



California Young Democrats

I am the Margin of Victory...

## **2012 CHARTERING PACKET**

This document and corresponding attachments include everything you need to know to successfully submit a Chapter Charter for renewal or new membership to the California Young Democrats. Please review the deadlines and requirements carefully and do not hesitate to ask questions or request assistance.

### **CONTENTS**

- **2012 Check List for Chartering:** Follow this baby and you will be set for success!
- **Requirements for Chartering & Credentials:** We didn't make it up, these are the rules we roll by.
- **2012 Time Line:** Important dates and deadlines related to Chartering and Credentials. Shan't be caught unaware!
- **Frequently Asked Questions:** No need to reinvent the wheel.

## 2012 Check List for Chartering

### Getting Started:

- Reviewed the Requirements for Chartering
- Reviewed the Time Line
- Reviewed Frequently Asked Questions

### Major Documents to Submit by Email:

- Compiled your Chapter Membership List
  - Downloaded the attached pre-formatted Excel sheet titled: 2012 Chapter Membership List (May also be downloaded from <http://www.youngdems.org/chartering>)
  - Entered the following **required** information for each member. Only members with complete information will count towards the credentials report:
    - First Name
    - Last Name
    - Date of Birth
    - Full Address (Home, City, State, Zip)
    - Phone Number
    - Email Address
    - Predicted Year of Graduation (College & High School Chapters Only)
  - Reviewed the list to avoid duplicates, aged out expirations and listings with incomplete information.
- Compiled your Chapter Officer List
  - Download the attached pre-formatted Excel sheet titled: 2012 Officer List (May also be downloaded from <http://www.youngdems.org/chartering>)
  - Entered the following **required** information for each elected officer.
    - First Name
    - Last Name
    - Title
    - Phone Number
    - Email Address
  - Entered the primary chapter contact information.
- Prepared a current copy of the Chapter Bylaws (Must be in Word or PDF Format)
- Prepared a Chapter Report
  - Downloaded the attached pre-formatted Word File titled: 2012 Chapter Report (May also be downloaded from <http://www.youngdems.org/chartering>)

### Submitting Major Documents and Chartering Fees:

- **Submit electronic files of the completed Chapter Application (including Chapter Membership List, Chapter Officer List, Chapter Bylaws and Chapter Report as attachments) in a single email to [chartering@youngdems.org](mailto:chartering@youngdems.org) no later than **11:59 pm, Thursday, January 5, 2012.****
- **Mailed Chartering Fees to:** California Young Democrats 915 L Street, #C109, Sacramento, CA 95814 (Must be postmarked no later than Friday, Dec 30, 2011)

- Used the formula for Chartering Fees under Requirements for Chartering: Total \$ \_\_\_\_\_
- Prepared the Chartering Fees as a check or money order (No Cash)
- **Pay Chartering Fees online** <http://www.actblue.com/page/cayoungdems> must send an email to [Chartering@youngdems.org](mailto:Chartering@youngdems.org) with the name of the person whose name was on the credit card, the amount paid and date paid. **Online payments must be made by 11:59pm, Thursday, January 5, 2012.**

## Requirements for Chartering & Credentials

Chartering your chapter with the California Young Democrats is the process of officially entering an alliance with other local chapters throughout the state for the following year. The charter grants your chapter representation on the Executive Committee and on several committees of CYD. It allows your members to run for office in CYD. It also allows a chapter to vote to elect CYD officers at the State Convention according to Chapter membership numbers.

The task of allocating votes to chartered chapters is processed and verified by the Credentials Committee shortly after the Chartering deadline. Following rules laid out by the CYD Bylaws and approved policies, Chapter Membership Lists for each chapter are tallied, individual entries that are incomplete or do not meet the minimum requirements to charter are removed and the verified total is used to determine how many votes each chapter receives.

**If you have any questions, DO NOT HESITATE to contact:**

Executive Director: Natalie Rojas, [nrojas@youngdems.org](mailto:nrojas@youngdems.org) or 916-595-3090

Or

Parliamentarian: Gabe Kearney, [GKearney@youngdems.org](mailto:GKearney@youngdems.org) or 707-758-5513

### I. MINIMUM REQUIREMENTS TO CHARTER:

- A new or renewing charter must list at least ten members.
- All members listed must be between the ages of 14 and 35.
- All members must be a registered Democrat, or intend to register Democrat when eligible.
- All charter documents must be submitted by email and charter fees postmarked no later than the listed deadline.

**2011 Convention Chapter Charter must be submitted by email no later than 11:59pm, Thursday, January 5, 2012 to [Chartering@youngdems.org](mailto:Chartering@youngdems.org)**

The following must be included in chartering packets in order for it to be complete:

### 1) CHAPTER MEMBERSHIP LIST

#### a. Electronic list of all members in Excel format.

- i. Last name, first name, date of birth, full address, phone number and email address are all **required** in order to receive maximum credentials. College and High School Chapters must also include predicted year of graduation.
- ii. The Chapter Membership List must be submitted by email before the deadline.
- iii. Each piece of data must be entered in a distinct column and row.

