



# California Young Democrats

## 2017 Convention Chartering Packet

2017 begins with the end of the Obama Administration. With a Republican House, Senate, and White House, California must continue to serve as an exemplar for progressive values. The Democratic Party, especially in California, must lead. CYD exists to ensure all voices are heard within the Democratic Party. To have your voice heard within the California Young Democrats, please complete this chartering packet.

This document and corresponding attachments includes everything needed to successfully submit a Chapter Charter for renewal or new membership with the California Young Democrats. Review the deadlines and requirements carefully. Do not hesitate to ask questions or request assistance. **Please plan ahead.**

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## Introduction

California Young Democrats (CYD) is a youth-led statewide organization composed of local chapters and statewide caucuses. Membership with the CYD provides automatic membership to the Young Democrats of America (YDA). Through this local-to-national model, Young Democrats from all parts of the state and country join together to advance progressive ideals, support common goals, and elect Democrats up and down the ballot.

Each year, at our annual convention, CYD requires new and existing chapters to submit documents verifying the existence of their chapter, its size, and its current officer list. Whether your chapter has chartered for years immemorial to your current membership or you are one person, upset with the election results, willing to find nine other people who want to make a difference, this packet is here to help you become an official member of the California Young Democrats.

## Welcome Messages



President Eddie Kirby

CYD is the voice of young people. We represent high school and college students; working professionals; immigrants; and undocumented residents who aspire to one day hold the franchise and vote Democrat.

I welcome new and returning chapters to this great organization. We are stronger together and now more than ever California needs to stand as a progressive example of how to lead. I am proud to serve as your CYD President and I am here to answer any questions you may have. Thank you for your leadership in your community!

\* \* \*



VP Membership Allan Acevedo

Chartering with CYD is an important first step towards engaging the democratic process. By chartering, committing your time to organizing your community, and networking, you will gain the skills to organize around any issue.

My first Young Dems event was at a café with about ten people and accidentally became a founding officer, at sixteen. Within a few years, I was chapter president and our club had a five-figure budget. I started on the CYD board as Regional Director, lost a reelection, and came back to serve in roles from secretary to interim president. I've learned a lot and you can, too: "We are the ones we've been waiting for."

# Chartering Summary Checklist

## Getting Started

This packet seeks to provide all the information necessary to charter your chapter, in compliance with Article IV of the CYD Bylaws (all article citations to Bylaws). Hyperlinks connect to Google Documents formatted specifically for this chartering application. Where provided, chapters are required to submit documents using provided templates regardless of what format your chapter maintains their information.

This packet covers a lot of information. Please take the time to read it through at least once. There are a handful of forms that must be filled out correctly. Personal information must be gathered and stored safely. Membership dues must be correctly paid.

Chartering your chapter with the California Young Democrats is the process of officially allying with other local chapters throughout the state. Approved charters receive representation on the Executive Committee and on several CYD committees.

Members are also qualified to vote for and run for office in CYD and its caucuses at the annual State Convention. Votes at the State Convention are allotted according to Chapter membership numbers, per Article VI.

## Major Documents to Submit by Email:

### 1. Chapter Membership List

- a. Download the attached pre-formatted Excel sheet titled: [Membership List](#)
- b. Enter information for each **required** column for each member. Only members with complete information will be counted.
- c. Review: Avoid duplicates, aged out members, and incomplete information.
- d. Label File: Chapter\_Membership Example: SacramentoYD\_Membership

### 2. Chapter Officer List

- a. Download the attached pre-formatted Excel sheet titled: [Officer List](#)
- b. Enter information for each **required** column for each elected officer.
- c. Enter information for a primary chapter contact.
- d. Label File: Chapter\_Office Example: SanDiegoCountyYD\_Officer

### 3. Chapter Bylaws

- a. Format in Word or PDF Format. If you need an example: [Sample Bylaws](#)
- b. Label File: Chapter\_Bylaws Example: UCSantaBarbara\_Bylaws

### 4. Chapter Building Form

- a. Download the attached pre-formatted Word File titled: [Chapter Report](#).
- b. Label File: Chapter\_Report Example: MillsFemDems\_Report

## Submitting Major Documents

The above four documents must be submitted electronically in a single email to [chartering@cayoungdems.com](mailto:chartering@cayoungdems.com) by **Tuesday, May 21, 2017 at 11:59 p.m.** Early submissions are encouraged.

## Submitting Chartering Fees

### Pay Chartering Fees Online

- Go to <https://secure.actblue.com/contribute/page/cydchartering>
- Pay the appropriate dues amount, per **Requirements for Chartering**
- Email [allan@cayoungdems.com](mailto:allan@cayoungdems.com) and [finance@cayoungdems.com](mailto:finance@cayoungdems.com) in the same email, the name of the person on the credit card, amount paid, date paid, and to what chapter it is credited to, if this person is being reimbursed, however, additional reporting is required, see **Reporting Considerations**, below.
- Online payments must be made by Tuesday, May 21, 2017 at 11:59 p.m.

