

REPUBLICAN WOMEN OF PRESCOTT STANDING RULES

Adopted by Board of Directors on April 8, 2024

- 1) Elected Officers, Standing Committee Chairs and Special Committee Chairs shall meet with the incoming Chair, provide a quality transition checklist to be signed by the outgoing and incoming Chair, and handover printed and electronic materials, that will provide insight for their job responsibilities.
- 2) Luncheon reservations must be made or cancelled by the deadline date in all RWOP communications. A reserved but non-attending member/guest shall pay to the Treasurer the cost of the missed luncheon. Failure to pay may result in loss of membership. Any cancelled reservations cannot be given to another person. They must be returned to RWOP so the waitlist can be fairly utilized to fill the seat.
- 3) The Reservations Chair shall make a waiting list to be filled if there are openings.
- 4) Reservations will also be reserved and RWOP shall pay for invited speakers and their one (1) guest.
- 5) Candidates and their one (1) guest shall pay for their lunches. Campaign tables will be available in the mall area for signature collection and literature of Republican candidates for a fee upon a RSVP to the Campaigns Chair. Any campaign literature circulated or displayed at meetings shall be favorable to Republicans. A recall petition is considered a negative campaign if against a Republican and is not allowed.
- 6) Mall tables promoting Republican principles may be available for a fee upon RSVP to the Campaigns Chair. Handouts require approval by the President or First VP.
- 7) Main speaker(s) are not charged for a mall table and can have for sale items at their mall table. Candidate speakers pay for their mall table. Non-candidate speakers do not have to pay for their mall table.
- 8) It shall be the policy of RWOP to refrain from any negative comments pertaining to any Republican candidate or Republican elected official(s).
- 9) To ensure a RWOP professional appearance, a presentation of a sketch or schematic for any media, photos, invitations, floats or the like, for any public event must be submitted to the President or designee for approval prior to the event and prior to any expenditures.
- 10) RWOP Members' Monthly Luncheon Envelope contributions:
 - A. Red Envelope membership contributions will be used for the Veterans' support programs. The Red envelopes are on the table every month except: March, April and December. These funds assist in covering the cost of Veteran's lunches as well as a small token gift (if offered).
 - B. All current year's funds remaining at the end of the year may be used to benefit other Veterans' 501 (c) (19) organizations, Honor Flight, Veterans' clothing/food drive, or other sanctioned Veterans' causes that may be presented to the EC and approved by the BOD.

- C. The Blue envelopes are on the tables in March and April and primarily collect RWOP members' contributions for Law Enforcement Officers and their spouses' lunches in May and for First Responders and their spouses' lunches in June.
- 11) An active member may attend a BOD meeting as an observer.
- 12) A member may fill out a Request to Speak (RTS) form to address the BOD. The member shall write their full name and the topic. Each RTS presentation is limited to two (2) minutes. The President may limit the time depending on the number of RTS forms. The reading of a communication does not in itself formally bring a question before the BOD. A comment may be offered by a BOD member of the BOD proposing appropriate action. If no member of the BOD feels that anything needs to be done, the matter is dropped and the member is thanked for bringing it forward.
- 13) **RWOP Special Membership** shall be approved by the BOD.
 - A. **The Honorary Member Award** is given to a high-level public official and/or a member who has shown an extraordinary amount of support to the RWOP organization and awarded an honorary membership for one (1) year and a free lunch when honored. They are listed in our directory for a year as an Honorary Member of RWOP.
 - B. **The Lifetime Achievement Award** is bestowed upon a RWOP Active member living or deceased in memory of their contributions and exceptional service to the RWOP organization.
 - C. **The Exceptional Citizen Award** is to honor an extraordinary, community-minded RWOP member who has dedicated their time and energy toward the good of the community.

The Board of Directors may amend These Standing Rules by a majority vote.

