

Riverside County Democratic Party

2022 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 riversidecountymocrats.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 paperwork.

Please submit the following completed application via Email as an attachment:

vicechairrcdp@gmail.com

DO NOT SUBMIT ANY DOCUMENTATION BY MAIL (HARDCOPY)

- The charter application: **IN THE REQUIRED FORMAT-any other will be returned.**
- The club's/organization's current constitution and/or bylaws; and
- An electronic copy of the membership roster, NOT a photocopy but a live EXCEL or Google Sheet.
- Members on the signature page (20) **MUST NOT HAVE SIGNED FOR ANY OTHER CLUB**
- Appropriate fee payable by the CLUB'S CHECK to RCDP, write CHARTER in memo field

Riverside County Democratic Party Charter Application

PO Box 588

Wildomar, CA 92595

Pursuant 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 review process takes approximately fifteen days to complete. Please allow enough time for the committee to process the application.

For existing Democratic clubs/organizations, please note that all charter renewals are due on January 1 of each year. Please refer to page 3 of this application for details.

We welcome you to the chartering process. We hope your organization adds great value to your area and empowers all Democrats to get involved with Democratic activities and campaigns.

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

Democratically yours,

Agi Kessler, Vice-Chair
Riverside County Democratic Party

**Riverside County Democratic Party
Application for Democratic Organization Charter
2022 Calendar Year**

Name of Organization: _____

Mailing Address: _____

City: _____

ZIP: _____

Phone: _____

Fax: _____

Website URL: _____

Email: _____

Facebook: _____

Twitter: _____

Please check organization type:

- _____ Democratic Club
- _____ Young Democrats Club
- _____ Political Action Committee (PAC)
- _____ Other Organizations
(i.e., United Democratic Headquarters)

Please check charter type:

- _____ New Charter
- _____ Renewal Charter
- _____ Prior Club – Lapsed
- _____ Prior Club – Revoked/Denied

REQUIRED: To be chartered, you must provide at least one of the following identification numbers:
(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: _____

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.

Responsible Parties (Required):

President: _____

Address: _____

Home: _____

City: _____

ZIP: _____

Work: _____

Email: _____

Cell: _____

Fax: _____

Treasurer: _____

Address: _____

Home: _____

City: _____

ZIP: _____

Work: _____

Email: _____

Cell: _____

Fax: _____

Club/Organization Officers and Leaders

Name of Club/Organization: _____

Office	Name	Phone Number	Email Address
President			
Vice President 1			
Vice President 2 (If Applicable)			
Recording Secretary			
Corresponding Secretary			
Treasurer or Controller			
Parliamentarian			
Voter Registration			
Precinct Operations			

Fill in this form or submit on an Excel Spreadsheet in this format.

Each club will decide how many and what officer positions they will have in their bylaws. There are only three (3) officer positions required to charter a club. They are President, Secretary, and Treasurer.

Name of Your Bank (and location) where you deposit your dues and other donations:

Club/Organization Statistics/Charter Requirements

Name of Club/Organization: _____

Executive Board Term End/New Term Begins: _____

Regular Meeting Date/Time: _____

Regular Meeting Location (Including Address): _____

Please include both an electronic and hard copy version of your membership roster.

Please indicate the number of voting members _____ and non-voting members _____ in good standing.

Please also list the **top five** Assembly Districts in which your members live, from most members to least:

- a. District Number: _____ Number of Voting Members: _____ Number of Non-Voting Members: _____
- b. District Number: _____ Number of Voting Members: _____ Number of Non-Voting Members: _____
- c. District Number: _____ Number of Voting Members: _____ Number of Non-Voting Members: _____
- d. District Number: _____ Number of Voting Members: _____ Number of Non-Voting Members: _____
- e. District Number: _____ Number of Voting Members: _____ Number of Non-Voting Members: _____
- f. All Others Number of Voting Members: _____ Number of Non-Voting Members: _____

Please include the appropriate fee with your charter application:

Organization Type	New Charter	Renewal Charter
Democratic Club	\$25.00	\$50.00*
Young/College Democrats Club	\$15.00	\$25.00
Political Action Committee (PAC)	\$50.00	\$100.00
Other Organizations (i.e., UDH)	\$50.00	\$100.00

***Note:** Democratic Clubs that raised or spent less than \$1,000 last year may renew their charter for \$35. Charter renewal is due on January 1 of each year. A late fee equivalent to 25% of the chartering fee will be applied if a club/organization has not submitted an application for renewal sixty (60) days following the renewal deadline. If no application has been submitted thirty (30) days following the late fee deadline, RCDP will order the club/organization to cease and desist using the club’s/organization’s previous name. The RCDP Chair may extend the deadline with good cause.

