



Local Chapter Chartering Application



Dear fellow Young Democrat,

- Want to help build the Democratic Party and help Democrats win close elections?
- Want to create networking opportunities for young democrats, young professionals and youth activists in your county?
- Want to engage your peers on the importance of getting involved with the Democratic process and help improve the quality of life in your county?
- Want to register new young democrats and increase the youth vote?
- Want to help encourage political involvement and issue awareness among young people in your county?

Start a Young Democrats Chapter in your County Today!

Join the New York State Young Democrats Network!

Learn More About the NYS Young Democrats at nysyd.org!

Enclosed you will find a New York State Young Democrats chapter chartering application. Should you have any questions or need assistance with completing this application, please contact us at westlowfam@gmail.com.

Sincerely Yours,

Patrick Jordan
President
NYS Young Democrats

Justin Westbrook-Lowery
Secretary
NYS Young Democrats

NYS Young Democrats Chapter Chartering Application - Checklist

Thank you for your interest in chartering or re-chartering a Young Democrats chapter in your county in New York. Below is a short checklist as well as samples to fast track your application:

- 1) _____ To get started, complete the Application Form on the following page of this Chartering Packet.
- 2) _____ Acquire certification from your local County Democratic Chair by submitting a signed letter or completing the Local Democratic County Chair Certification form recognizing your local Young Democrats chapter. This form is enclosed in this Chartering Packet.
- 3) _____ Include a copy of your Constitution and/or Bylaws. Templates of both are included in this Chartering Packet to use as a reference and example.
- 4) _____ Submit a Membership List of at least 10 members on an excel sheet that must include all the following fields completed: First name, last name, address, city, state, zip, date of birth (Month-Day-Year), and phone or email. These dates of birth must reflect ages between 16 and 35, both inclusive, per the NY State Young Democrats Constitution. Please note that this information will be used for internal chartering records only, and will not be shared with anyone outside the leadership of the New York State Young Democrats.
- 5) _____ A list of Executive Officers. At minimum, please include President, Vice President, Treasurer and Secretary. Please include all of the same information as written above for requirements on the Membership List.
- 6) _____ Chartering fee of \$.50 state dues per member and a charter fee of \$65.00 payable to New York State Young Democrats
Example: 10 members + \$65.00 charter fee = \$70.00 total
50 members + \$65.00 charter fee = \$90.00 total
100 members + \$65.00 charter fee = \$115.00 total

- 7) _____ When completed, please send hard copies of at least the Chartering Fee and Signed Letter to:

Attn: Patrick Jordan, President
New York State Young Democrats
36-23 204th Street
Bayside, NY 11361

For all other documents (Application Form, Constitution, Bylaws, Membership List, and Executive Officer list), please e-mail to westlowfam@gmail.com. You may also send hard copies to the address above, if you wish.

Should you have any questions or need assistance with completing this application, please

contact Secretary Justin Westbrook-Lowery at westlowfam@gmail.com, with "Charter Application" in the subject line.

NYS Young Democrats Chapter Application

Official Name:

County Representation:

Date of last election of Chapter officers:

Permanent address of Chapter:

Address:

City, State, Zip:

Phone:

Fax:

General E-mail:

Web Site:

Primary Contact:

Name:

Position:

E-mail:

Phone:

NEW YORK STATE YOUNG DEMOCRATS LOCAL DEMOCRATIC COUNTY CHAIR CERTIFICATION

I hereby certify that I am the current chair of the _____ County Democratic Committee and that the _____ County Young Democrats are recognized, sanctioned, or authorized by the _____ County Democratic Committee as the official organization of Young Democrats from this county. I further certify that the current officers of the _____ County Young Democrats were elected after the last New York State Young Democrats State Convention in May, 2016.

Date

Signature

Please print or type:

Name:

Address:

City/State/Zip:

Home Phone: _____ Work Phone:

Mobile Phone: _____ Fax:

E-mail:

Committee Contact Person: same as above

Name:

Home Phone: _____ Work Phone:

Mobile Phone: _____ Fax:

E-mail:

Local County Young Democrat Chapter Sample Constitution

Our purpose will be to pursue the ideas of liberty, justice, and freedom for all regardless of race, religion, or sex. We will pursue these ideas through support of the Democratic Party and its ideas, ideals, and candidates. With these thoughts we establish this constitution.

