



# California Young Democrats

## 2022 Chartering Packet

Join today and join over 100 chartered chapters and Caucuses across the state!

This document and corresponding attachments include 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.

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## Introduction

California Young Democrats (CYD) is a youth-led statewide organization composed of local chapters and statewide caucuses. Membership with 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 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, invigorated by the Blue Wave that swept our country in 2018, 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 Message



The California Young Democrats represent the youth arm of the California Democratic Party. We are the voice of the activists, leaders, the realists and the dreamers. We are the tip of the spear in the fight for social and economic justice and we stand in solidarity in the inter-sectional struggle to bring equity and justice to all.

It has been an honor to serve as your president over the course of the past year. Thanks to the efforts of Young Democrats across the state we were able to organize and advocate through and despite a continuing pandemic, and we were able to successfully #StopTheRepublicanRecall. Now, in 2022, we aim to keep California blue and continue our push to get Young Democrats elected everywhere in our state.

It's my sincere pleasure to welcome new and returning chapters to the California Young Democrats. It is because of you that our organization is stronger than ever. We have fought, we have resisted, and we have enacted change in California. Let's keep moving forward!

**Diane Le, CYD President**

## Chartering Summary Checklist

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

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 CYD Statewide Leadership Committee and access to CYD events, resources and information. 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:

#### 1. Chapter/Caucus Membership List

1. Make a copy of the Google Sheet titled: [Membership List Template](#) (Do NOT type on the template itself)
2. Enter information for each **required** column for each member. Only members with complete information will be counted.
3. Review: Avoid duplicates, aged out members, and incomplete information.
4. Label File: Chapter\_Membership (Example: SacramentoYD\_Membership)

#### 2. Chapter/Caucus Officer List

1. Make a copy of the Google Sheet titled: [Officer List Template](#) (Do NOT type on the template itself)
2. Enter information for each **required** column for each elected officer.
3. Enter information for a primary chapter contact.
4. Label File: Chapter\_Officer (Example: SanDiegoCountyYD\_Officer)

#### 3. Chapter/Caucus Bylaws

1. Format in Word or PDF Format. If you need an example: [SampleBylaws](#)
2. Label File: Chapter\_Bylaws  
Example: UCSantaBarbara\_Bylaws

#### 4. Chapter Building Form (Chapters Only)

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

#### 5. Caucus Letters of Support (Caucuses Only)

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

### Submitting Major Documents

The above four documents must be [submitted electronically via Google Form](#) by **Friday, February 25, 2022 at 11:59pm**. Early submissions are encouraged.

Any applicant who submits their Charter Application prior to *Friday, February 25, 2022 at 11:59pm* during the Open Chartering Period may submit a single revision prior to the deadline.

## Submitting Chartering Fees

### Pay Chartering Fees Online

- In addition to submitting your documents on time, each chapter must pay chartering fees as detailed below to be successfully chartered with CYD.
- Go to <https://secure.actblue.com/contribute/page/cydchartering>
- Pay the appropriate dues amount, per **Requirements for Chartering**
- Retain the ActBlue confirmation number, the name of the person on the credit card, amount paid, date paid, and your organization's FPPC number if applicable (see **Reporting Considerations** below) to be submitted with your chartering documents.
- Online payments must be made by *Friday, February 25, 2022 at 11:59 pm*

### Pay Chartering Fees by Mail

- *Friday, February 25, 2022 at 11:59 pm*  
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 obtain, maintain, and submit the name, mailing address, occupation and name of the employer of all payees. 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 Diane Le at: [finance@cayoungdems.com](mailto:finance@cayoungdems.com)

### Chartering Fees

All chapters are required to pay the appropriate charter fee by the chartering deadline the 2022 fees are:

- All Young Democratic Clubs are to pay a \$20 fee + \$1 per member for chartering in 2022.
- All High School Democratic Club Chartering fees have been WAIVED. Highschool clubs are not required to pay a 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, not members of other CYD chapters.
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 or Google Sheets 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 their 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 or Google Sheets 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, Google Doc, or PDF format). You may request sample bylaws by emailing [chartering@cayoungdems.com](mailto:chartering@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.

## 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

Within 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 State Leadership 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 until *Monday, February 28, 2022 at 11:59 pm* 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, the Credentials Committee will distribute a *Recommended Credentials Report* to all pending chapter Presidents and the current Statewide Leadership Committee.

At the CYD State Convention or first State Leadership Committee (if there is no CYD State Convention that year), the Credentials Committee will approve each chapter's membership. In years where there is a CYD State Convention, delegate votes are assigned based on the approved memberships of each chapter. This is completed at the beginning of the meeting, before any other business including CYD Officer elections.

### 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 is contacted:
  - A random 10% email sample from each pending chapter (if necessary followed by)
  - A random 10% phone sample (no duplication of list 1, and if necessary followed by)
  - 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 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 for the 10 to 25 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) or by [clicking here](#).

If you have any questions, **DO NOT HESITATE** to contact us at [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 CYD Statewide Leadership Committee and delegate votes proportional to membership at the CYD State Convention.

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

Any group of ten or more individuals age 13-35 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 (and a 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 email addresses as well.

### **If my chapter fails to meet minimum chartering requirements or is allocated fewer credentials than 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 **no later than Friday, February 25, 2022 at 11:59 pm.**

### **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.