Example:

CHARTER MEMBERSHIP LIST:			NEVERLAND COLLEGE DEMOCRATS						
Last Name	First Name	Date of Birth	Address	City	State	Zip	Phone	Email	Pred. Grad Year (Schools Only)
Bell	Tinker	02/29/1978	111 Pirate Drive	Neverland	CA	99999	555-555-2020	<a href="mailto:tbell@firststar.net">tbell@firststar.net</a>	2012
Boy	Lost	05/09/1989	14 Tree Lane	Neverland	CA	99999	555-555-0134	<a href="mailto:lbfun@mother.com">lbfun@mother.com</a>	2014
Pan	Peter	04/22/1980	9 Crocodile Avenue	Neverland	CA	99999	555-555-1934	<a href="mailto:nevergrowup@hook.net">nevergrowup@hook.net</a>	2012

## 2) CHAPTER OFFICER LIST:

- a. Electronic list of all elected officers in Excel format.
  - i. Names, title, phone numbers and email of each officer are **required**.
  - ii. The official contact information for the chapter
  - iii. The Chapter Officer List must be submitted by email before the deadline.
  - iv. Each piece of data must be entered in a distinct column and row.

Example:

CHAPTER OFFICER LIST:		NEVERLAND COLLEGE DEMOCRATS		
Last Name	First Name	Title	Phone	Email
Pan	Peter	President	555-555-1934	<a href="mailto:nevergrowup@hook.net">nevergrowup@hook.net</a>
Bell	Tinker	Vice President	555-555-2020	<a href="mailto:tbell@firststar.net">tbell@firststar.net</a>
Boy	Lost	Secretary	555-555-0134	<a href="mailto:lbfun@mother.com">lbfun@mother.com</a>
...				

## 3) CHAPTER BYLAWS:

- a. A current copy of chapter bylaws (must be in Word or PDF format). You can request sample bylaws by emailing [Chartering@youngdems.org](mailto:Chartering@youngdems.org).

## 4) CHAPTER REPORT:

- a. As required by the bylaws, chapters may submit an annual progress report providing general information regarding a range of information including membership, meeting schedules, noteworthy events, and financial statements. A basic reporting form has been included to simplify this process.

## 5) CHARTERING FEES:

- a. Young Democrat and College Democrat Chapters: \$2 per member plus a \$20 base fee
- b. High School Democrat Chapters: \$1 per member plus a \$20 base fee
- c. EXAMPLE: If a YD or 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.

## II. HOW CREDENTIALS ARE ASSIGNED FOR STATE CONVENTION:

- Credentials are assigned based on the Chapter Membership List following the conclusion of the Open Chartering Period
- Only entries that meet the minimum requirements to charter AND include all required identifying information on the Chapter Membership List will be counted toward the vote tally. Failing to meet these requirements will remove individual entries from the list.
- In 2010 the Credentials Committee will conduct a verification process to ensure the accuracy of each list.

## 1) REPORTING

- a. One week following the conclusion of the Open Chartering Period the Credentials Committee will distribute an unverified Preliminary Credentials Report to the President of all pending chapters, and the Executive Committee. The report must include:
  - i) The name and location of each pending chapter
  - ii) The total number of unverified members each chapter submitted
  - iii) Information missing for each chapter's charter
- b. Pending Chapters are allowed seven days following the distribution of the Preliminary Credentials Report to submit a single revision to their Chapter Membership List.
  - i) The revision is intended to correct small errors, or missed details. No new names may be added. Revisions submitted with more members listed than the original Chapter Membership List will be rejected.
- c. Following verification and one-week prior to the State Convention, the Credentials Committee will distribute a Recommended Credentials Report to the President of all pending chapters and the Executive Committee.

- d. The Credentials Committee will approve each chapter's members and assign the proper number of delegate votes prior to the election of officers at the CYD State Convention.

## 2) VERIFICATION OF TRUE MEMBERSHIP

- a. The goal of the verification process is to receive 10% confirmation from the membership of each chapter that they are in fact members of that chapter.
- b. The Credentials Committee will conduct a three-step process of verification to achieve this:
  - i) A random 10% email sample from each pending chapter (if necessary followed by)
  - ii) A random 10% phone sample (no duplication of list 1, and if necessary followed by)
  - iii) A second random 10% phone sample (no duplication of list 1 and list 2)
- c. The number of people who respond affirmatively in each sample will be added together (to a maximum of 10% of total membership) and then multiplied by ten to determine the total membership from which the number of delegates shall be based.
- d. **EXAMPLE:** A chapter with 100 submitted members, e-mail would be sent to a random 10%, followed by two phone calls of 10% each. If 3 people responded yes to each sample, they would be added together for a total of 9, and the chapter would receive delegates commensurate with 90 members.
- e. **Penalties**
  - i) If a chapter has between 1% and 5% of the total sample respond and say that they are not members then each of those individuals will be removed from the total number of members with no additional penalty.
  - ii) Should 5% or more of those contacted affirm that they are not members of the chapter of which they are purported to be members, that Chapter Member List shall be referred to the Credentials Committee for further review, and possible further penalties, to be decided at the discretion of the Committee.
  - iii) **NOTE: No refund of membership fees will be granted for any entries removed through verification process.**