Charter application for new club/organization or charter renewal application must be received by the RCDP office at least 15 days before the RCDP Monthly Membership Meeting to receive charter approval consideration at the meeting.

Your club/organization's constitution/bylaws/standing rules meet the following requirements. Standing rules MUST also be submitted. Note: It is discouraged to have separate Standing Rules which can be set aside. We encourage clubs to have all rules codified in their bylaws.

1. **Membership.** Each member is a registered Democrat or is a person devoted to the principles of the Democratic Party but is ineligible to register as a voter at this time. Any such ineligible person has expressed the intent to register as a Democrat immediately upon becoming eligible. Members in good standing are defined as eligible to vote by having paid dues or having dues waived. Define eligibility to vote in elections and endorsements.
2. **Nondiscrimination.** The organization 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, creed, national origin, physical ability, sex, age, religion, ethnic identity, sexual orientation or economic status.
3. **Fair Bylaws.** The club has bylaws and a constitution that requires:
 - a. Regularly held (specified) meetings, open to all Democrats, which requires at least 7-day prior written notice:
 - Specify meetings such as monthly on the first Monday/ 3rd Thursday, Sept – May/1st Monday once a Quarter
 - Define how notice is given: mail/email, etc. Email, text, the member must be given the opportunity to opt-out and opt into a different notice.
 - Open meetings rule.
 - b. A regular election of officers for a reasonable tenure.
 - Consider the requirement for the length of membership before eligible to run as an officer
 - Consider the requirement for the length of membership before eligible to vote in officer elections.
 - c. Payment or waiver of dues/fees due to economic hardship.
 - d. Dedication of its members to the principles of the Democratic Party.
 - e. Endorsements
 - Preferably defined in Club Bylaws
 - 7 days notice to members and candidates for an endorsement meeting
 - Consider the requirement for the length membership before eligible to vote in endorsements
 - Votes required to endorse.
 - Prohibiting the endorsement of non-Democrats in any race or the financial support of non-Democrats.
 - Prohibiting rating of non-Democrats in any race.
 - Any endorsement of a candidate that is not the endorsement of the CDP or the RCDP must specifically state it is solely the endorsement of the Club.
4. **Notification.** The organization will keep regular communications with the Riverside County Democratic Party by *sending notice of events and meetings to*:
 - a. The Chair of the RCDP.
 - b. Chair of the RCDP Assembly District delegation in which a majority of the organization's members reside.
 - c. Mailing copies of the newsletter to the RCDP Chair at chair.rcdp@gmail.com
5. **Attestation.** Each club must attest that the club will ask its members to read and acknowledge the attached Code of Conduct policy and enforce adherence to it by the club's members. **SIGN AND DATE TH CODE OF CONDUCT PAGE.**

RIVERSIDE COUNTY DEMOCRATIC PARTY CODE OF CONDUCT

Expected Behavior

The Riverside County Democratic Party (RCDP) is committed to providing a welcoming, respectful, friendly, safe, supportive, and harassment-free environment for members, employees, and all others associated with the RCDP including its chartered clubs and organizations. The RCDP expects all leaders, members, employees, and others associated with the CDP to act professionally, respecting the personal rights and dignities of all individuals involved with the party so as to create a productive, inclusive environment for all.

All individuals should feel welcome and safe within the RCDP, regardless of their sex, gender, gender identity, gender expression, sexual orientation, pregnancy, race, color, ethnicity, national origin, ancestry, religion, caste, creed, age, physical or mental disability, medical condition, genetic information, marital status, military or veteran status, body size, domestic violence victim status, or any other legally protected classifications.

The RCDP's behavior standards are not limited to RCDP conventions and other meetings. Harassment will not be tolerated at any and all events sponsored by or affiliated with the RCDP, as well as in RCDP-related calls, texts, emails, and social media like Facebook, Instagram, and SnapChat.

Unacceptable Harassment

The RCDP will not tolerate harassment—that is, disrespectful or unprofessional conduct based on any of the protected categories listed above. Prohibited harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing based on the protected categories listed above), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails based on the protected categories listed above), or physical (such as physically threatening another person, blocking someone's way, touching private parts, making physical contact in an unwelcome manner, etc.).

The RCDP will not tolerate sexual harassment, that is, harassment based on sex or conduct of a sexual nature, which includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. Prohibited sexual harassment may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

The RCDP prohibits quid pro quo sexual harassment, such as when submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's membership in the party, appointment to committee, leadership, or other role within the RCDP; or submission to or rejection of sexual conduct by an individual is used as the basis for decisions affecting that individual.

