



# Cobb County Republican Women's Club Policies and Standing Rules

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**TABLE OF CONTENTS**

<b>Attribution .....</b>	<b>4</b>
<b>Revisions History and Abbreviations .....</b>	<b>5</b>
<b>POLICIES:</b>	
Deposits.....	7
Reimbursements .....	7
Club Name .....	7
Club Logo .....	7
Term of Office .....	7
Residency .....	7
Dues and Fiscal Year .....	7
Duties of Treasurer .....	8
Speakers in an Election Year .....	8
Distribution of Correspondence .....	8
GFRW BOD Meetings and Conventions and NFRW Conventions.....	9
Out-Going President's Gift and Past President's Pin .....	10
In-Coming President's Pin .....	11
Electronic Communications .....	11
<b>DUTIES OF COMMITTEES:</b>	
Publications .....	12
Database.....	13
Membership.....	14
Program.....	14
Hospitality .....	15
Scholarship.....	15
Bylaws.....	15
Historian.....	16
Caring for America.....	16
Finance and Financial Review.....	16
Ways and Means.....	16
Awards.....	17
Campaign Activities.....	18
Legislative.....	18
Luncheon Sponsor(s).....	18
Publicity.....	19
Print Directory.....	20

**EXHIBIT A: AWARDS**

Woman of the Year..... 20  
Mary Aven Award..... 23  
Sue Everhart Award..... 24  
Trumpet Award..... 25  
Millie Rogers Award..... 27

**EXHIBIT B: SCHOLARSHIP: Babe Atkins-Byrne..... 29**

**EXHIBIT C: ARTICLE SUBMISSION POLICY..... 32**

**Attribution**

The CCRWC offers special thanks to the Bylaws Committee who worked diligently to revise these policies and standing rules. Each member was an asset because of her background as a parliamentarian, community leader, and contract and bylaws writer for various organizations:

- Dee Gay
- Karen Hallacy
- Liz Owens
- Mille Rogers
- Donna Rowe
- Janis Walling

**Contact**

Comments, questions, and corrections may be sent to CCRWC, P.O. Box 4476, Marietta, GA 30061-4476 or through the website at [www.ccrwc.org](http://www.ccrwc.org).

**Revision History**

<b>Supersedes</b>	<b>Modifications</b>	<b>Current Version</b>
N/A	The original Policies and Standing Rules were adopted in 1989.	1.0
1.0	The Policies and Standing Rules were revised in 1998.	2.0
2.0	The Policies and Standing Rules were revised in 2003.	3.0
3.0	The Policies and Standing Rules were revised in 2005.	4.0
4.0	The Policies and Standing Rules were revised and the CCRWC Executive Committee voted to accept them on September 30, 2010. They were presented to the entire Board of Directors at the October 5, 2010 meeting.	5.0
5.0	The Policies And Standing Rules were revised and CCRWC Executive Committee voted and adopted/accepted July 1, 2013. Copies were distributed to the Board of Directors Aug. 6, 2013	6.1
6.1	The Policies and Standing Rules were revised and the CCRWC Executive Committee voted to accept them on February 29, 2016.	7.0
7.0	The Policies and Standing Rules were revised and CCRWC Executive Committee voted and adopted Dec. 13, 2016.	7.1

**Abbreviations**

<b>Abbreviation</b>	<b>Definition</b>
CCRWC	Cobb County Republican Women's Club – Chartered in 1964 by 27 women, including the first president Lee Ague Miller. For additional information, go to: <a href="http://www.ccrwc.org">www.ccrwc.org</a> .
GFRW	Georgia Federation of Republican Women – For additional information, go to: <a href="http://www.gfrw.org">www.gfrw.org</a> .
MELP	Mamie Eisenhower Literary Program
NFRW	National Federation of Republican Women – For additional information, go to: <a href="http://www.nfrw.org">www.nfrw.org</a> .

These Policies and Standing Rules may be amended, revised, or deleted at any time by a two-thirds (2/3) vote of the CCRWC Executive Committee, provided that written notice from the President and/or the Bylaws Committee has been sent by U.S. Mail or electronic transmission to each member of the Executive Committee at least ten (10) days prior to the meeting to consider such action.

### **POLICIES**

- 1. Deposits** – Any and all funds collected from various projects should be submitted with an itemized statement of source, receipt(s) or invoice to the Assistant Treasurer not later than 10 days after receipt for deposit. The Treasurer deposits all checks/funds paid to CCRWC within 10 days of receipt from Assistant Treasurer as per the CCRWC Bylaws.
- 2. Reimbursements** – Any expense realized by any standing committee or officer of the CCRWC must be itemized and submitted to the Treasurer for payment not later than 30 days after the expense has been incurred. After approval of expenses, Treasurer must write and send check to the committee member within 15 days and no later than 30 days from receipt.
- 3. Club Name** – Any printed material bearing the Cobb County Republican Women's Club name is to be used only for approved official correspondence with such approval and authorization to be made by the Executive Committee which also further reserves the right to disclaim the unauthorized use of the material.
- 4. Club Logo** – CCRWC logo shall not be used by any member for any type of communication without written approval of the Board of Directors. Unauthorized use of Logo is grounds for removal of membership.
- 5. Term of Office**
  - A. Chairman of Standing and Special Committees shall be appointed by the President with Executive Committee approval for a one (1) year term.
  - B. At the discretion of the President, a Standing or Special Committee Chairman may be appointed for an additional term(s) with the approval of the Executive Committee; and then with the approval of the Board of Directors with a two-thirds (2/3) vote of the Board.
  - C. Standing Committee Chairman shall have a vote and a voice on the Board of Directors, Special Committee Chairman shall have a voice but no vote.
- 6. Residency** – If a President or President-Elect moves outside of Cobb County during her term, then she must resign by the end of the month following changing of her official residential address. Only Cobb County residents who are Registered Voters in the state of Georgia are eligible to hold office in the CCRWC and all officers must be in good standing.
- 7. Dues and Fiscal Year**
  - A. Voting/renewing members shall have paid dues effective January 1 of each year
  - B. New voting members joining after July 1 shall pay one half (1/2) amount dues. On January 1 of the following year, they shall be billed for the entire membership year.
  - C. Associate members dues shall be due January 1st and shall not be prorated.
- 8. Duties of the Treasurer** Submits all books and records to the Financial Review Committee for an annual review at the end of the fiscal year. Abides by all duties outlined in the CCRWC Bylaws.

