

Riverside County Democratic Party

Democratic Club and Organization Charter Application Packet

Dear Democratic Club/Organization:

Thank you for chartering with the Riverside County Democratic Party (RCDP). This packet should answer all of your general questions about the chartering process and the necessary steps to successfully charter your organization. This application is also available online at riversidecountydems.org

Whether you are forming a new Democratic club/organization or have chartered with RCDP previously, we suggest that you read through this packet carefully before completing the application.

Please submit the following completed application as an electronic submission under your organization's name giving access to: vicechairrcdp@gmail.com to review your submission.

DO NOT SUBMIT ANY DOCUMENTATION BY MAIL (HARDCOPY)

The roster, twenty signatures, current bylaws, and check with the completed check list are required by January 1, 2024 in order to receive a PROVISIONAL CHARTER from the GENERAL MEMBERSHIP OF THE RCDP. NO EXCEPTIONS!

Mail charter fees to:

Riverside County Democratic Party Charter Application

PO Box 588

Wildomar, CA 92595

According to the California Elections Code Section 20201, your Democratic club/organization must be chartered by RCDP to operate as a Democratic organization in Riverside County. Hence, chartering with RCDP is mandatory, not optional.

All applications must be reviewed by the RCDP Vice-Chair and Credentials Committee before consideration for approval by the RCDP. The RCDP recognizes that many of the clubs/organizations will need to make revisions to bylaws and time is of the essence. We will work with each club to facilitate answering questions and working together.

It is important that each organization will continue to keep in regular communication with the RCDP by sending notice of its event and meetings to:

Susan Dye the RCDP Administrative Assistant and to your Assembly District Chair. You can find their information in this document along with all the RCDP officers. By sending this information, all organization events are posted on the master calendar.

If you have any questions, please feel free to contact the RCDP at vicechairrcdp@gmail.com at 805-469-6050.

Democratically yours,

Agi Kessler, Vice-Chair, Riverside County Democratic Party

Riverside County Democratic Party
Application for Democratic Organization Charter
2024 Calendar Year

Name of Organization: _____

Mailing Address: _____

City: _____

ZIP: _____

Phone: _____

Email: _____

Website URL: _____

X: _____

Facebook: _____

Please check organization type:

Please check charter type:

_____ Democratic Club

_____ New Charter

_____ Young Democrats Club

_____ Renewal Charter

_____ Political Action Committee (PAC)

_____ Prior Club – Lapsed

_____ Other Organizations

_____ Club –Revoked/Denied

Please include the appropriate fee with your charter application:

Organization Type	Charter Fee
Democratic Club	\$50.00
Young/College Democrats Club	\$50.00
Political Action Committee (PAC)	\$100.00
Other Organizations (i.e., UDH)	\$100.00

REQUIRED: To be chartered, you must provide at least one of the following identification numbers. Please provide the name and location of your bank: _____

(Note: RCDP strongly recommends that you acquire professional campaign finance/treasurer services, which could also help you in obtaining these identification numbers.)

Employer Identification Number (EIN), Fair Political Practices Commission (FPPC) Number, or _____ Federal Elections Commission (FEC) Number:

Your Employer Identification Number (EIN) is the number required to open a bank account. **DO NOT** use a personal Social Security number. If you do not have an EIN, you can request Internal Revenue Service Form SS-4 from (800) TAX-FORM or www.irs.ustreas.gov.

Your FPPC or FEC I.D. number is the number under which you report funds raised and expended. If your club does not have such a number, and you raise or spend money above a specified threshold, you may be violating the law. You can request an FPPC Form 410 from (916) 322-5660 or www.fppc.ca.gov and an FEC Form 1 from (800) 424-9530 or www.fec.gov.

A Chartered Club **MUST** have at minimum a President, a Secretary, and a Treasurer. No other officers are required.

Organization Name:				
Title	Name	Phone	Email	Term Ends
President				
Vice President				
Secretary				
Treasurer				

REQUIRED:

Provide an ELECTRONIC ROSTER of your organization's members in EXCEL or GOOGLE SHEETS with the COLUMN HEADINGS LEFT TO RIGHT: LAST NAME, FIRST NAME, STREET ADDRESS, CITY, ZIP, AD, SD, CD, DOB, EMAIL, PHONE, PAID, VOTING. The "PAID" and "VOTING" columns should indicate a "Y" or "N" to show the status of your club member.

Please note: THE ORDER OF YOUR SPREADSHEET MUST BE AS LISTED. IT IS BELIEVED THAT EACH CLUB ALREADY KEEPS AN ELECTRONIC ROSTER AND CAN PROVIDE THIS DATA WITH EASE.