ARTICLE I

Name

The name of this organization will be the __ (Chapter Name) __ Young Democrats.

Section 1: __ (Chapter Name) __ Young Democrats will be chartered with, and affiliated with the New York State Young Democrats, and by and through the New York State Young Democrats, will be affiliated with the Young Democrats of America.

Section 2: __ (Chapter Name) __ Young Democrats will be chartered with __ (Name of Your County Democratic Party) __ and work as closely as possible with all levels of the Democratic Party.

ARTICLE II

Membership

Section 1: A Member of __ (Chapter Name) __ Young Democrats is anyone who:

A. Is no younger than sixteen years of age and who has not yet reached the age of thirty-six.

B. Reside in, works or is a student in __ (Name of County) __.

C. Has paid their dues for the current year, as proscribed in the bylaws.

Section 2: A Voting Member is a member who has attended one of the three previous general meetings.

A. The executive board may, by a majority vote, issue an excused absence to a member for reasonable cause. Such a member must still have attended one of the three previous meetings for which they have not received an excuse.

Section 3: Membership will not be affected by race, sex, color, national origin, sexual orientation, or physical handicap.

ARTICLE III

Officers

The __ (Chapter Name) __ will compose of the __ (Chapter Name) __ Executive Board and the remaining members. The Executive Board will consist of the officers of the __ (Chapter Name) __ . The organization will have five (5) officers, one of which will be non-voting.

Section 1: The four (4) voting officers will be: President, Vice-President, Secretary, and Treasurer.

Section 2: The one (1) non-voting member will be the Executive Director.

ARTICLE IV

Officer Duties

Section 1: The President will be the chief executive officer for the organization. He/she will preside over all chapter meetings. The President will have all of the following duties and powers. The absence of a specific power or duty from this list is not necessarily a denial of its existence.

- A. Establish administrative procedures not otherwise provided for by the Constitution or By-Laws of this chapter.
- B. Act for and on behalf of the county chapter when they are not in session.
- C. Attend all meetings of the State Young Democrats. When the attendance of the President is not possible he/she will appoint a suitable replacement and give said person his/her voting proxy.
- D. Establish the agenda for each meeting of the county chapter (general and executive).
- E. Serve as delegation chair to the State Young Democrats state convention.
- F. Have a two hundred dollar (\$200) transaction limit without approval of the Executive Board.

G. Appoint chairpersons and vice-chairpersons of all committees, standing and adjunct, except that the President shall not appoint the chairpersons of the Recruiting and the Fund-raising Committees.

H. Be an ex-officio member of all committees.

I. Appoint an Executive Director without approval of the Executive Board to assist the President in the execution of the President's duties.

J. Remove anyone from any appointed position without the approval of the Executive Board or the general body.

Section 2: Vice-President. The Vice-President will have all the following duties:

A. Chair the Recruiting Committee.

B. Appoint a co-chairperson of the Recruiting Committee, pending the approval of the Executive Board.

C. Act as President Pro-Tempore in the absence of the President. In a case where the President's office becomes vacant, the Vice-President will become the President automatically and will assume all powers, duties and responsibilities associated with that position. The office of the Vice-President then is vacant and will be filled by an appointment by the new President, pending the approval of the Executive Board and the general body.

D. Assist the President.

Section 3: The chapter Secretary shall have all the following duties and powers:

A. Keep accurate minutes of all chapter meetings (general and Executive Board).

B. Assure publicity for all upcoming events and meetings.

C. Keep an accurate mailing list and phone directory of all members.

D. See to all correspondence of the chapter as directed by the President.

Section 4: The chapter Treasurer will be the chief financial officer of the organization and shall have all the following duties:

A. Chair the Fund-raising committee.

B. Appoint a Director of Fundraising, pending the approval of the Executive Board.

C. Be responsible for developing fund-raising ideas and soliciting donations.

D. Maintain accurate financial records for the organization.

E. Coordinate all financial activities, including any tax responsibilities with

the Internal Revenue Service (IRS).

