case 75% of the voting members shall constitute a quorum.

(f) Special meetings of the Board may be called by the President or one-third of the members of the Board with at least 48 hours notice to all Board members

(g) The use of proxies in actions of the Board is prohibited.

### 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. No Director shall be eligible to serve more than two consecutive three year terms.

During the first year of operation, the membership shall elect no less than five 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 three members shall be appointed by the Board of Directors by July 1 of each year. This Committee shall submit a report to the Club no later than the last regular Club meeting in September. Any member may submit nominations for Directors provided that such nominations are given in writing to the Club Secretary no later than two weeks prior to the November election. Nominations from the floor are prohibited.

(c) Three Directors shall be elected at the first regular meeting in November. Election shall be by ballot except when the number of nominees is equal to the number of vacancies, a voice vote may be taken. The three candidates receiving the greatest number of votes for Director will be declared elected.

(d) The annual meeting with installation of officers and newly elected Directors shall be held in December, the date to be determined by a majority vote of the Board of Directors.

(e) 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, provided that notice thereof is given at a regular Club meeting prior to the Board meeting when such vacancy shall be filled.

(f) Elected or appointed members of the Board of Directors 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.

(g) Elected or appointed Officers 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 an officer must have been announced in advance of the meeting as a part of the agenda.

(h) 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 section 6, repudiation of the Republican Party or the principles of the Pachyderm Federation. Should such charges be leveled, the rules for member expulsion detailed in Article IV Section 2 shall govern the process.

## **Article VII    Qualifications 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. 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 Board of Directors; exercises general supervision over affairs of the Club, and performs such other duties as are ordinarily incumbent upon a President.



- Section 3**      **Vice Presidents:** The 1<sup>st</sup> Vice President shall assist the President and preside over meetings of the Club or Board in the President's absence. The 1<sup>st</sup> 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 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 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 Bylaws and the National Federation Bylaws to assure that they are in compliance.

## Article VIII      Standing Committees

- Section 1**      **Political Education:** The purpose of the Political Education Committee is to promote programs designed to keep the Club membership informed on the political processes and issues; to promote political education generally in the schools and community for youth and adults, and to make recommendations for improvements in laws regulating political parties and the political processes.
- Section 2**      **Program Committee:** The Program Committee shall be composed of the 1<sup>st</sup> Vice President who shall serve as the Chair and no less than two other members who shall be appointed by the President to serve for a term of one year. This committee is responsible for providing speakers for the Club's regular meetings.
- Section 3**      **Other Committees:** The President with the concurrence of the Board of Directors may appoint other committees which may include but are not limited to Membership, Awards, Club Extension, Youth and Special Events Committees.

## Article IX 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 two weeks written notice has been mailed to all members.

**Section 2 Special Meetings:** Special meetings may be called by the President or the Board of Directors. No special meeting shall be called where Club business will be transacted unless a notice thereof is mailed to each member five days prior to the meeting, stating the time, place and subject of the meeting. Fifteen percent (15%) of the membership shall constitute a quorum at a regular or special meeting. No proxies are permitted.

## Article X Dissolution

**Section 1** Upon dissolution of the Club, 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 of the Grand Order of Pachyderm Clubs, Inc.

## Article XI Amendments

**Section 1** 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 XII Parliamentary Authority

**Section 1** 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



# Club Board Roster

Directors (for term \_\_\_\_\_)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Home Phone (\_\_\_\_)\_\_\_\_\_ Office Phone (\_\_\_\_)\_\_\_\_\_  
 Fax (\_\_\_\_)\_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Home Phone (\_\_\_\_)\_\_\_\_\_ Office Phone (\_\_\_\_)\_\_\_\_\_  
 Fax (\_\_\_\_)\_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Home Phone (\_\_\_\_)\_\_\_\_\_ Office Phone (\_\_\_\_)\_\_\_\_\_  
 Fax (\_\_\_\_)\_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
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 Fax (\_\_\_\_)\_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
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 Fax (\_\_\_\_)\_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Home Phone (\_\_\_\_)\_\_\_\_\_ Office Phone (\_\_\_\_)\_\_\_\_\_  
 Fax (\_\_\_\_)\_\_\_\_\_ E-Mail \_\_\_\_\_