**9. Speakers in an Election Year****A. Elected Republican Officials (Office Holders)**

- 1) Elected office holders may speak in an election year if they are speaking in their official capacity as the general program speaker, if it is prior to the official qualifying date, and it shall not be considered the same as speaking as a candidate in an election year.
- 2) Elected Republican Official(s) who has/have opposition in a Primary Election or Runoff Election shall not speak as a candidate(s) running for said Elected Official's seat/office.

**B. Republican Candidates**

- 1) Each eligible candidate in a Republican Primary or Republican primary Runoff election shall be given the opportunity to participate in a Club luncheon, debate, forum and/or panel if there is more than one candidate for a specific elective office.
- 2) Campaign Speakers
  - a. Televised Forums, Panels, and/or Debates
    - (1) ONLY Republican Statewide Candidates and Local Cobb County Candidates may speak in Televised Forums, Panels, or Debates
    - (2) No surrogates are allowed to speak at televised events.
  - b. Rallies, Club Luncheons, and Picnics
    - (1) Statewide Candidates –If a candidate is unable to speak, the statewide candidate may have their spouse or designee speak at rallies, luncheon or picnics
    - (2) Local Candidates – Any candidate for a state or local office which represents Cobb County may not have a surrogate speak on their behalf at any rally, luncheon or picnic
    - (3) Luncheon/Meeting Sponsors
      - a) No candidate with Republican opposition in the Primary or Primary Run-Off Election(s) may be a Sponsor at a general membership meeting during the Primary season.

**10. Distribution of Correspondence**

- A. When a request is made to the Club to send out information in the Club's sponsored newsletter, e-newsletter and emails with regard to activities, speakers and/or meetings, see Exhibit C which covers Articles of Submission Policy.
- B. Any request for CCRWC to send any type of email or correspondence to Club's general membership database other than Club business such as but not limited to political candidate information, political issues, legislative issues, shall be reviewed and approved by Club President, President-Elect and Vice President with two (2) out of three (3) agreeing to the message being sent. If there is not a majority in agreement then the President will contact the full Executive Committee for approval or rejection of request and the President will notify the requestor that said document can or cannot be sent to the CCRWC general membership via the Club's database along with a reason why it may not be sent, if rejected.



- C. Although each request will be reviewed individually, any request for CCRWC to send any type of email or correspondence to the Club's general membership database that is in conflict with the purpose and principals of the Club, or any issue or information that is found to be inconsistent with Republican principles will be denied automatically.
- D. This policy does not apply or prohibit members from sending correspondences to members from their personal data bank.

#### **11. GFRW Board of Directors Meetings & Conventions and NFRW Biennial Convention**

- registration fee, travel and hotel expenses.

##### **GFRW Board of Director's Meeting**

- A. CCRWC shall pay the GFRW Registration Fee, one hotel room and gas expenses for one vehicle (with appropriate gas receipts) for the CCRWC President to attend GFRW Board of Director's Meetings.
- B. If the CCRWC President is unable attend a GFRW Board of Director's Meeting, the President-Elect is to be the President's Proxy and CCRWC will cover the same expenses that they would for the President.
- C. If the President-Elect is unable to attend the GFRW BOD meeting, the President will designate another Officer to act as her Proxy and CCRWC will cover the same expenses they would for the President.

##### **GFRW Biennial Convention**

- A. CCRWC shall pay the GFRW Registration Fee, one hotel room and gas expenses for one vehicle (with appropriate receipts) for the CCRWC President to attend the GFRW Biennial Convention.
- B. CCRWC President shall be the club delegate at the GFRW Convention.
- C. CCRWC President's alternate shall be the President-Elect at the GFRW Convention
- D. If the President is unable to attend then the President-Elect shall be elevated to the club delegate and CCRWC will cover the same expenses as it would for the President. In the absence of the President, the President-Elect will have the same voting privileges given to the President.
- E. CCRWC shall pay the GFRW Registration Fee for any CCRWC member who is a current Officer of GFRW.
- F. CCRWC shall not pay the GFRW Registration Fee for any other CCRWC member (other than those specified in the bylaws or Policies and Standing Rules) attending GFRW Board of Director's Meetings, Conventions or other events.

##### **NFRW Biennial Convention**

- A. CCRWC shall pay NFRW expenses for the club President (delegate) and Immediate Past President (alternate) to attend the annual NFRW Convention
- B. CCRWC shall cover the following expenses:
  - a. Registration fee for delegate and alternate

- b. One hotel room for two people
- c. Air transportation for two people or, if traveling by vehicle, gas expenses for one vehicle (with appropriate gas receipts).
- C. If one or both of the delegate /alternate cannot attend, CCRWC will cover the above expenses for the CCRWC individuals serving in those positions for the Convention.
- D. CCRWC shall not pay the expenses for any other CCRWC member attending the NFRW Board of Director's meetings, Convention or events other than those specified in the Bylaws or Policies and Standing Rules.

## **12. Out-Going President's Farewell Gift and Past President's Pin**

- A. Purpose: To thank the CCRWC Out-Going President for her service to CCRWC, the Republican Party and the community.
- B. Farewell Gift shall be a Glass Gavel mounted on a scalloped-edged glass base. The aforementioned description is the design of the gift presented in previous years. Base shall be engraved as follows:

**Out-going President's NAME**  
**CCRWC President**  
**YEAR** (2015, etc.)

- C. If the Farewell Gift, as described in Paragraph "B" above, is unavailable for any reason, the Immediate Past President, the President-Elect and the Awards Chairman shall select an appropriate gift which incorporates a gavel or gavel design in the gift.
- D. The Immediate Past President shall be responsible for ordering and coordinating the purchase of the Farewell Gift with the purchase of the other CCRWC's Awards by the Awards Committee; and shall present said gift to the Out-Going President at the first (1<sup>st</sup>) CCRWC General Membership Meeting of the calendar year.
- E. The President's Pin and the Past President's Pin shall be ordered by the Ways and Means Chairman from NFRW.
- F. Past President's Pin is presented to the Out-Going President at the same time and place as the Presentation of the President's Farewell Gift (see "D")
- G. The Treasurer shall advise the Finance Committee to include in the CCRWC Annual Budget the cost of the President's Farewell Gift, and Past President's Pin, which shall be purchased in the year of the Out-Going President and shall be reflected in the Annual Budget of her year of service as President.
- H. A CCRWC President shall be eligible to receive both the Farewell Gift and the Past President's Pin if she has served 270 days or more in Office, as per the CCRWC Bylaws. The Board of Directors may make an exception to presenting said Gift and Pin to a President: If the President has served less than 270 days, the Board of Directors may, by a two-third (2/3) Vote in favor, decide to present said Gift and Pin.