--End of Standing Rules Document--

Standing Rule for Determining Course of Action

BOD approved 4-8-24

1. The purpose of this standing rule is to assist the Republican Women of Prescott (RWOP) Executive Committee (EC) determine appropriate course of action; after a breach or violation of the RWOP bylaws, Code of Conduct, Standing Rules, Financial Policies, ***Robert's Rules of Orders, Newly Revised 12th Edition***, and National Federation of Republican Women (NFRW) Code of Conduct, has been determined by the compliance review process.
2. The RWOP EC and Board of Directors (BOD) are subject to the same course of actions.
3. The EC and BOD respects its membership and regards the need for compliance review and course of action procedures as serious steps.
4. The compliance review and course of action processes are “confidential” to anyone involved.
5. Having a conversation with the member should be the first step in attempting to resolve the situation.
6. The EC may use the following to determine the appropriate action after a violation of the above-mentioned rules has been determined:
 - a. Minor e.g., example of a violation of the RWOP bylaws ***Section 6 Political Advocacy and Endorsement Policies*** – a member forgets to remove his/her name badge while wearing a candidate button during a contested Primary race; or wears a campaign button into the banquet room of an RWOP luncheon business meeting.
 - b. Levels of action for minor violation(s) of any items listed in #1 above.
 - i. A verbal reminder, brief conversation, or a written letter to bring the violation to the attention of the individual. The requested action of the member in violation may be a request for an apology, change in behavior, etc.
 - ii. Further violations involving the same member and same type of violation may require progressive disciplinary action, resulting in further action by the EC.
 - c. There are other types of violations of the bylaws or standing rules, including, distributing confidential RWOP communication/material such as the directory, internal emails and communications to non-members.
 - i. This also includes negative representation of RWOP that brings dishonor to the organization and its members.
 - d. Levels of action for major violations may include: A member physically or verbally assaults another member during any RWOP event, including meetings, luncheons, or fundraisers; Suspected theft, or other egregious activity.
 - i. This type of occurrence may require temporary suspension of membership during the investigative process, removal from premises and involvement of law enforcement.
 - ii. This type of violation may also result in immediate loss of membership
7. Steps of the compliance review process:
 - a. All EC and BOD members must sign a Confidentiality Agreement before proceeding with the process.
 - b. There will be a report to the EC and referral of alleged violations, if warranted.
 - c. There will be a formal notification to the member with the alleged violation.
 - d. A Closed Session will be held by EC to review all investigative information.
 - i. The member with the alleged violation may prepare and present her/his defense; with each given their due rights.

- ii.* No video or voice recording of the session is permitted; however, written documentation may be submitted.
 - iii.* The member with the alleged violation may bring one (1) witness, but only as an advisor.
 - iv.* The member with the alleged violation and witness will be excused after the Executive Committee determines both sides have sufficiently presented their case.
 - v.* The EC Closed Session will be limited to a maximum 2 hours, and member/witness comments restricted to 30 minutes in total.
 - vi.* The EC Closed Session will be adjourned at the end of the 2 (two) hour allotment of time.
- e. The EC may adjourn and meet immediately, or at a scheduled time to examine the findings and make a final decision regarding the next course of action.
 - f. A notification, within 2 weeks of the closed meeting, will be given to the member with the alleged violation in writing via email or USPS. This communication may extend an offer to present again during a Closed Session of the EC for review of findings and decision.
 - g. This is not an opportunity to make an appeal of the final decision.

Standing Rule for Evaluating Compliance

BOD approved 4-8-24

1. The Republican Women of Prescott (RWOP) Executive Committee (EC) has established a process for evaluating compliance with the RWOP code of conduct, bylaws, standing rules, ***Roberts Rules of Orders Newly Revised 12th Edition***, National Federation of Republican Women Code of Conduct (NFRW) and financial policies and procedures.
2. Process:
 - a. The EC determines when a compliance review is necessary.
 - b. If necessary, a group consisting of the Parliamentarian (in an advisory capacity), and 3 (three) other individuals, is established to evaluate the compliance review.
3. Selection of the Individuals:
 - a. The individuals participating in this process will be known for their integrity and good judgment and shall have no direct involvement in the compliance review.
 - b. The individuals will also possess relevant expertise and experience in handling sensitive matters and in conducting unbiased compliance reviews.
4. Confidentiality:
 - a. All individuals involved in this process will sign a Confidentiality Agreement.
 - b. Any information gathered in this process will remain confidential.
5. Sharing information outside of the process is a breach of confidentiality.
6. Preliminary Compliance Review:
 - a. When instructed by the EC, the group will begin a preliminary gathering of facts to determine whether the situation has merit and falls within the scope of a violation or breach of the items listed in #1 above.
 - i. The group will obtain all information necessary to determine whether or not the situation can be resolved without a further investigation.
 - ii. The preliminary gathering of facts will be completed within two (2) weeks. If extenuating circumstances prohibit completion, the President may extend.
 - iii. A written and /or verbal summary of findings will be provided to the EC in closed session.
 - b. The EC will determine whether the initial situation will advance to an Official Compliance Review.
7. Official Compliance Review:
 - a. The group will establish a well-defined plan outlining the scope and methodology to initiate the official compliance review to include the following:
 - i. Conduct interviews and maintain anonymity of individuals involved in the situation and interview the member with the alleged violation if appropriate.
 - ii. Document all information relating to the situation e.g., emails, witness statements, text messages, verbal reports, written correspondence, and recordings.

- b. Establish a time-line of events and record of documents recovered.
 - c. Records are to be used for group's purpose only and are not to be a part of retained records.
 - d. The official compliance review will be completed within three (3) weeks. If extenuating circumstances prohibit completion, the President may extend.
8. Final Report and Recommendations:
- a. Upon completion of the official compliance review, the group will submit a comprehensive final written or verbal report to the EC.
 - b. The report will include a detailed summary of the official compliance review, findings, and recommendations for actions, if necessary.
 - c. The EC (in closed session) will review the Committee report and recommendation and make a final determination as to the course of action.
 - d. See **Standing Rule for Determining Course of Action**.