# Preliminary Charter Membership

(Feel free to put this in a spreadsheet)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_





## LETTER OF INTENT

1. We herewith register our intention to establish a local chapter of the National Federation of the Grand Order of Pachyderm Clubs, INC, an official allied organization of the Republican National Committee.
2. Monies I 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 III, Sec. 4 (1), (3) & (4):
  - a) National Federation annual dues per individual Pachyderm member shall total twenty dollars (\$20) for ages 18 and older and ten dollars (\$10) for younger than eighteen. 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.
  - b) Local club treasurers are responsible, after receiving membership dues, to forward such dues promptly (within thirty days or less).
  - c) Club treasurers shall forward the National Federation per capita annual dues to the National Federation Treasurer along with the related list of members and their dues rate (youth or adult).
3. Club Name: \_\_\_\_\_
4. Intended Date of Charter: \_\_\_\_\_
5. Local Dues Rate(s): \_\_\_\_\_
6. Intended Meeting Day/Time: \_\_\_\_\_

Temporary Club President

Temporary Club Treasurer

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone #*

\_\_\_\_\_  
*Phone #*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Email Address*





## Charter Application Checklist

**The following actions need to be taken before a Charter can be granted.**

- ☐ Hold organizational meetings and elect temporary officers
- ☐ File "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 for each member \*
- ☐ Enroll at least 15 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.



# Do State and National Programs Require State and National Organizations?

— Washington Post columnist David S. Broder said. ‘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-’

— Do you know of any positive programs sponsored by any major political organization to obtain and educate or train future political leaders? Any program, for example, to compare with American Legion Boy’s and Girl’s State or Rotary Club’s International Student Exchange program?

— Do you know of any positive program to counteract all the negativity about politics? Politics is dirty: politicians are all crooks! Is this based on myth and lack of knowledge of our system?

— Some of our outstanding achievers, some of our best citizens will contribute a thousand dollars to a governor candidate, yet are never seen at a party function. WHY? Because they are above politics! We all have an equal vote, which makes us all equally responsible for our government at every level. None of us are ‘above politics’, we are all in this boat together. We need some of our best achievers participating in political affairs, helping to obtain better candidates and helping to solve the problems of the day.

— In an average sized county, if we have 3 or 4 political party Clubs, this seems normal. Yet, there may be 150 or 200 other Clubs in the same area (civic Clubs, veterans groups, and a PTA chapter in every school)... Only a few political Clubs means only a few people are obtaining face to face news from their party leaders unfiltered by the media.

We believe that the National Pachyderm Club movement, copying the successful civic Club format, has a great potential for increasing citizen participation and for improving American politics in general. Local Clubs are the backbone, but experience shows that they must usually be associated with a state or national organization to accomplish programs on a nationwide scale.

“Free government requires active citizens.”

- Pachyderm Motto



## What does a Pachyderm Club Offer ?



- \* An opportunity to participate in local politics.
- \* Political education to assist in making an informed vote.
- \* Fellowship and networking with community friends and others interested in good government.
- \* Enhanced understanding of how our system of government operates.
- \* An opportunity to meet candidates and elected officials in a social environment.
- \* An opportunity to become involved in campaigns and directly impact the political process.

## What do Republican Leaders think about Pachyderms?

"The Pachyderms do a great job for the GOP through their hard work and dedication. Their Tough Tusks are a true asset to the Republican Party"

**US Senator Kit Bond, Missouri**

"Our freedoms are not safe unless we as citizens interest ourselves in government, inform ourselves about it and involve ourselves in it. That is precisely what Pachyderms are doing."

**Former President Ronald Reagan**

"The Pachyderm Clubs have been very successful nationwide and especially in Montana, at reminding Republicans why we are Republicans and helping elect many of them to public office. In my state, the Pachyderms have played a key role in ushering in historic Republican majorities in the legislature as well as other statewide elected offices, and I would hope that the influence of the Pachyderm Clubs will continue to grow and thrive in all fifty states."

**Former US Senator Conrad Burns, Montana**

"Pachyderms is not a watch and see organization—it is a take action and pull your own weight organization. You truly live up to your motto of "Free Government Requires Active Citizens".

**Congressman Kevin Brady, Texas**