### Pay Chartering Fees by Mail

- **Must be postmarked by March 21, 2017**  
California Young Democrats  
c/o Gould & Orellana  
249 E. Ocean Blvd. Ste. 685  
Long Beach, CA 60802
- Pay the appropriate dues amount, per **Requirements for Chartering**
- Prepare the Chartering Fee as a check or money order (No Cash)

### Reporting Considerations

To comply with applicable laws, CYD must use best efforts to obtain, maintain, and submit the name, mailing address, occupation and name of employer of contributors. If the person paying the chartering fees is ultimately reimbursed by another individual or organization, that information must also be collected. If this applies to you or if you are uncertain, please contact CYD Vice President of Finance Courtney Baxter at [finance@cayoungdems.com](mailto:finance@cayoungdems.com)

### Chartering Fees

All chapters are required to pay the appropriate charter fee by the chartering deadline, as outlined in Article IV.

- No extensions for miscalculations.
- Every chapter pays a \$20 base fee
- Additional fees per individual membership:
  - **Young Democrat** and **College** Chapters: \$2 per membership
  - **High School** Chapters: \$1 per membership
- Examples:
  - Young Democrats Chapter A has 20 members. Chapter A's chartering fee is \$60 total: \$20 base fee + (\$2 x 20 members) \$40 membership fee.
  - High school Chapter B has 15 members. Chapter B's chartering fee is \$35: \$20 base fee + (\$1 x 15 members) \$15 membership fee.

## Chartering Requirements & Documents

All information requested here is required, no exceptions. Please follow the requested formatting guidelines and consider submitting your chartering application early.

### Requirements to Charter Summary

1. Must list at least ten unique members.
2. All members listed must be between 13 and 35 years of age.
3. All members must be a registered Democrat, or intend to register when eligible.
4. All chartering documents and fees timely submitted in proper format.

### Chapter Membership List

Provide an electronic list of all members in Excel format.

- Include: (1) Last name, (2) first name, (3) date of birth, (4) full address, (5) phone number, and (6) email address.
- **College and high school** chapters **must** include (7) predicted graduation year
- Each piece of data must be entered in a distinct column and row.
- NB: Individuals may hold multiple CYD chapter memberships, but may only charter with one chapter. Ask your members to pick a home chapter and only include his/her/hir name in your chartering application if you are sure your chapter is the only one claiming that individual as a member.

Chapter Membership List: <i>Neverland College Democrats</i>									
Last Name	First Name	Date of Birth	Address	City	State	Zip	Phone	Email	Grad. Date (Schools Only)
Bell	Tinker	09/29/1978	111 Pirate Drive	Neverland	CA	99999	55-555-2020	<a href="mailto:tbell@firststar.ent">tbell@firststar.ent</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>	2015
Pan	Peter	04/22/198-	9 Crocodile Avenue	Neverland	CA	99999	555-555-1934	<a href="mailto:nevergrowup@hook.net">nevergrowup@hook.net</a>	2012

### Chapter Officer List

Provide an electronic list of all elected officers in Excel format.

- Include: (1) names, (2) title, (3) phone numbers, and (4) email of each officer.
- The official CYD contact information for the chapter.
- Each piece of data must be entered in a distinct column and row.

Chapter Officer List:				
Last Name	First Name	Title	Phone	Email
Pan	Peter	President	555-555-1934	<a href="mailto:nevergrowup@hoo.net">nevergrowup@hoo.net</a>
Bell	Tinker	Vice President	555-555-0134	<a href="mailto:tbell@fiststar.net">tbell@fiststar.net</a>
Boy	Lost	Secretary	555-555-0134	<a href="mailto:lbfun@mother.com">lbfun@mother.com</a>

### Chapter Bylaws

Submit a current copy of your chapter bylaws (must be in Word or PDF format). You may request sample bylaws by emailing [allan@cayoungdems.com](mailto:allan@cayoungdems.com).

## Chapter Report

Chapters are asked to 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 is included for simplicity.

## Chartering Fees

All chapters are required to pay the appropriate charter fee by the chartering deadline, as outlined in Article IV.

- No extensions for miscalculations.
- Every chapter pays a \$20 base fee
- Additional fees per individual membership:
  - **Young Democrat** and **College** Chapters: \$2 per membership
  - **High School** Chapters: \$1 per membership
- Examples:
  - Young Democrats Chapter A has 20 members. Chapter A's chartering fee is \$60 total: \$20 base fee + (\$2 x 20 members) \$40 membership fee.
  - High school Chapter B has 15 members. Chapter B's chartering fee is \$35: \$20 base fee + (\$1 x 15 members) \$15 membership fee.

## Verification & Final Credentials Assignment

The process outlined below explains what happens after you submit your chapter's application. Credentials are assigned to chapters based on their submitted Chapter Membership List. As described under **Chartering Requirements**, only complete entries (with all required fields), meeting minimum requirements are tallied. Following this tally, a verification process is conducted to ensure the accuracy of the reported memberships.