**13. In-Coming President's Pin**

- A. Purpose: To honor the In-Coming President with the President's Pin in recognition of her Office and her upcoming service to CCRWC, the Republican Party and the community.
- B. The Ways and Means Chairman shall be responsible for ordering the President's Pin, from NFRW; and Outgoing President shall present said Pin to the In-Coming President at the Installation of Officers as prescribed in CCRWC's Bylaws,.
- C. The Treasurer shall advise the Finance Committee to include in the CCRWC Annual Budget the cost of the In-Coming President's Pin, which shall be purchased in the year of the In-Going President and shall be reflected in the Annual Budget for the year of the In-Going President.

**14. Electronic Notices and Voting**

- A. Fax or email notices shall be deemed to be given and received as of the date and time it is transmitted. The sending Fax must produce a written confirmation showing such date and time. The Recording Secretary shall keep a record/file of all Fax and email transmissions of notices. A faxed or *E-Sign* or *DocU-Sign* signature of a party shall constitute an original signature binding upon that party who signed. Proxies transmitted electronically shall be deemed valid when identification of the sender can be determined on the transmitted document; either by Fax's "station ID" or senders email address.
- B. Electronic and Telephone Conference Call Voting: Except votes requiring a secret ballot, for issues requiring a vote by the Executive Committee or Board of Directors either in favor or opposed to a certain position, the vote may be cast by email or other electronic means:
  - 1) All votes cast by electronic means shall be cast within 5 (five) days of the original "call for the vote" by the President.
  - 2) A tally of all votes cast electronically shall be circulated to all members of Executive Committee or Board of Directors within eight (8) days of the "call for the vote" date.
  - 3) A vote cast by electronic means shall have the same force and effect as a vote cast by a member in person.
  - 4) All members responding to the "call for the vote" shall use the "Reply All" function on the member's email vote response.
  - 5) The Recording Secretary shall keep a copy of the transmitted "call for the vote" email and the response voting emails from each Executive Committee or Board of Directors member.
  - 6) Members of the Executive Committee or Board of Directors who do not have electronic communications capabilities will be called by the President via telephone in order to acquire the committee member's verbal vote on the motion. The Executive Committee or Board of Directors member shall also call the Recording Secretary to give the Recording Secretary her verbal vote on the motion or matter at hand.

- 7) Recording of Electronic Vote: At the next Executive Committee or Board of Directors meeting, the President shall read the resulting vote into the minutes.

## **DUTIES OF COMMITTEES**

### **I. PUBLICATIONS**

#### **A. Print Communication Sub-Committee Responsibilities:**

1. Print or have printed a hard copy of the Newsletter to be mailed to non-email members.
2. Work with Electronic Sub-Committee in collecting information for Newsletter (print and electronic versions). SEE Exhibit "C" *Article Submission Policy*.
3. Work with Publication Chairman to write, edit, and do layout for print Newsletter.
4. At the discretion of the President, a Newsletter shall be mailed to all members rather than sent via email.
5. With information provided by the Database Committee, the Print Sub-Committee shall print or have printed mailing labels.
6. Print Newsletter shall be distributed or mailed by U.S. Postal Service.
7. Assist Electronic Sub-Committee and Publication Chairman with e-Newsletter.
8. The Newsletter shall be sent at the direction of the President and Publication Chairman.

#### **B. Electronic Communication Sub-Committee Responsibilities:**

1. Shall send the e-Newsletter, on a monthly, quarterly, or semi-annual basis. This shall be done at the discretion of the Publication Chairman and the President.
2. Shall coordinate with the Publication Committee Chairman and the President regarding eblast notifications of special events and/or action.
3. Shall assist CCRWC Corresponding Secretary with e-Notifications of official Notices to the membership.
4. Work with Print Sub-Committee in collecting information for the Newsletter (print and electronic version).
5. Shall provide the Webmaster, at the same time as distribution to the members, a copy of the e-newsletter so it can be uploaded to the website.
6. Shall maintain all social media, posting and monitoring posts on Facebook, Twitter, and other Club social media sites.

#### **C. Webmaster**

1. The Webmaster shall keep the CCRWC site up-to-date with input provided by the President and Publication Chairman

2. The Webmaster shall keep an updated copy of the CCRWC Directory on the site. The Webmaster shall keep a copy of the E-Directory on the website which shall be password protected. Each member should be given the password to be able to retrieve the E-Directory at will.
3. The Webmaster shall be responsible for putting the electronic newsletter on the CCRWC site at the direction of the Electronic Newsletter Chairman, who shall be directed by the President

## **II DATABASE**

### **A. This committee shall:**

1. Compiles a Member electronic Database using a contact manager program such as MS Excel and/or other such Contact Manager Program(s).
2. Contributing members of the Database committee shall include the Membership Chairman and the Treasurer.
3. Inputs/Applies Member's information to the CCRWC Database acquired from the Membership Application provided by the Membership Chairman to the Database Chairman.
4. Provides the electronic Member Database to the CCRWC Webmaster, Treasurer and the Membership Chairman, updated on a monthly basis.
5. Provides the Member Database to CCRWC Committees that have a need to contact (invitations, notices, etc) the membership for special CCRWC events or functions.
6. Makes available to the members of the Board of Directors a hard copy of the Member Database upon request of the Board member.
7. Provides updated Member Database information, on a monthly basis, to the Print Directory Chairman for formulation of the CCRWC Print Directory or Print Directory updates.
8. Provides an eDirectory of the Member Database on the CCRWC website (in the Members Only section) that shall be available for members to download.
9. Provides Member Database to the Webmaster by the 15<sup>th</sup> of each month.
10. Removes members who are no longer in good standing from the Member Database (which should include only members in good standing) to a separate directory or file of inactive members (eg. unpaid dues).
11. Serves as the official keeper of the Membership roster, now known as the Member Database, and shall keep it updated.

## **III MEMBERSHIP**

### **A. This committee shall be responsible for:**

1. Recruiting new members.
2. Considering all requests for membership and determine if he/she meets the guidelines for membership, as specified in the Bylaws.
3. Collecting dues and submitting to treasurer for deposit per Bylaws.

