

B. Charter Application Checklist (New/Renewal)

All chartering is done electronically with online forms and email. Please collect the following information prior to submitting your club's charter or renewal application on-line at www.sddemocrats.org/clubcharter. The Central Committee votes on new and renewed charters at the Central Committee meeting after all application, documents, and fee requirements are met. Annual renewals are due December 15 for the following year and rechartering takes place in January.

CLUB INFORMATION

- Geographic Affinity Academic (see www.sddemocrats.org/bylaws X.2)
- Month of club officer elections: _____
- SDCDP Area: Central East North South

REQUIRED DOCUMENTS

- Date emailed list of members to clubcharter@sddemocrats.org _____
- Date emailed list of officers to clubcharter@sddemocrats.org _____
- Date emailed pdf copy of the club bylaws clubcharter@sddemocrats.org _____
 - Page number that specifies meeting notification for endorsement meetings _____
 - Page number that specifies process for selecting SDCDP members _____
 - Date of bylaws last update _____
- Date sent a check for the club chartering fee of seventy-five dollars (\$75) _____
Fee is \$50 if recharter renewal is completed by December 15 due date

MEETINGS

- Meeting day of week, week of month or list of meeting dates _____
- Meeting location _____
- Meeting time _____

CONTACT INFORMATION

- Contact information for President (name, phone, email) _____
- Contact information for Associate (name, phone, email) _____
- Contact information for GO Team Liasion (name, phone, email) _____

COMMUNICATIONS

- Club website url _____
- Club phone number _____
- Club email _____
- Council of Clubs email _____
- Contact information for Club Directory _____

CERTIFICATIONS MADE WHEN CHARTERING

Bylaws Requirements Certification

- I certify that the Club Bylaws have been reviewed to ensure that all SDCDP requirements are met and they do not conflict with the SDCDP Bylaws.

See www.sddemocrats.org/bylaws Article X Section 3 for the list of requirements for chartering

Club Endorsements

- I understand that my club may only endorse registered Democrats.
- I understand that endorsements made by the club will be designated as such so as not to be construed as the official endorsement of the San Diego County or California Democratic Party.
- I understand that all Democratic candidates must be invited to our endorsement meetings where we are considering an endorsement in their race.

See www.sddemocrats.org/bylaws Article XIII Section 7 for requirements related to endorsements.

Use of the term "Democratic"

- I understand that the term "Democratic", other than as part of the club name, shall be subject to the approval of the Executive Board when soliciting funds.

See www.sddemocrats.org/policies Section X. A. 3.

Bylaws Changes During Charter

- I understand that if the club changes its Bylaws during the 2016 charter period, a new pdf copy of the Bylaws with an outline of the changes must be submitted to the Director of Clubs within 30 days and the charter is subject to review.

See www.sddemocrats.org/policies Section X. B.