### Preliminary Reporting

One week after the close of the chartering period, the Credentials Committee will distribute an *Unverified Preliminary Credentials Report* to all pending chapters Presidents, and current the Executive Committee.

The report will include:

1. The name and location of each pending chapter
2. The total number of unverified members each chapter submitted
3. Information missing for each chapter's charter

Pending Chapters are allowed seven days following the distribution of the Preliminary Credentials Report to submit a single revision of their Chapter Membership List. Note this revision is intended to correct small errors, or missed details. No new memberships may be added. Revisions submitted with more members listed than the original Chapter Membership List will be rejected.

Following verification and one week prior to the State Convention, the Credentials Committee will distribute a *Recommended Credentials Report* to all pending chapter Presidents and the current Executive Committee.

At the CYD State Convention, the Credentials Committee will approve each chapter's membership. After which, delegate votes are assigned based on the approved memberships of each chapter. This is completed before the election of new officers.

### Membership Verification

CYD will conduct a review of each chapter's reported membership. Chapter officers should advise their members of this process to expedite its completion. Each chapter must have **10 percent** of their membership verified.

A three-step verification process is conducted:

1. A random sampling of members are contacted
  - a. A random 10% email sample from each pending chapter (if necessary followed by)
  - b. A random 10% phone sample (no duplication of list 1, and if necessary followed by)
  - c. A second random 10% phone sample (no duplication of list 1 and list 2)

2. Affirmative respondents from each sample are added (for a maximum of 10% of total membership) and multiplied by ten to determine the total membership from which the number of delegates are allocated.
3. Individuals who appear on more than one chapter's chartering forms will be contacted and asked to select a single chapter to charter with. That individual will be removed from all other chapter's Chartering Application.
4. Ex: Chapter A submits a membership list with 100 members. CYD would e-mail a random 10% of the members. Then CYD would make up to two rounds of phone calls to 10% of the members each time, if necessary. 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.

## **Penalties**

Generally not at issue, chapters whose reported membership list generate multiple negative responses during the verification process will have their membership list referred to the Credentials Committee for further review, with potential penalties at the discretion of the Committee. However, in no case will penalties be considered for chapters with fewer than 5 percent of negative responses during the verification process.

**NOTE: No refund of membership fees will be granted for any entries removed through verification process.**

## **Convention Delegates Allocations for Voting**

As outlined in Article VI, voting rights are allocated to chapters based on their verified membership totals as follows:

- 1 delegate – 10 to 24 members
- 2 delegates – 25 to 49 members
- 3 delegates – 50 to 74 members
- 4 delegates – 75 to 99 members
- 1 additional delegate for each 25 members thereafter.

### **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 CYD Bylaws at [www.cayoungdems.com](http://www.cayoungdems.com).



## Chartering Timeline

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

### **Wednesday, January 25, 2016**

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.

### **Tuesday, March 21, 2017**

Open Chartering Period ends. Completed Charter Packets and revisions (if any) **must be submitted by 11:59 pm.**

### **Tuesday, March 28, 2017**

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.

### **Tuesday, March 28, 2017**

The first round of verification (by email) begins for all submitted Charters.

### **Friday, May 19, 2017 through Sunday, May 21, 2017**

The 2017 California Young Democrats and California Democratic Party Conventions take place in Sacramento, CA at the Sacramento Convention Center.

**If you have any questions, [DO NOT HESITATE](#) to contact us**

Vice President of Membership  
Allan Acevedo  
[allan@cayoungdems.com](mailto:allan@cayoungdems.com)  
(619) 681-3769

Credentials Committee Chair  
Rebecca Salgado  
[chartering@cayoungdems.com](mailto:chartering@cayoungdems.com)

## Frequently Asked Questions

### **What is a "member" or "chartered" chapter/club of the CYD?**

A chapter is eligible to be a member of the CYD if all of the following apply: Ten unique people are members; each member is between 13 and 35 years of age; and each member is a registered Democrat, or intends to register when eligible. 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"?**

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.

### **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?**

The simple answer is NO. Per CYD Bylaws, you must submit the full name, birth date, home address, phone number, and email address (an predicted graduation year for high school and college chapters) of every member. If information is missing, you will have the chance to make one limited revision. Contact members with missing or invalid information before submitting your Charter Application. 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. Most schools offer their students free e-mail addresses as well.

### **If my chapter fails to meet minimum chartering requirements or is allocated fewer credentials that members submitted, are refunds available for chartering fees?**

No refunds of the chartering fee are offered.

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

Your charter application must be RECEIVED 60 days prior to the State Convention at which time the application will be considered. That is March 21, 2017 at 11:59 p.m.

### **What do I do if one of my members is also a member of another chapter?**

Each individual may be a member of multiple chapters, however, chapters must charter with unique members. If a member is active with multiple chapters, you should contact that member to determine which chapter they will want to charter with. Individuals who appear on multiple chartering lists will be contacted and asked to identify one (1) chapter to charter with. That individual will then be removed from the other chapter lists. This will count against those chapter's verification total.