4. Providing member information and assisting Database Chairman in maintaining the membership roster.
5. Membership Chairman-shall:
  - a. Prepare monthly updates of membership count/total and provide said information to Database Chairman and the Treasurer.
  - b. Coordinate with the Database Chairman and Treasurer to ensure that the membership records and dues are accurate and balanced in a Master spreadsheet or database (e.g., MS-Excel or MS-Access)
6. Provide membership report to President, Treasurer, Recording and Corresponding Secretary noting all new members.
7. Provide membership activities to Newsletter chairman.
8. Collaborate with the Database Chairman, who is the official keeper of the membership roster, to maintain an updated membership roster.
9. Develop programs and projects to recruit and retain members with President's approval.

#### **IV PROGRAM**

- A. This committee shall be responsible for:
  1. Arranging and preparing programs for general meetings after consulting with the President and upon approval of the President.
  2. Assisting Special Events committee with program needs and coordination.
  3. Securing a book from NFRW Mamie Eisenhower Literary Program (MELP) book list. Book is to be donated to a non-profit in the name of the speakers in lieu of giving a gift to the program speaker.
  4. Preparing program information for distribution to Publicity chairman and Publication chairman for release to Media, e-newsletter and newsletter editors with the President's approval.
  5. January general membership meeting is to be for awards presentation.
  6. Chairman of this committee shall be the Immediate Past President.

#### **V. HOSPITALITY**

- A. This committee shall be responsible for:
  1. Assisting the Assistant Treasurer in providing and preparing name tags at each meeting, function and event.
  2. Decorations for meeting and various events.
  3. Assisting in the Set up of the room for meetings and other events.
  4. Greeting members at each meeting and other functions.
  5. Ordering and distributing permanent name badge to members who have ordered and paid for a badge.
  6. Securing Hostesses for tables at luncheon meetings.

**VI SCHOLARSHIP**

A. This committee shall be responsible for:

1. Publicity and handling of applications for NFRW scholarships and internship (Betty Rendel, Kabis & Pathfinders).
2. Developing strategies and goals to promote the NFRW scholarships.
3. Arranging special events and establishing a campaign structure for CCRWC scholarship with approval of the Executive Committee.
4. Receiving scholarship applications, reviewing them and selecting recipient(s) with total scholarships awarded to be based on available funds and qualified recipients.
5. Notifying via letter the recipient(s) of the CCRWC scholarship and arrange for her/them to attend the June meeting as a guest of CCRWC
6. Notifying via letter all applicants who did not win the scholarship.
7. Using Scholarship rubric for evaluating applications.
8. Maintaining and making available sample letters in Scholarship Chairman notebook.

B. This committee shall be approved by the President and shall consist of a chairman and two additional members for a total of three members. Each member shall have been a member of CCRWC for at least three years.

**VII BYLAWS**

A. This committee shall be responsible for:

1. Reviewing Bylaws and Policies and Standing Rules of CCRWC biennially.
2. Proposing amendments as necessary to be voted on and approved by the members (for Bylaws) and by the Executive Committee (for Policies and Standing Rules).
3. Reviewing annually the Bylaws of NFRW and GFRW to remain in compliance with their Bylaws.
4. The CCRWC Parliamentarian is to be a member of this Committee.

**VIII HISTORIAN**

A. This committee shall be responsible for:

1. Maintaining the club scrapbook
2. Presenting scrapbook to outgoing president at the installation meeting.
3. Collecting photographs and other memorabilia
4. Taking photographs at all CCRWC meetings and events

**IX CARING FOR AMERICA**

- A. This committee shall be responsible for:
  - 1. Coordinating community and outreach activities.
  - 2. Selecting the charity to collect donation for at every other monthly membership meeting, coordinating with Ways and Means.
  - 3. Making CCRWC aware of GFRW and NFRW Caring for America annual project.

**X FINANCE AND FINANCIAL REVIEW**

- A. Finance
  - 1. Shall prepare the budget with the CCRWC Treasurer and President
- B. Financial Review
  - 1. Shall be a sub-committee of the Finance and Financial Review Committee, as per the CCRWC Bylaws
  - 2. Shall be responsible for performing the financial review of the Treasurer's books at the end of each fiscal year before the books are turned over to successor, if a CPA has not been designated.
  - 3. The Financial Review shall be completed and books (and records) turned over to the successor no later than the last day of February.
  - 4. Three (3) members shall be appointed by the Board of Directors, as per the CCRWC Bylaws.
  - 5. The Executive Committee may retain a CPA to perform a full audit if deemed warranted.

**XI WAYS AND MEANS**

- A. This committee is responsible for:
  - 1. Holding at least one (1) fundraiser per year and assist other CCRWC Committees in fundraising.
  - 2. Having door prizes at every other monthly membership meeting and special events, coordinating this with Caring for America.
  - 3. Ordering Presidential pins for Incoming and Outgoing Presidents.

**XII AWARDS/NFRW ACHIEVEMENT AWARDS AND REPORT**

- A. This committee shall consist of a Chairperson, appointed by the President and approved by the Executive Committee and at least two (2) members selected by the Chairperson with Executive Committee approval.
- B. This committee shall be responsible for the following:
  - 1. Arrangements of the election and the presentations of the following awards: Women of the Year, Mary Aven Award, Sue Everhart Volunteer Award, The Millie Rogers



- Leadership Award, The Trumpet Award, and any additional awards approved by the Executive Committee.
2. Tracking the club's participation in NFRW awards program and doing monthly reviews of requirements.
  3. Works with President and chairmen of the Program, Membership & Campaign Activities to incorporate requirements in program
  4. Completes awards report
  5. Promotes campaign/volunteer hours program, collects report forms and completes volunteer report form
  6. Tabulates and forwards 2 copies of report to GFRW President by deadline
  7. Responsible for conducting the election of the Mary Aven award nominees at a Board of Directors meeting, tallying election results and arranging presentation of award. Award is presented annually at the January general membership meeting.
  8. Responsible for obtaining volunteer hours from Membership Coordinator for each new member to be considered for the Sue Everhart Volunteer Award, calculating new member hours and arranging presentation of award. This award is presented annually at January general membership meeting.
  9. Responsible for conducting nominations for the Woman of the Year Award and the Millie Rogers Award at a Board of Directors meeting, preparing ballots for election at general membership meeting in November and arranging presentation of awards at the general membership meeting. Awards are presented annually at January general membership meeting.
  10. Responsible for conducting nominations from the Board of Directors for the Trumpet Award. Responsible for conducting election by Board of Directors, and arranging presentation of the award. This award is presented annually at January general membership meeting.
  11. Ensures no candidate is nominated for more than one award.
  12. Works with Parliamentarian to ensure all ballots are tallied and verified at the election meeting. Ballots not tallied and verified before they leave the voting area shall be null and void
  13. Responsible for the inscriptions and purchase of all awards.
  14. See Exhibit "A" for CCRWC's Award Guidelines and Procedures.

