



GENERAL CHARTERING REQUIREMENTS

ALL CHAPTERS MUST HAVE AT LEAST TEN MEMBERS AND EACH INDIVIDUAL MEMBER MUST BE BETWEEN THE AGES OF 14 AND 35 TO BE COUNTED FOR VOTE ALLOCATION. FOR MORE DETAILS, VISIT THE WEB SITE AT WWW.YOUNGDEMS.ORG.

THE FOLLOWING MUST BE INCLUDED IN CHARTERING PACKETS IN ORDER FOR IT TO BE COMPLETE:

1) MEMBERSHIP LIST

- A. ELECTRONIC CHAPTER MEMBERSHIP LIST OF ALL MEMBERS.
 - I. NAMES, ADDRESSES, PHONE NUMBERS, DATES OF BIRTH AND EMAIL ARE REQUIRED.
 - II. AN ELECTRONIC VERSION OF YOUR LIST MUST BE SUBMITTED IN STANDARD DATABASE FORMAT (EXCEL) AND SENT ELECTRONICALLY VIA EMAIL TO EXECUTIVEDIRECTOR@YOUNGDEMS.ORG.

2) OFFICER LIST:

- A. A CURRENT ELECTRONIC AND HARD COPY OF THE CHAPTER’S OFFICERS IN EXCEL.
 - I. NAMES, ADDRESSES, PHONE NUMBERS, DATES OF BIRTH AND EMAIL ARE REQUIRED.
 - II. AN ELECTRONIC VERSION OF YOUR LIST MUST BE SUBMITTED IN STANDARD DATABASE FORMAT (EXCEL) AND SENT ELECTRONICALLY VIA EMAIL TO EXECUTIVEDIRECTOR@YOUNGDEMS.ORG.

3) BYLAWS:

- A. A CURRENT ELECTRONIC AND HARD COPY OF THE CHAPTER’S BYLAWS SIGNED BY THE PRESIDENT AND SECRETARY (OR THE OFFICER RESPONSIBLE FOR RECORD KEEPING). TO VIEW SAMPLE BYLAWS, GO TO WWW.YOUNGDEMS.ORG.

4) FEES:

- A. YOUNG WORKER/PROFESSIONAL AND COLLEGE: \$2 PER MEMBER PLUS A \$20 BASE FEE.
- B. HIGH SCHOOL: \$1 PER MEMBER PLUS A \$20 BASE FEE
- C. EXAMPLE: IF A COLLEGE CHAPTER HAS TWENTY MEMBERS THEY WOULD PAY \$40 PLUS THE \$20 BASE FEE FOR A TOTAL OF \$60. A HIGH SCHOOL CHAPTER WITH TWENTY MEMBERS WOULD PAY \$20 PLUS THE \$20 BASE FEE FOR A TOTAL OF \$40.

EXAMPLE	NUMBER OF MEMBERS	BASE FEE	CHECK / MONEY ORDER
HIGH SCHOOL CHAPTER	10 (\$1 X 10 MEMBERS)	\$20	\$30
COLLEGE CHAPTER	10 (\$2 X 10 MEMBERS)	\$20	\$40
YD CHAPTER	35 (\$2 X 35 MEMBERS)	\$20	\$90

NOTE: THE CALIFORNIA YOUNG DEMOCRATS SHALL COVER THE \$25 COLLEGE DEMOCRATS OF AMERICA (CDA) NATIONAL CHARTERING FEE FOR ALL COLLEGE DEMOCRATS CLUBS MEETING THE CYD CHARTERING REQUIREMENTS.

5) CHAPTER REPORT:

- A. AS REQUIRED BY THE BYLAWS, CHAPTERS MUST SUBMIT AN ANNUAL PROGRESS REPORT PROVIDING GENERAL INFORMATION REGARDING MEMBERSHIP, MEETING SCHEDULES, NOTEWORTHY EVENTS, AND A FINANCIAL STATEMENT.
 - i. VIOLATION OF THIS SUBSECTION MAY NOT BE USED TO REFUSE CREDENTIALS TO AN OTHERWISE COMPLIANT CLUB.
- B. PLEASE USE ATTACHED "2008 CHAPTER BUILDING FORM".

Chartering fees must be included and checks or money orders should be made payable to **California Young Democrats**. PLEASE DO NOT SEND CASH!

IF YOU HAVE ANY QUESTIONS, FEEL FREE TO CONTACT:
CLAIRE CONLON: EXECUTIVEDIRECTOR@YOUNGDEMS.ORG OR 916-595-3090

CHARTERING CHECKLIST

- ❑ **CHAPTER MEMBERSHIP LIST (ELECTRONIC FORMAT IN STANDARD DATABASE FORMAT [EXCEL])**
 - ✓ LIST TO INCLUDE *ALL* MEMBER'S:
 - NAMES
 - ADDRESSES
 - PHONE NUMBERS
 - DATE OF BIRTH
 - EMAIL ADDRESSES

- ❑ **LIST OF CHAPTER'S OFFICERS (ELECTRONIC FORMAT IN STANDARD DATABASE FORMAT [EXCEL])**
 - ✓ LIST TO INCLUDE ALL OFFICERS':
 - NAMES
 - ADDRESSES
 - PHONE NUMBERS
 - DATE OF BIRTH
 - EMAIL ADDRESSES

- ❑ **COPY OF YOUR CHAPTER'S BYLAWS (ELECTRONIC FORMAT IN [WORD])**
 - ✓ HARD COPY MUST BE SIGNED BY BOTH THE PRESIDENT AND SECRETARY (OR OFFICER RESPONSIBLE FOR RECORD KEEPING). THE ELECTRONIC (WORD FILE) DOES NOT NEED SIGNATURES.

- ❑ **CHAPTER REPORT (ELECTRONIC FORMAT IN [WORD])**

- ❑ **CHARTERING FEES**
 - ✓ CHECK OR MONEY ORDER MADE PAYABLE TO THE CALIFORNIA YOUNG DEMOCRATS.
 - ✓ NO CASH!

REMEMBER....

- ✓ SUBMIT ALL CHARTERING MATERIALS ALONG WITH FEES VIA THE POSTAL SERVICE TO:

CALIFORNIA YOUNG DEMOCRATS
915 L STREET, #C109
SACRAMENTO, CA 95814
&

EMAIL ALL OF THE DOCUMENTS AS ATTACHMENTS TO
EXECUTIVEDIRECTOR@YOUNGDEMS.ORG

- ✓ ENSURE THAT YOUR CHARTERING FEES CORRESPOND WITH HOW MANY MEMBERS YOU HAVE (FOR EXAMPLE IF YOU HAVE 50 MEMBERS MAKE SURE THAT YOU ARE PAYING FOR 50 MEMBERS INSTEAD OF 10)
- ✓ ENSURE THE CHECK OR MONEY ORDER IS MADE OUT THE CALIFORNIA YOUNG DEMOCRATS.
- ✓ OBTAIN PROOF OF MAILING FROM THE POST OFFICE FOR CHARTERING PACKET (OPTIONAL, BUT STRONGLY SUGGESTED)

WARNING!

IF YOU ARE MISSING ANY OF THE ABOVE ITEMS, YOUR CHARTER WILL BE CONSIDERED INCOMPLETE!