F. Advise the chapter President and the Executive Board of the financial condition of the chapter.

G. If deemed necessary by the Executive Board, the Treasurer will file any reports for the State Democratic Party or the State Ethics Commission in a timely manner.

H. Write Checks and make deposits as directed by the Executive Board. The Treasurer will not have the right to make financial transactions without the approval of the Executive Board.

ARTICLE V

Executive Board

The __ (Chapter Name) __ Executive Board will be the chief policy making body for the chapter.

Section 1: The Executive Board will have all the following powers necessary for the proper and legal execution of all duties of the __ (Chapter Name) __.

Section 2: The Executive Board will meet no less than twelve (12) times during the course of one (1) fiscal year.

ARTICLE VI

General Body

The __ (Chapter Name) __ general body will meet no less than eight (8) times during the course of one (1) year.

ARTICLE VII

Elections

Section 1: Elections of officers will be held at the first meeting in February of each year. All terms are for one year.

Section 2: The order of elections will be as follows: President, Vice-President, Secretary, and Treasurer.

ARTICLE VIII

Standing Committees

There will be two (2) standing committees. These committees will be the

Fund-raising committee and the Recruiting committee. Each of these committees shall have five (5) or seven (7) members depending upon the preference of the committee chair.

ARTICLE IX

Forming New Committees

The President or the Executive Board can form adjunct committees at any time for any reason they deem necessary.

ARTICLE X

Supporting Candidates

The __ (Chapter Name) __ will never oppose a Democrat candidate for political office, either by supporting non-Democrat candidates or by not supporting all Democrat candidates in a primary, nor will the chapter support a non-Democrat candidate, even if said candidate does not have a Democrat opponent.

ARTICLE XI

Constitutional Amendments

Amendments to this constitution must be submitted in writing to the chapter President and chapter Secretary at least two weeks (14 days) prior to the meeting at which the amendment will be considered. The President is obligated to place the amendment on the agenda for that meeting. The amendment will be considered approved if two-thirds (2/3) of the Executive Board and two thirds (2/3) of the general body (in attendance) vote in favor of the amendment.

ARTICLE XII

Number of Offices

No one person may hold more than one office in the __ (Chapter Name) __ organization.

ARTICLE XIII

Impeachment

Only the elected offices may be subject to impeachment. The President reserves the right to remove anyone from an appointed position. Procedures for impeachment will be as follows:

- A. Any person holding an elected office within the chapter may be impeached if found guilty of failure to adequately perform his/her duties.
- B. The person shall be notified of the charges against them no less than thirty days (30) prior to the meeting in which the impeachment will be discussed.
- C. Members of the Executive Board who are not charged with negligence of their duties shall appoint a committee and chairperson to hear the testimony of the person or persons charged. The findings of the committee shall be final.

ARTICLE XIV

Dissolution

In the event of the dissolution of the _____ County Young Democrats, all funds in the treasury and other assets and records shall go to the New York State Young Democrats after all obligations have been met, to be safeguarded.

Local County Young Democrat Chapter Sample By-Laws

BYLAW I

Membership Dues

Section 1 Dues for general membership shall be set at twenty-five dollars (\$25) per year.

Section 2 Dues for student membership shall be set at fifteen dollars (\$15) per year.

2.1 In order to be eligible for the student membership rate, a person must be enrolled full time in a state accredited educational institution.

2.2 Such person must include a copy of their student identification card with the submission of their membership application as proof of enrollment.

2.3 Such person is limited to six years of eligibility at the student membership rate at any level of higher learning or combination thereof.

Section 3 If any member joins the __ (Chapter Name) __ Young Democrats after October 1st of any given year, the paid dues for the respective member will be credited for both the current and following year.

Section 4 Prorated membership dues are prohibited.

Section 5 All membership dues will be deposited into the organization's savings account.

5.1 Such revenue shall be strictly earmarked for the sole purpose of membership benefits.

5.2 The use or transfer of such revenue for non-member based purposes without a vote of the general membership is strictly prohibited and grounds for judicial review.

BYLAW II

Endorsements

The __ (Chapter Name) __ Young Democrats will not endorse any candidate for office in a contested Democratic primary, but will provide campaign information to members of the __ (Chapter Name) __ Young Democrats upon request from any Democratic candidate for office.