### **XIII CAMPAIGN ACTIVITIES**

- A. This committee shall:
  1. Organize, schedule, and hold Republican candidate forums.
  2. Organize, schedule, and hold roundup/rallies for Republican candidates.
  3. Organize door-to-door canvassing.
  4. Organize GOTV (Get Out The Vote) postcards and assists in other GOTV efforts.

5. Compile and provide information on Republican candidates at all levels, names of candidates, office campaign manager, phone numbers, fax, email addresses, etc.
6. Make available campaign and other materials on Republican and non-partisan candidates at club meetings.
7. Be a contact and resource for Republican candidates to call when in need of information.

#### **XIV LEGISLATIVE**

- A. Monitor both State and National legislation for bills of interest to all Republicans.
- B. Contact members to alert them on actions (Action Alerts) necessary for various bills that may be considered on the local, state and federal level from GFRW, NFRW or the Republican Party after discussion and review by the Board of Directors.
- C. Action Alerts shall be in compliance with NFRW policy to inform the public through political education and activity and must be of a Legislative issue and not a personal cause. Alerts shall not instruct the member to be "for" or "against" the issue.
- D. Action Alerts shall consist of eblast or US Mail flyers to the membership recommending they contact their elected Representatives/officials to support or reject proposed legislation. A synopsis of the bill or legislation with a link to the full document shall be provided to the members for their review in the Action Alert.

#### **XV LUNCHEON SPONSOR**

- A. This committee shall:
  1. Secure a sponsor for each General Meeting according to guidelines established by Board of Directors
  2. Ensure each sponsor is in compliance with Bylaw and Policy and Standing Rules restrictions, including, but not limited to, not being a contested candidate in the primary.
  3. Acquire approval from President of Sponsor
  4. Notify Newsletter of Sponsor
  5. Ensure payment is received and forwarded to treasurer

#### **XVI PUBLICITY**

- A. This committee shall:
  1. Contact media regarding upcoming meetings, programs, special events or other items of interest.
  2. Send press releases to media regarding updates/information concerning members of the club that may have received special recognition/awards.
  3. Send email notifications to State, Local and other GOP Clubs regarding upcoming events.

4. Attend meetings and take photos of guest speakers/award winners/special guests (or arrange for coverage of event) and submit to local media.
  5. Collect news articles concerning CCRWC and give to Historian for records.
  6. Coordinate all media regarding the CCRWC Veterans Celebration including contacting media, designing and purchasing ads from MDJ, Brightside, and East Cobber.
- B. Establish and maintain file of media contacts of local and metro media

## **XVII PRINT DIRECTORY**

- A. Arranges for the printing and distribution of a Print Directory (hard copy, paper edition) to all members on a biennial (every 2 years) basis, by the end of the second quarter of odd numbered years.
- B. Compiles a Print Membership Directory.
- C. Member Database shall be provided by the Database Chairman to the Print Directory Chairman.
- D. Informs the Treasurer to budget the funds necessary for the printing of the Print Directory
- E. Coordinates and edits the Print Directory content and text with the Membership Chairman, Database Chairman and Treasurer.
- F. Distributes the Print Directory to the members with the assistance of the Membership Chairman/Committee.
- G. Provides print updates (inserts) for the Print Directory to each member quarterly.

**Exhibit “A”, “B” and “C” are attached and by reference are made part of this document.**

**EXHIBIT "A"****CCRWC AWARDS – Guidelines and Procedures**

See Standing Rules and Polices for Committee duties.

**I. WOMAN OF THE YEAR AWARD****A. PURPOSE**

To honor Lee Ague Miller, founder of the Cobb County Republican Women's Club; and GFRW President 1965-1967 and to honor the woman who has made the most outstanding contribution to the Republican Party through her work in this organization and the Party.

**B. CRITERIA**

Nominee for this award must fulfill the following criteria:

1. Is a member in good standing of the Cobb County Republican Women's Club at the time of the nomination.
2. Has been a member of the Cobb County Republican Women's Club for at least three (3) years.
3. Has actively worked in the Cobb County Republican Women's Club for a period of at least three (3) years.
4. Has actively worked in the Republican Party for a period of at least two (2) years.
5. Has made an outstanding contribution to the Cobb County Republican Women's Club and the Republican Party for a period of two (2) years or more.
6. Has not been nominated for any other CCRWC's Awards in the selection year.
7. Has not received this award in the preceding year and has not received this award more than one time in the past three (3) years.

**C. SELECTION PROCESS**

1. The Board of Directors shall nominate three (3) nominees prior to the January Membership Meeting.
2. The Awards Committee Chairperson shall present the slate of nominees to the membership at the November Membership Meeting.
3. Nominations from the floor shall not be allowed.
4. Vote shall be by secret/paper ballot at the November Membership Meeting.
5. The Awards Committee shall tally ballots on the election day with the Parliamentarian present. Ballots shall not leave the voting area until they have been tallied and verified by the Parliamentarian. Ballots not tallied and verified before they leave the voting area shall be null and void.
6. No member of the Awards Committee shall be allowed to help tally the ballots if said Committee Member is a nominee for this award.
7. A plurality vote shall govern of all members present at the November Membership Meeting. The nominee receiving the most votes shall be the recipient of this award.

8. If there is a tie vote the President shall call a meeting of the Executive Committee within fifteen (15) days of the January Membership Meeting; and the Executive Committee shall vote by secret/paper ballot to break the tie and select the recipient of this award.
9. If after the Executive Committee ballot vote there is still a tie vote; duplicate awards shall be awarded to both nominees.
10. This award can be awarded posthumously to the recipient's family member(s).

D. AWARD

1. A glass elephant engraved with the words "*CCRWC., Woman of the Year*" *AND THE AWARD YEAR*, and the recipient's name shall be awarded to the recipient.
2. A certificate, signed by the President, shall be given to all nominees.
3. Ordering of Award (glass elephant) and preparation of Certificates shall be the responsibility of the Awards Committee Chairman

E. PRESENTATION

1. This award shall be presented at the January Membership Meeting or at a membership meeting determined by the Executive Committee by a two-thirds (2/3) vote.
2. Award shall be presented by CCRWC Awards Chairman.

