



CLUB CHARTERING APPLICATION

CLUB NAME	
Filer Name	
Filer Phone	
Filer Email	
Application Date	

Club Information

MAILING: Street	City	Zip
EMAIL	CLUB PHONE	
WEBSITE ADDRESS	FACEBOOK ADDRESS	
TWITTER ADDRESS	OTHER SOCIAL MEDIA SITE	

NOTE: Only REGISTERED DEMOCRATS may be members of Democratic Clubs.

A complete application includes the following:

What is needed to renew charter or apply for a New Club Charter?

1. Digital or emailed application. Please avoid mailing application as this can get lost in the mail.
2. Twenty (20) original signatures of Chartering Members (**Note: this is now only a requirement for new charter applications**) who are registered Democrats (See bottom of form)
3. Copy of your club’s current by-laws.
4. Minutes from your club’s most recent officer election.
5. Current roster/membership list. This list must be more than 20 members (if the list is fewer than 20 than please reach out to the First Vice Chair for support).
6. Club Chartering Fees can be paid in the following ways:
 - a Check or money order made payable to “SBCDCC;”
 - b Act Blue Payment <https://secure.actblue.com/donate/clubchartering>
7. Club Chartering Fees Breakdown, please check on of the following:

<input type="checkbox"/>	Continuing Renewal of Chartered Club	\$50
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<input type="checkbox"/>	New Chartered Club	\$40
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<input type="checkbox"/>	New Young Democrats Club	\$0
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8. Memorandum of Understanding (MOU) for MOE (Voter Database)
9. Taxpayer Identification Number (TIN/EIN): You must have a TIN/EIN number to be chartered. Banks require this number to open an account. TIN/EINs are provided by the IRS by filing Form SS-4 Apply on line at www.irs.gov or obtain Form SS-4 by calling 1-800 TAX FORM;

Federal Taxpayer ID Number (EIN)	
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10. California FPPC ID Number (optional): If a club engages in California campaigning, then you must file with the California Fair Political Practices Commission (FPPC).

FPPC ID Number	
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11. FEC ID Number (optional): If a club engages in federal campaigning (President, U.S. Senate, Congress) then you must file with the Federal Elections Commission (FEC).

FEC ID Number	
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12. All items MUST be submitted to the First Vice Chair via Email or Mail:

ATTN: Stacey Ramos - First Vice Chair
 Email: SBCDPFirstViceChair@gmail.com

13. Understanding and Agreement of the following Chartering Guidelines:
- a The San Bernardino Democratic Central Committee (SBDCC) is the primary endorsing body in San Bernardino County. Chartered clubs are encouraged to conduct endorsements prior to the SBDCC endorsement process concludes. Endorsements of Chartered Clubs will be shared and considered when the SBDCC conducts its endorsement process, and every effort will be made to include Club Officers in the interviewing process. Once the SBDCC has made its final endorsements, chartered clubs have the option to adopt said endorsements, however, chartered clubs cannot work against the endorsed candidates of the SBDCC. “Working against” can be in one of the following ways: social media posts criticizing candidates, printing/distributing/emailing/posting slates with non-endorsed candidates.
 - i If the SBDCC has not taken a stance or has voted for a “no consensus” or “no recommendation” then the chartered clubs are not bound by this endorsement.
 - b Club Charter renewals are due every year on January 31st. A one-month grace period will be given with charter being due by February 28th. If charter renewal is not submitted in a timely manner a cease-and-desist letter will be sent out by March 17th and said club will need to cease operations by March 31st. If a club does not re-charter by June 30th, then a club will be considered in-active, and will need to file for a new club charter.
 - c Chartered Clubs will get access to PDI/MOE upon charter approval and submission of MOU.
 - d Required by-law clauses are as follows:
 - i Chartered Clubs will participate in the California Democratic Party pre-endorsement caucus. Chartered Clubs will be required to have an election process to nominate their voting delegates outlined in the by-laws.
 - ii Definition of a “member in good standing,” including a hardship waiver provision.
 - iii Adoption of the CDP Code of Ethics
 - iv Clearly defined Endorsement process
 - e Submission of these chartering documents will be taken as an acceptance and acknowledgement of these guidelines.

DEMOCRATIC CLUB OFFICER ROSTER

Please list your officers. Clubs must have an elected President, Treasurer and Secretary at minimum. Please inform the SBCDCC of any changes in officers as soon as possible. Indicate new or updated information with an *, this will help to ensure our records are current.

PRESIDENT

NAME	PREFERRED PHONE	EMAIL

VICE PRESIDENT

NAME	PREFERRED PHONE	EMAIL

TREASURER

NAME	PREFERRED PHONE	EMAIL

SECRETARY

NAME	PREFERRED PHONE	EMAIL

OTHER OFFICER

TITLE:		
NAME	PREFERRED PHONE	EMAIL

OTHER OFFICER		
TITLE:		
NAME	PREFERRED PHONE	EMAIL
ELECTORAL DISTRICTS		
PLEASE INDICATE WHICH DISTRICTS YOUR CLUB WILL COVER. DISTRICTS MUST MATCH ORIGINAL CHARTING DOCUMENTS, IF THIS IS A NEW CHARTER THEN THESE DISTRICTS WILL ACT AS THE OFFICIAL ELECTORAL DISTRICTS <u>FOR CHARTERED CLUB OR ORGANIZATION. THIS IS IN EFFORT TO MINIMIZE OVERLAP.</u>		
ASSEMBLY DISTRICTS	SENATE DISTRICTS	CITY COUNCIL/SCHOOL BOARD
SUPERVISER DISTRICTS	SPECIAL DISTRICTS	CALIFORNIA DEMOCRATIC PARTY REGION

DEMOCRATIC CLUB CHARTER MEMBERS

Individuals may belong to as many clubs as they wish, but they may only sign one club's charter membership document per year.

****Note this is only a requirement for New Charters and is no longer a requirement for Club Charter Renewals.**

	NAME (PRINT)	SIGNATURE	REGISTERED ADDRESS	PHONE
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Declaration: I certify that these members are all registered Democrats, and that they

_____ **X** have not signed any other charter application within the chartering cycle of the same year.