IF YOU WOULD LIKE THE RCDP TO PROVIDE THE TEMPLATE PLEASE EMAIL VICECHAIRRCDP@GMAIL.COM

Required: Certify twenty (20) unique signatures of your club members and ONLY those members who have NOT signed on behalf of any other organization. ALL SIGNATURES MUST BE ON ONE DOCUMENT and contain the following information in the following order.:

Last Name, First Name, Street Address (where registered to vote) City, Zip, AD, Signature. All information must be legible. Any that is NOT, and can't be verified on the voter database will be disqualified. It is the responsibility of the submitter to verify the quality of the submitted data.

Name of Club/Organization: _____

To help us better understand your club and its operations and to prepare for 2024, please briefly answer the following questions as they relate your activities:

1) What were your grassroots election activities in the last election cycle, including precinct operations, voter registration, fundraising events, or other activities?

2) What were the results of elections held in your area?

3) What were your non-campaign-related activities last year?

4) What are your campaign activity plans and other grassroots, educational, or outreach plans for this year? What types of elections will be held in your area?

5) What type of services would you like to see from the RCDP this year?

6) What kind of trainings would you like to see from the RCDP?

7) Does your club follow the CDP Endorsements?

8) Does your Club follow the RCDP endorsements?

Riverside County Democratic Party 2023 Leadership Contact Information

NAME	TITLE	EMAIL
Joy Silver	Chair	chair.rcdp@gmail.com
Agi Kessler	Vice Chair	vicechairrcdp@gmail.com
Lanny Swerdlow	Recording Secretary	lannyswerdlown@yahoo.com
Lisa Andres	Corresponding Secretary	corresponding.sec.rcdp@gmail.com
Beth Crawford	Controller	Controller.rcdp@gmail.com
Jose Alcala	Parliamentarian	wcjose@msn.com
Susan Dye	Administrative Assistant	susandyercdp@gmail.com
Stever Brooks	AD36 Chair	sabrooks2016@outlook.com
Sylvia Carrillo	AD47 Chair	sylycarr@verizon.net
Sheila Kay Riley	AD58 Chair	sheilaandruss@aol.com
Maya Rodriguez	AD60 Chair	iambatmaya@gmail.com
Yousef Bhaghani	AD63 Chair	imanimports@gmail.com
Steve Schwartz	AD71 Chair	adchair71@gmail.com

SUBMIT YOUR BYLAWS WITH THE DATE OF VOTE AND NAME(S) OF THE PRESIDENT AND SECRETARY OF THE ORGANIZATION (electronic signatures accepted) WITH ATTESTATION

Name of Club:

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President/Representative completing this review. Include phone and email.

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I. Include your organization's bylaws and any additional governing documents, such as a separate Constitution or Standing Rules. PLEASE NOTE: A vote of the organization can set aside Standing Rules. Therefore, any items REQUIRED FOR CHARTERING MUST BE CONTAINED IN YOUR ORGANIZATION'S BYLAWS.

Select one of the following options:

	<p>Our organization is defined in our bylaws (state which of the three qualifying organizations): During the review of our Club's Bylaws; I have determined that there are no additional governing documents such as a separate constitution or standing rules.</p> <p>Our organization is:</p>
	<p>During the review of the Bylaws, I found the additional governing documents and standing rules as follows which allow for essential provisions of our bylaws or requirements of the RCDP to be set aside:</p>

II. Review of Bylaws for our organization above:

A. The Bylaws review for RCDP Chartering:

(1) Membership organization, including a Democratic Club, shall require that its voting members be registered as a Democrat or is a person devoted to the principles of the Democratic Party, or a person ineligible to register as a Democrat at this time who has expressed an interest in registering as a Democrat upon becoming eligible.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(2) Membership organizations, including a Democratic Club, shall require members to affirmatively apply for membership in a manner in which the member at minimum, is identified by name and address.

Yes - See Bylaws Article or:	
No - See Bylaws Article or:	

(3) Membership organizations including a Democratic Club, shall require members to pay dues.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(4) Membership organizations, including a Democratic Club, shall grant a deferral or waiver of dues to members

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(5) Members who are current in their dues or have had their dues waived for the current voting period are “defined as members in good standing”

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(6) Membership organization, including a Democratic Club, does NOT require or use any test of membership or oath of loyalty which has the effect of requiring prospective or current members to acquiesce in, condone, or support discrimination on the grounds of race, color or creed, national origin, physical ability, sex, age, religion, ethnic identity, sexual orientation or economic status.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

B. The Organization has fair Bylaws and a constitution that requires:

(1) Regularly held (specified) meetings, open to all Democrats, which require at least seven (7) days prior written notice and publication. Specific meetings such as monthly on the first Monday or the 3rd Thursday.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

The location where your meetings are held and its accessibility.