**II. MARY AVEN AWARD**

Revised 04/05/2005

Revised September, 2010

**A. PURPOSE**

To honor Mary Aven, a charter member of the Cobb County Republican Women's Club and to honor a member who best exemplifies the Republican philosophy by her long, faithful and unquestionable service to both the Cobb County Republican Women's Club and the Republican Party.

**B. CRITERIA**

Nominee for this award must fulfill the following criteria:

1. Is a member in good standing of the Cobb County Republican Women's Club at time of nomination.
2. Has been a member of the Cobb County Republican Women's Club for at least five (5) years.
3. Has served both the Cobb County Republican Women's Club and the Republican Party with long, faithful and unquestionable service.
4. Best exemplifies the Republican philosophy.
5. Has not been nominated for any other CCRWC Awards in the selection year.
6. Has not received this award in the preceding year and has not received this award more than one time in the past

**C. SELECTION**

1. The Board of Directors shall nominate nominees at the November meeting of the Board of Directors.
2. The Board of Directors shall vote by secret/paper ballot at the November meeting of the Board of Directors.
3. The Awards Committee shall tally the ballots on the election day with the Parliamentarian present. Ballots shall not leave the voting area until they have been tallied and verified by the Parliamentarian. Ballots not tallied and verified before they leave the voting area shall be null and void
4. No member of the Awards Committee shall be allowed to help tally the ballots if said committee member is a nominee for this award.
5. A plurality vote of all Board of Directors members present at the November Board of Directors Meeting shall govern. The nominee receiving the most votes shall be the recipient for this award.
6. If there is a tie vote the Awards Committee Chairman shall notify the President and the President shall vote to break the tie.
7. This award can be awarded posthumously to the recipient's family member(s).

**D. AWARD**

1. A glass replica of the Cobb County Republican Women's Club logo on a glass pedestal engraved with the words, "CCRWC., *Mary Aven Award*", *THE AWARD YEAR* and the recipient's name shall be awarded the recipient.
2. A certificate, signed by the President, shall be given to all nominees.
3. Ordering of Award (glass CCRWC Logo) and preparation of Certificates shall be the responsibility of the Awards Committee Chairman

**E. PRESENTATION**

- A. This award shall be presented at the January Membership Meeting or at a membership meeting determined by the Executive Committee by a two-thirds (2/3) vote.
- B. Award shall be presented by CCRWC Awards Chairman.

**III. SUE EVERHART VOLUNTEER AWARD****A. PURPOSE**

1. This is an Award honoring Sue Everhart, the President of the Cobb County Republican Women's Club for the year 2000. The Award was established to recognize a new member who has volunteered an exceptional number of hours for Cobb County Republican Women's Club, Georgia Federation of Republican Women, candidates and/or the Republican Party.
2. To encourage new members to participate in club activities and to be involved.
3. To encourage new members to keep track of volunteer hours.
4. To recognize new members who have volunteered exceptional number of hours for Cobb County Republican Women's Club, Georgia Federation of Republican Women, candidates and /or the Republican Party.

**B. CRITERIA**

1. Applicant is a member in good standing of the Cobb County Republican Women's Club during the year the Award is presented, as well as during the time in which the volunteer hours were accumulated.
2. New members, who have been a member for at least one (1) year, but not more than two (2) years, shall be eligible for this Award.
3. The volunteer hours will be from January 1 to October 31.
4. Applicant shall submit an NFRW or CCRWC volunteer hour tally sheet with volunteer hours.
5. Only NEW members are eligible. Those who were inactive for a period of time prior to renewing their membership are not eligible for this Award.
6. This Award is to be based on hours only.
7. Applicant who has dedicated the most volunteer hours to Cobb County Republican Women's Club, Georgia Federation of Republican Women, campaigns of Republican candidates and/or to the efforts of the Republican Party.
8. Each new member (for their first two years of membership) will be given a volunteer hour sheet to be turned into the Awards Committee chairman at the end of each year.

**A. SELECTION**

1. All *new* members shall submit an NFRW or CCRWC "Volunteer Hour Tally Sheet" in order to be considered to the Awards Committee Chairman on or before midnight, October 31<sup>st</sup>.
2. Awards Committee Chairman shall verify with the Membership Chairman that all applicants are *new* members for the award year.
3. The Awards Committee shall determine if the Award criteria has been met and if there is a qualified applicant.
4. Awards Chairman shall submit all verified applicants' "Volunteer Hour Tally Sheets" to the President.
5. The President shall select the recipient from the submitted "Volunteer Hour Tally Sheets" and with the approval of the Executive Committee. President shall notify the Awards Committee Chairman of the selection by January 15<sup>th</sup> in an award year.
6. .

**B. AWARD**

1. Statue of a glass elephant leading a smaller elephant with her trunk on a pedestal engraved with the words "CCRWC., Sue Everhart Volunteer Award" THE AWARD YEAR and the recipient's name.
2. A certificate, signed by the President, shall be presented to all new member applicants submitting NFRW or CCRWC "Volunteer Hour Tally Sheets."

**C. PRESENTATION**

1. This award shall be presented at the General Membership Meeting of the Cobb County Republican Women's Club in the January.
2. This Award can be awarded posthumously to the recipient's family member(s).
3. If Sue Everhart is in attendance at the presentation, then Sue Everhart shall be asked to join in the presentation of this Award. Award shall be presented by CCRWC President

**IV. TRUMPET AWARD**

Adopted 01/07/03

**A. PURPOSE**

To honor a member who has held elected office in the award year representing the citizens of Cobb County. The elected official shall be selected for best exemplifying the Republican philosophy by exhibiting strong leadership in their official capacity; for unquestionable support of the Cobb County Republican Women's Club; and for outstanding service to the citizens of Cobb County.

**B. CRITERIA**

Nominee for this award must fulfill the following criteria:

1. Member or associate member in good standing with the Cobb County Republican Women's Club at the time of nomination.



2. Has been a member or associate member of the Cobb County Republican Women's Club for at least the past three (3) years Best exemplifies the Republican philosophy by demonstrating strong leadership in their elected capacity.
3. Has demonstrated unquestionable support in non-election years as well as in an election year of the Cobb County Republican Women's Club by providing support to the Club by, volunteering to be on a committee and/or has been a sponsor in the past three (3) years.
4. Has delivered outstanding service to the citizens they represent in Cobb County. Give example(s) of outstanding service that was provided to the citizens.
5. Has held elected office during the award year.
6. Has not been nominated for any other CCRWC Award in the selection year.
7. Has not received this award within the past two (2) years.