## 2) ALLOCATION OF VOTING STATE CONVENTION DELEGATES

- a. All chartered chapters shall receive one (1) delegate vote for 10-24 members, two (2) delegate votes for 25-49 members, three (3) delegate votes for 50-74 members, four (4) delegate votes for 75-99 members and one (1) vote for each twenty-five members thereafter.
- b. **EXAMPLES:**
  - A chapter verified with 15 members receives (1) delegate vote
  - A chapter verified with 110 members receives (4) delegate votes
  - A chapter verified with 327 members receives (13) delegate votes

To further consult the details of the Charter and Credentials process you may download the Bylaws of the California Young Democrat at:  
<http://www.youngdems.org/about-cyd/cyd-bylaws>

## **2012 Time Line**

The following are important dates and deadlines related to the 2012 Charter and Credentials process leading up to the 2012 California Young Democrats State Convention. Details related to these deadlines are discussed in the Requirements for Chartering and Credentials.

- Saturday, December 10, 2011 Charter Packets are distributed to all current chapters, potential new chapters that have expressed interest in chartering, the Executive Committee and posted on the CYD website.
- Friday, December 30, 2011 Early submission Chartering Applications due. Any applicant who submits their Charter Application prior to January 5<sup>th</sup> during the Open Chartering Period may submit a single revision prior to the closing deadline.
- Thursday, January 5, 2012 11:59pm Open Chartering Period ends. Completed Charter Packets must be submitted by email to [chartering@youngdems.org](mailto:chartering@youngdems.org). The Chartering Fee must be postmarked and mailed as a check or money order or paid online to California Young Democrats, 915 L Street, #C109, Sacramento, CA 95814 or at <http://www.actblue.com/page/cayoungdems>
- Friday, January 13, 2012 The Credentials Committee will distribute the Unverified Preliminary Credentials Report to the Presidents of all submitted Charters and the Executive Committee with instructions for limited revisions for those charters that have missing information and errors.
- Sunday, January 15, 2012 The first round of verification (by email) begins for all submitted Charters.
- Thursday, January 21, 2012 A single, limited, revised Chapter Membership List must be submitted by email to [chartering@youngdems.org](mailto:chartering@youngdems.org).
- Friday, February 3, 2012 The Credentials Committee will distribute a Recommended Credentials Report to the Presidents of all submitted Charters and the Executive Committee.
- Friday, February 12, 2012 The California Young Democrats and California Democratic Party Convention begins.

**If you have any questions, DO NOT HESITATE to contact:**

Executive Director: Natalie Rojas, [CConlon@youngdems.org](mailto:CConlon@youngdems.org) or 916-595-3090

Or

Parliamentarian: Gabe Kearney, [GKearney@youngdems.org](mailto:GKearney@youngdems.org) or 707-758-5513

## **Frequently Asked Questions**

### **What is a "member chapter of the California Young Democrats?"**

A chapter is eligible to be a member of the California Young Democrats if all of the following apply:

1. Must have at least 10 members.
2. All qualifying members of the chapter must be between 13 to 35 years old.
2. All qualifying members must be a registered Democrat, or intend to register Democrat when eligible.

### **What is a "chartered chapter/club"?**

A chapter/club is considered "chartered" if it holds a current charter granted by the California Young Democrats as approved by the Rules Committee.

### **What are "credentials"?**

Credentials are distributed to chartered chapters based on their verified membership total, which is derived from their annually submitted Charter Membership List. Approved credentials allow each chapter a single vote on the Executive Committee and delegate votes proportional to membership at the State Convention.

### **Is our chapter eligible for a charter?**

Any group of ten or more individuals may apply to the California Young Democrats to become a chartered chapter/club. Chartered chapters are autonomous and may operate in any manner that is not inconsistent with the CYD Bylaws. As long as you have a chapter with ten or more members, the answer is YES!

### **I do not know the birth date (home address, phone, email, etc.) of one of our members, will they be counted toward chartering or for credentials?**

No. Per the Bylaws of the California Young Democrats, you must submit the full name, birth date, home address, phone number, and email address (high school and college chapters must also submit predicted year of graduation) of every member in your Chapter Membership List. If information is missing, you will have the chance to make one limited revision. We recommend that before submitting your Charter Application that you attempt to contact any member with missing or invalid information. If a member does not possess an email address, we recommend directing them to the nearest public library that offers free access to the Internet to obtain a free email address with Gmail, Hotmail or Yahoo.

### **If after verification, my chapter fails to meet the minimum requirements to charter or is credentialed based on fewer members than we submitted, may we get a refund of our chartering fee?**

No refunds of the chartering fee are offered.

### **What is the deadline for submitting our charter application?**

Your charter application must be RECEIVED by Thursday, January 5, 2012, 11:59 pm to be eligible for consideration.