The RCDP prohibits the creation of a hostile environment, that is, conduct that creates an intimidating, hostile or otherwise offensive environment, including but not limited to: unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts; sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets; leering, obscene or vulgar gestures or making sexual gestures; displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items; impeding or blocking movement, unwelcome touching or assaulting others; any abusive yelling or screaming, other verbal threats, or disrespectful language (in any form) directed at a person; any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances; and conductor comments consistently targeted at one gender, even if the content is not sexual.

The examples above are just that—examples. In general, any conduct listed above or that is based on the protected classifications listed above that could interfere with an individual’s participation in the RCDP or could create an offensive environment will be considered harassment in violation of this code of conduct. This is the case even if the offending individual did not mean to be offensive. It is essential that we all be sensitive to the feelings of others.

Retaliation Prohibited

The RCDP takes very seriously its responsibility to provide all members with a welcoming, respectful, and safe environment and urges any member who feels uncomfortable, unwelcome, or unsafe to report harassment (of themselves or observed with respect to others) as soon as possible. Retaliation for reporting harassment or discrimination, or participating in an investigation with respect to harassment or discrimination, is prohibited.

Retaliation may include, but is not limited to, exclusion from meetings or committees, ostracism, bad-mouthing, or other conduct that may limit engagement with the CDP, or that would be reasonably likely to deter a reasonable RCDP member from reporting harassment or participating in a harassment investigation.

Attestation

As part of the 2022 RCDP Chartering process, on behalf of _____, I certify that I am the authorized officer to sign this Code of Conduct document and that I have made the membership aware of the terms of the Code of Conduct.

Signed By: _____ **Date:** _____

Signatures of Club/Organization Members

Name of Club/Organization: _____

Please request **20** members of your organization to fill out and sign below. **Each person may only sign a Democratic club/organization charter application roster for one club/organization per year to charter.** (Note: This page is mandatory for Democratic club charters, but not required for PAC charters.)

Name (Print)	Address	City	Zip	Phone	AD	Signature
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Club/Organization Background Information

Name of Club/Organization: _____

To help us better understand your club and its operations, please briefly answer the following questions as they relate to 2020 activities:

What were your grassroots election activities last year, including precinct operations, voter registration, fundraising events, or other activities?

What were the results of elections held in your area?

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

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?

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

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

Charter Application Checklist

Name of Club/Organization: _____

Initial Action Item

- _____ We have fully read and completed the Charter Application Packet.
- _____ We have entered our web site and email address on page 1.
- _____ We have entered our political reporting ID number(s) on page 1.
- _____ We have completed all officer information on page 1 and 2.
- _____ We have entered our total voting/non-voting members by Assembly Districts on page 3.
- _____ We have attached the current ELECTRONIC constitution and/or bylaws and standing rules, which comply with the specific requirements on page 3. (**REQUIRED:** Even if there were no changes made, you must submit the documents for re-chartering)
- _____ We have read and signed the Code of Conduct document and have implemented in our club.
- _____ We have attached a list of all the Assembly Districts, cities, ZIP codes and precincts.
- _____ We have 20 valid members who have signed “Signatures of Club/Organization Member” Form. We have informed our members that in order for their signatures to be valid, they could only sign for our club. **NOTE:** This page is mandatory for all Democratic club chartering applications, but not required for PAC charters.
- _____ We have briefly answered the background information questions.
- _____ The president/chair and treasurer have signed where required.
- _____ We have attached the full ELECTRONIC ROSTER of our Democratic club (all club members - with all contact information, including name, address, phone/cell, email). **NOTE:** The roster is mandatory for all Democratic club chartering applications, but not required for PAC charters.
- _____ We have mailed a check for the appropriate chartering fee (and late fee, if applicable).
- _____ We have turned in the completed form with attachments at least 15 days before the RCDP Monthly Membership Meeting at which we wish to have the charter application considered for approval.

Note: Chartering application packets must be received by vicechairrcdp@gmail.com at least 15 days before the RCDP monthly meeting to receive charter approval consideration at the meeting.

Unless otherwise noted, RCDP Monthly Membership Meetings are held on the second Monday of each month at 6:30 PM. Location posted on our website Riverside County Democratic Party. DUE TO COVID-19, UNTIL FURTHER NOTICE, ALL RCDP MEETINGS WILL BE CONDUCTED VIA ZOOM MEETINGS FOR THE SAFETY OF MEMBERS.

All 2022 charter applications are due January 1, 2022.

Signature of Club/Organization President/Chair (Required)

Date

Signature of Club/Organization Treasurer (Required)

Date