#### C. SELECTION

1. The Board of Directors shall nominate candidates at the November meeting of the Board of Directors.
2. The Board of Directors shall vote by secret/paper ballot at the November meeting of the Board of Directors..
3. The Awards Committee shall tally the ballots at the election meeting with Parliamentarian present. Ballots shall not leave the voting area until they have been tallied and verified by the Parliamentarian. Ballots not tallied and verified before they leave the voting area shall be null and void
4. No member of the Awards Committee shall be allowed to help tally the ballots if said committee member is a nominee for this award.
5. The nominee receiving a plurality of votes of the members of the Board of Directors present at the November Board meeting shall be the recipient of this Award
6. If there is a tie the Awards Committee Chairman shall notify the President and the President shall vote to break the tie.
7. This award can be awarded posthumously to the recipient's family member(s).

#### D. AWARD

1. A glass elephant sitting with front feet positioned in the middle of out stretched back legs with trunk extended upward on a glass mount engraved with the words "CCRWC. TRUMPET AWARD" THE AWARD YEAR and the recipient's title and name.
2. A certificate, signed by the President, shall be given to all nominees.

#### E. PRESENTATION

1. This award shall be presented at the January membership meeting or event determined by the Board of Directors
2. The Award shall be presented by the CCRWC President.
3. If the previous award recipient is in attendance at the presentation, they shall be asked to join in the presentation of this Award.

**IV. MILLIE ROGERS LEADERSHIP AWARD**

Adopted & Established March 2, 2010 Updated Feb 2016

**A. PURPOSE**

To honor Millie Rogers, CCR.WC President 1994 and GFRW President 2006 -2009; and to honor a CCRWC woman who has demonstrated outstanding leadership, deep devotion and dedication to CCRWC, GFRW and the community.

**B. CRITERIA**

Nominees for this Award must fulfill the following criteria:

1. Is a member in good standing of the Cobb County Republican Women's Club (CCRWC) at the time of nomination.
2. Has been a member of CCRWC for at least seven (7) years.
3. Has served in Leadership (Elected Office or Committee Chairmanship) roles in CCRWC for at least five (5) years.
4. Has served on Georgia Federation of Republican Women (GFRW) Committee or Elected Office for three (3) or more years.
5. Has participated in at least one (1) National Federation of Republican Women's event (Convention, School, etc.) since becoming a member of CCRWC.
6. Has served in a leadership role in other Community (non-political) organization(s).
7. Has worked on the campaigns of at least two (2) Republican candidates in the past five (5) years.
8. Exemplifies the highest qualities of true leadership.
9. Has not received this Award in the preceding two (2) years and has not received this Award more than one (1) time in the past.
10. Has not been nominated for any other CCRWC Award in the selection year.

**C. SELECTION**

1. The Awards Committee shall submit resumes or award forms of qualified nominees who satisfy **all** of the Criteria requirements listed above for this award to the Board of Directors prior to the September Board Meeting.
2. The Board of Directors, from the names submitted by the Awards Committee, shall nominate three (3) nominees to be presented for a vote of the Membership at the November Membership Meeting.
3. Nominees from the floor will not be allowed.
4. Vote will be by secret/paper Ballot at the November Membership Meeting.
5. The Awards Committee shall tally the ballots at the election meeting, with the Parliamentarian present.
6. Ballots shall not leave the voting location until they have been tallied and verified by the Parliamentarian. Ballots not tallied and verified before they leave the voting location shall be null and void.

7. Member of the Awards Committee shall not be allowed to help tally the ballots, if said Committee Member is a nominee for this Award.
8. A plurality vote (highest number of votes) shall govern of all Members (ballots) present at the November Membership Meeting. The nominee receiving the most votes shall be the recipient of this Award.
9. If there is a tie vote the President shall call a meeting of the Executive Committee within fifteen (15) days after the November Membership Meeting and the Executive Committee shall, by secret ballot/paper ballot vote to break the tie and select the recipient of this Award. Awards Committee Members shall conduct the tally of these ballots.
10. If after the Executive Committee vote there is still a tie vote, duplicate Awards shall be awarded to both nominees who have receive the same number (highest) of votes.
11. This award can be awarded posthumously to the recipient’s family members.
12. The Awards Committee shall determine if this award shall be presented annually; however, this award must be awarded at least every three (3) years.

D. AWARD

1. A glass “Soaring Eagle” engraved with the words “*CCRWC Millie Rogers LEADERSHIP AWARD*” *THE AWARD YEAR* and Recipient’s Name on the base shall be awarded to the recipient
2. A Certificate, signed by the President, shall be given to all nominees for this Award.

E. PRESENTATION

1. This Award shall be presented at the January Membership Meeting or at a meeting determined by the Executive Committee (by a 2/3 Vote).
2. If Millie Rogers is in attendance at the Presentation; Millie Rogers shall be asked to present this Award; otherwise, it shall be presented by CCRWC President.

Millie Rogers Award: Revised & Adopted Oct. 7, 2014 Revised 2-29-2016

+++++End Of Exhibit “A+++++

**EXHIBIT "B"**

## CCRWC BABE ATKINS-BYRNE \$1000 SCHOLARSHIP

1. **Purpose** –To honor Babe Atkins-Byrne who served as CCRWC President and long term Membership Chair and who actively served as a leader supporting the community in countless ways. The scholarship is to assist in undergraduate educational development of any female who has been accepted to or is currently enrolled as a college/university freshman, sophomore, junior or senior. Active duty military who has served in since 2001 shall be given high consideration.
2. **Dates and Deadlines:**
  - a. April 15 – Application Available
  - b. May 15 – Application Due
  - c. June 15 – Notification to all applicants
  - d. June Meeting – Presentation to the scholarship recipient(s)
  - e. June 30 – Disbursement of Check/Notification to School(s) – In order for the funds to be properly applied to the student's account, the scholarship recipient(s) will need to provide the CCRWC Treasurer her student ID number to be submitted with the letter and check to the college/university.
3. **Application Guidelines** – The applicant must follow these Guidelines set forth below for the application to receive consideration:
  - a. Print single-sided sheets and use only black ink.
  - b. Complete entire application; incomplete applications will not be processed.
  - c. Include all the necessary signatures.
4. **Interviews** – Interviews with applicants may be scheduled at the discretion of the Scholarship Committee. The interview may be conducted in person or via phone.
5. **Results** – All applicants shall be notified of the results. The scholarship is presented at the CCRWC June General Meeting and the scholarship recipient(s) is/are invited as a paid guest. Each recipient may bring one person to accompany her and that individual will also be a paid guest of CCRWC for lunch. Any other guest or guests will need to purchase their own lunch that day. If additional guests will be attending, the scholarship chairman must be informed so that a reservation can be made. The CCRWC meetings are business meetings and the recipient(s) shall be advised to dress accordingly.
6. **Disbursement** – Disbursement is made in the form of a check that is payable directly to the educational institution of choice and will be addressed to the financial aid officer or bursar. To ensure proper credit, the scholarship recipient must provide the Treasurer her student ID number along with the college's/university's correct contact information.
7. One or more scholarships shall be awarded annually based on available funds and qualified recipients.

