

# STARTING A CHAPTER

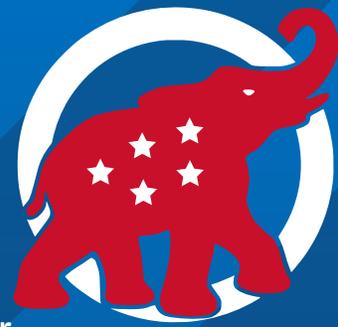
HOW TO START A LOCAL CHAPTER OF  
THE HIGH SCHOOL REPUBLICANS

**HSREPS**



HIGH SCHOOL REPUBLICAN NATIONAL FEDERATION

# STARTING A CHAPTER PROCESS



First, decide if your community would benefit more from an on-campus or off-campus club.

On-campus clubs require a teacher advisor. If you are unable to obtain administrative clearance for a school-based chapter or your school has a low number of interested individuals, community-based chapters are more likely to be utilized.

## ASK YOURSELF

Would my school be a safe environment for students to express their beliefs?

Would a local library or public facility allow us to hold meetings?

Would we be able to grow if we didn't go through the school system?

### ON-CAMPUS (SCHOOL)

Find a few other students who want to start a chapter in their area. At the very least, we recommend three. Identify a teacher or administrator that would be willing to act as your advisor. Talk to them about your thoughts and plans. You don't need to find a conservative teacher, as many schools offer incentives for any teacher to advise a club.

Speak with your school's administrator and take the required steps to start a club at your school (a club application may be required).

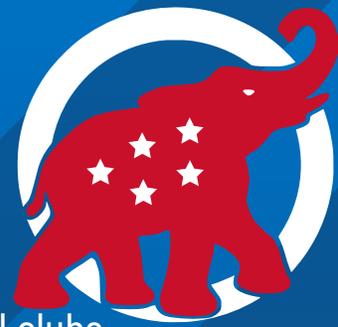
Ensure that you know the obligations and responsibilities of the club under your student handbook.

### OFF-CAMPUS (LOCAL)

Seek out those who are interested in forming a local chapter. At the very least, you need three people from the same area. You should try to start an on-campus club at your school first, but off-campus chapters are always alright if that doesn't work out. The chapter could cover a city, county, or region in a state. While not required, it is always a good idea to find a parent, member of the community, or an individual involved with the party to serve as your advisor. Talk to them about your thoughts and plans. With the advice of your advisor, choose some locations for weekly, bi-weekly, or monthly meetings.

If you are having trouble starting a chapter through your school administration, please refer to the Equal Access Act alongside the other resources.

# STARTING A CHAPTER FIRST MEETING



**Meeting logistics** include the date, time, and place of the meeting. School clubs should be held either after school or during lunch, and in a classroom or shared room. Off-campus chapters have plenty of options to choose from for a meeting place. Holding it at the local GOP office or GOP candidate campaign office is always easy to work out. Public libraries also often have private meeting rooms with free wifi, for minimal or no charge at all. Churches may also have free meeting places. You could meet at a coffee shop, or even just at a member's house. Off-campus clubs must always schedule their meetings outside of regular school hours, and should take into account after school availability. As always, make sure that the club has proper permission to operate in the meeting space beforehand.

Make a **meeting schedule**. Although it's okay to go with the flow, having a clear idea of how you want the meeting to proceed is crucial to achieving chapter traction. Make sure to have a fun meeting planned that will make members want to come back. Refer to the "Programming Guide" for more information about meeting ideas.

Establish a **social media presence**. In anticipation of the first meeting, you should open an Instagram account and begin outreach. Establish the digital infrastructure needed to publicize your meeting ahead of time, attracting more attendees. Social media is where most members will hear about your chapter, so make sure everything is professional and inviting. Refer to the "Digital Engagement Guide" for more information about establishing a social media presence.

## Remember to:

- get contact info and have members register at [www.hsreps.org/join](http://www.hsreps.org/join)
- Have a clear plan for the meeting and promote the main focus of the meeting on social media
- Keep an upbeat, positive, and organized attitude
- Take suggestions for next time

## Don't:

- Start late
- Be disrespectful
- Lecture members and give them no chance to voice their opinion



# STARTING A CHAPTER ORGANIZATION



All local chapters are required to have a president/chairman, vice president/vice chairman, and secretary. On-campus clubs should have elected presidents, while off-campus should have chairmen. Along with the required leadership, you may set up your executive board however the members prefer. All chapters are required to hold elections within the first six months of founding, supervised by the HSREPS Development Director or a member of the State Board (if applicable). Here are some board positions:

**President/Chairman** serves as the Chief Executive and official spokesperson for the club. They set the agenda for and preside over all meetings of the executive board, as well as faithfully execute and obey all rules and resolutions adopted thereof.

**Vice President/Vice Chairman** fulfills all duties of the chairman in their absence. They faithfully execute and obey all rules and resolutions adopted by the club.

**Treasurer** is the Chief Financial officer of the organization. They direct fundraising efforts and supervises the club's funds.

**Secretary** is the chief assistant to the executive board. They record all functions of the organization, keep the minutes of board meetings, and fulfill any other duties and obligations as prescribed by the board. They work in coordination with all members of the board to ensure the proper filing and organization of all records.

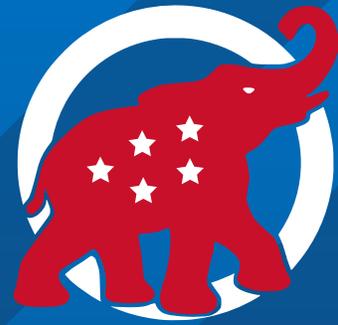
**Communications Director** develops and implements the communications strategy, coordinate internal communications, and serve as the point of contact between the organization and other groups. They manage media relations, develop contacts with media members and leaders, issue press releases, oversee the official social media presence, and fulfill any related duties to ensure the effective communication, branding, and promotion of the organization.

**Digital Media Director** leads, supervises, and manages the activities of the club's websites, social media accounts, and digital marketing campaigns, among others.

**Programs Director** is tasked with the creation and oversight of programs and public outreach efforts.

**Board Members (Members at Large)** don't have a specific purpose other than generally aiding the executive board. They fulfill any duties required by the club within their capacity.

# STARTING A CHAPTER CREDENTIALING



Successful clubs are eligible to be credentialed. Credentialed club presidents are afforded a seat on the National Committee, the governing body of the organization. Members of the National Committee are some of the most important members of the organization, as they are responsible for electing the National Board and voting on resolutions for the organization.

The following are required to credential a club:

- a membership of at least twenty students, as filed on [www.hsreps.org/join](http://www.hsreps.org/join)
- operational bylaws in accordance with the National Bylaws - please refer to the Local Chapter Template Bylaws
- proof of on-campus function (if applicable, either a letter of recognition from the school or a listing on its website)
- a social media presence
- regular activity (meetings, holding/going to events, functions, posts)

To officially credential your club and be seated on the National Committee, please contact the Development Director.