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(2) Notice of regularly held meetings is given and the following manner with the option to opt out.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

C. E-Mail Notice should meet the standards listed below:

Publication of any Democratic organization notice via email will be considered valid if:

(1) The sender and receiver have both consented, in writing, to sending and receiving notice in this manner,

(2) The notice was sent to or from the email address specified when giving consent, or the most recent email address specified on a subsequent notice of a change of address by the sender or receiver,

(3) The obligation to inform and procedure for informing of any change in email address has been specified in writing, and

(4) There is an opportunity to opt out of such consent at an appropriate time.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

**D. Regular election of Officers for a reasonable tenure, with the following minimum officers:
President, Treasurer, and Secretary**

Yes - See Bylaws Article:	
No - See County Bylaws Article:	

**(1) Minimum requirement to be a member of the organization to run to be an Officer
(number of days to have been a member).**

Yes - See Bylaws Article:	
No - See Bylaws Article:	

**(2) Minimum requirement to be a member of the organization to vote in an officer election
(number of days to have been a member).**

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(3) Regularly held Executive Board meetings are defined in the bylaws, which require at least seven (7) days written notice and to be held at least four (4) times a year.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

Our next election of Officers will be held on:

E. The Bylaws contain a clear description of the candidate endorsement process

Yes - See Bylaws Article:	
No - See County Bylaws Article:	

(1) Endorse only as many candidates as there are open seats in a race.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(2) The percent (%) vote required to receive the organization's endorsement.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(3) Early endorsements or those that differ from the CDP or RCDP state "It is solely the endorsement of the organization".

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(4) Endorse ONLY Democrats, prohibits rating non-Democrats and giving ANY financial support to non-Democrats.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(5) Endorse only as many candidates as there are open seats in a race.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(6) Endorsement shall be made per the Organization's duly adopted Bylaws.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(7) Bylaws shall include a definition of who is eligible to vote for endorsements.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(8) No vote on endorsement shall be by secret ballot.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(9) Is there a provision to notify candidates of the endorsement process?

Yes - See Bylaws Article:	
No - See Bylaws Article:	

F. All organizations shall have a Code of Conduct, which the RCDP recommends and provides, but do not insist on the one used by the RCDP. Please include information on how the organization handles Code of Conduct complaints.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

(1)If you use the RCDP Code of Conduct. Please Sign and return the attestation along with this packet.

Yes - See Bylaws Article:	
No - See Bylaws Article:	

Comments on items above:

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G. SELECTION OF REPRESENTATIVES TO THE CALIFORNIA DEMOCRATIC PARTY (CDP) PRE-ENDORSING CONFERENCE, due to the changes in dates and reporting requirements this language needs to be updated in club bylaws as follows:

New language in blue

The “Pre-endorsing Conferences” are a public meeting of the Democratic Party and shall be open to all Democrats. These conferences provide for Democratic Clubs to participate in casting their vote in the endorsement process through the process described herein.

SECTION 1. Club representatives shall be allocated as follows: one representative, resident in the Assembly District and duly registered as a member of the Democratic Party of California, for each full (not a fraction thereof) 20 members in good standing registered to vote in the Assembly District who were listed on the roster submitted ~~to Riverside County Democratic Party~~ **and** to the appropriate Regional Director of the CDP no later than ~~July 1~~ **date requested by the appropriate Regional Director** of the year immediately prior to the endorsing process.

SECTION 2. For purposes of this Section:

- A.** Only members in good standing as of the ~~July 1~~ deadline shall be included on the roster;
- B.** “Members in Good Standing” shall mean a member whose dues are current or have been waived due to economic hardship;
- C.** The status of such members shall be certified by the Club’s President, Secretary or Treasurer; and
- D.** The Club’s representatives to any particular pre-endorsing conference to be from the roster described above and that the overall list of representatives to all conferences be equally apportioned between men and women, to the extent possible.

SECTION 3. Said representatives shall be selected by a majority vote of a Selection Committee comprised of the President, Vice-President(s), Secretary, and Treasurer, a quorum being present. The Selection Committee shall not select one of its own members unless it first determines that no other viable option is available. If such determination is made, they shall inform the membership of their decision, and the reasons therefor, at the next General Membership meeting.

SECTION 4. No later than ~~October 1~~ **date requested by the appropriate Regional Director** of each odd number year, this Club shall inform its membership of the process for selection as a Representative to the CDP Pre-Endorsing Conferences, by email to those members who have provided email addresses and by US mail to those members who have not provided email addresses.

SECTION 5. In order for a member’s name to be submitted as one of this Club’s representatives to the CDP Pre-Endorsing Conferences, the member must submit a signed written declaration of

intent to the Selection Committee declaring his/her intent to support this Club's endorsed candidates at the Pre-Endorsing Conferences by voting for them at the Pre-Endorsing Conferences.

RECOMMENDED AND VOTED TO CHARTER BY THE GENERAL MEMBERSHIP OF THE RCDP on :

"As the RCDP Vice Chair, designated to review the Bylaws of the organizations and Clubs, I recommend that the Bylaws of the _____ be considered at least minimally sufficient, as per the current RCDP Bylaws and The Open Meeting Rule."

RCDP Vice Chair	
Date:	