8. All information shall remain confidential.

**COBB COUNTY REPUBLICAN WOMEN'S CLUB  
BABE ATKINS-BYRNE \$1000 SCHOLARSHIP APPLICATION**

This is not solely a needs based scholarship; students with no financial need are also eligible. Students who have applied and/or received this scholarship previously are eligible to reapply.

All information shall remain confidential

**Section 1: Student/Institution Information**

Type or print the following information:

Applicant's Name:		<input type="checkbox"/> M / <input type="checkbox"/> F
Address:		
City:	State:	Zip:
Email Address:		
Birth Date:	Student ID #: (only provided by scholarship recipient)	
Father's Name:	Occupation:	
Mother's Name:	Occupation:	
College/University:		
Address of College/University:		
Financial Aid Officer's Name:		
Financial Aid Officer's Mailing Address:		

**Section 2: Attachments: Please number each attachment accordingly (all required)**

1. A recent photograph (non-returnable) of yourself for CCRWC to upload to the club website. Photo should be of only the applicant.
2. The most recent copy of your school transcript (high school or college/university) to verify that your grade point average is 3.0 or higher.
3. Typed essay with responses to a. and b. (approximately 250 words)
  - a. Describe your career goals in your chosen field
  - b. Describe your financial needs, if any. If applying based solely on merit, explain why you want/need the scholarship
4. A letter of recommendation from a school counselor, teacher, or a non-family member.
5. A list of participation and achievements in community and/or military service. Include the length of participation, offices held, and any awards received.
6. A list of participation and achievement of activities in high school or college. Include the length of participation, offices held and any awards received.
7. Provide evidence of membership/involvement/participation in a Republican organization.

**Section 3: Certification**

Are you receiving the HOPE Scholarship or a Grant?  Yes /  No

Are you receiving other funding, scholarships, or financial assistance?  Yes /  No

If yes, please explain:

*I certify that the information in this application is true and correct to the best of my knowledge.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If applicant is 18 years or older, the head of household or emancipated then the signature of a parent or guardian is not required.

**+++++END OF EXHIBIT "B"+++++**

**ADOPTED: May 1, 2001**

**REVISED: 9-7-2010, 9-30-2010, 3-6-2012, 7-1- 2013, 10-7-2014, 2-29-2016,  
12-13-16**

**EXHIBIT "C"**  
**ARTICLE SUBMISSION POLICY**  
**"ELEPHANT PATTTER" -- CCRWC NEWSLETTER**

- I. ELEPHANT PATTTER is created as a vehicle to disseminate timely information easily and efficiently to CCRWC members and associate members.
  
- II. ARTICLE SELECTION will be based on the following criteria:
  - A. Does it educate CCRWC members and associate members?
  - B. Does it Inform CCRWC members and associate members of programs and special events of the club, the GFRW Women and the NFRW Women?
  - C. Does it contain information about and/or highlight committee chairmen, board members, or general members and associate members?
  
- III. RESTRICTIONS:
  - A. Elephant Patter is not for use by candidates prior to any Primary Election.
  - B. Elephant Patter is not for use for commercial purposes, excluding monthly luncheon sponsors
  - C. Elephant Patter is not for the use of other organizations, except those selected by Caring for America committee as a CCRWC charity recipient.
  - D. No jokes, business propositions, petitions, or other such material will be permitted
  - E. No SPAM
  - F. No Opinion Editorials (Elephant Patter is not a "soapbox" for members to express their personal beliefs regarding a particular issue.)
  
- IV. GUIDELINES:
  - A. This procedure must be followed: In order for a club article to be considered for publication through Elephant Patter or a separate eblast, it must first be submitted to the Publications/Electronic Communications Committee for approval -- not directly to the CCRWC Webmaster or the club President. Failure to follow this procedure may result in a delay in the posting of the article or E-blast.
  
  - B. All articles/E-blasts submitted to the Publications/Electronic Communications Committee must be submitted in a grammatical style and format that is ready for digital publication. Content must be original work. If citing information, please provide links to your source(s). The P/ECC reserves the right to edit these submissions with regard to grammar and spelling errors, and any other missing or needed information. However, no significant editing of the content will be made without the permission of the author.
  
  - C. Final determination on whether an article will be accepted for publication in the newsletter will be made by the President of CCRWC. If there is a dispute between the

members of the Publications/Electronic Communications Committee and the President of CCRWC, then the President, if she deems necessary, may consult with the CCRWC Executive Board for final determination of whether to post the article or eblast.

- D. Deadline for submission of items to be published shall be the last week of the month prior to the newsletter's publication.
- E. Other news outside the newsletter that may be shared via an email communication from CCRWC, may include news related to deaths and funeral arrangements for club members and/or their family members, reminders about club events, and other news (e.g. "Action Alerts") as determined appropriate by CCRWC's communication committee. These notices will be communicated as soon as information is available and approved for release.
- F. Articles shall be submitted to [articles@ccrwc.org](mailto:articles@ccrwc.org). Each e-mail article shall then receive (*or be sent*) an Auto-Response acknowledging receipt of article stating, "Thank you for submitting an article, receipt of which is acknowledged. If the article meets the publication policy criteria (link embedded in e-mail to policy) it will be considered for publication. Thank you again. Sincerely, Publication Committee."

Adopted July 1, 2014

**+++++++ END OF EXHIBIT "C" +++++++**

ADOPTED: May 1, 2001

REVISED: **11-2-2005, 9-7-2010, 9-30-2010, 3-6-2012, 7-1-2014, 2-29-2016**