

CHARTERING PACKET

2018

**CHARTERING WITH THE VIRGINIA YOUNG DEMOCRATS**

Club charters are subject to renewal at the annual VAYD State Convention. All club charters that have not been renewed by the close of the VAYD Convention shall be terminated at that time. Clubs that do not charter at Convention can apply for an interim charter at any point during the year.

The process for completing your charter application does require some paperwork and preparation, but you have help. If you have questions at anypoint during the process, you can contact Secretary Graham Weinschnek.

Clubs must submit their chartering documents electronically at [www.vayd.org/vaydcharter](http://www.vayd.org/vaydcharter). Charters submitted by Friday, March 16, by 11:59 p.m. are considered on time submissions. If you are unable to submit your club’s charter packet electronically, contact the Secretary or Chair of the Credentials Committee.

Included in this packet:

* VAYD Chartering Checklist;
* FAQ, including how to max your votes for Convention;
* Sample Club Constitution;
* Sample Outreach Plan;
* Sample Campaign/Charitable Activity Letter.

These and other samples of required documents, such as the Membership, Officer, Advisor Lists (in Excel format), are available online at [www.vayd.org/vaydcharter](http://www.vayd.org/vaydcharter).

Be sure to let us know if you have any questions or need any assistance from us. We’re looking forward to having you on our team and we want to make the charter application process as simple as possible for you. Feel free to contact us at any time with questions!

Graham Weinschnek

Secretary

secretary@vayd.org

CHARTERING CHECKLIST

Do you have everything you need to charter? This checklist will help make sure that you’ve submitted all the required documents.

**☐** Copy of the club’s Constitution and/or Bylaws (the primary governing document of your club, whatever it may be)

**☐** List of club officers, including:

**☐** First and Last Name

**☐** Addresses

**☐** Phone numbers

**☐ E-mail Address**

**☐** Date of term expiration, and

**☐** Date of birth.

**☐** Membership list that includes each member. Clubs must have at least 10 members to be considered for a club charter. It must include the following for each member:

**☐** First and Last Name

**☐** Email address

**☐** Date of birth (After 4/6/1982 and before 4/8/2005 to be age eligible at Convention)

**☐** Telephone number (including area code)

**☐** Mailing Address (not required, but strongly encouraged)

**☐** Copy of the club’s Outreach Plan, which shall conform to the guidelines issued under Article VI, Section 1 of the VAYD Constitution (see below)

**☐** **High School/College/University clubs only:** a list of any and all faculty or staff advisors with current contact information, including email address and telephone number

**☐** Club Website or Facebook Page

**☐** Campaign and/or Charitable Activities Letters (optional, max 4)

**☐** ~~Chartering fee~~ [waived by the VAYD Executive Board]

**Reminder:** Sample documents are online and downloadable in Word/Excel format at [www.vayd.org/vaydcharter](http://www.vayd.org/vaydcharter). If other file formats are required, please contact the Secretary and the Credentials Chair.

FREQUENTLY ASKED QUESTIONS

**WHY DOES VAYD NEED ALL OF THIS INFORMATION?**

The Virginia Young Democrats serve as a liaison between all of our charter members and the leadership of the Democratic Party of Virginia and all of our statewide campaigns. In order to make sure that every campaign is aware of the strength of each of our chapters and to make sure that our statewide organizations and campaigns can easily connect with local chapters, VAYD’s information needs to be up to date. Additionally, the information provided to us in your charter application is used to determine how many votes each chapter will receive at the annual convention (more below).

**HOW DOES MY CHAPTER RECEIVE VOTES FOR CONVENTION?**

This can be the most confusing part of Convention preparation. Luckily, your trusty Chartering Team is here to help with an easy-to-understand chart (these are allotted votes prior to any sanctions the Credentials Committee may order):

|  |  |  |
| --- | --- | --- |
| FACTOR | DESCRIPTION | NO. OF VOTES |
| Club Size | Divided into five groups of 20%, based on membership totals in the approved report of the Credentials Committee  | Largest 20% = 20 votes Next 20% = 15 votes Next 20% = 10 votes Next 20% = 7 votes Smallest 20% = 5 votes  |
| Council of Presidents Participation | 3 votes per COP meeting/call your club President attended  | 1 Meeting: 3 votes 2 Meetings: 6 votes 3 Meetings: 9 votes(There is a 9 vote maximum) |
| Campaign/Charitable Activities | Official club participation in campaign activities for a Democratic nominee or endorsee for public office; official club participation in charitable events. Must be certified. Refer to VAYD Constitution for requirements, VII.16.iii. | 6 votes per campaign activity 4 votes per charitable activity (There is a 24 vote maximum)  |
| Club Website | Maintaining an up-to-date online information center (website, Facebook page/group, etc.).  | 5 votes  |
| Centralized Membership Database | Maintaining your club’s membership in a central database (i.e. excel spreadsheet). The VAYD Secretary will make recommendations on any reductions in votes under this section.  | 5 votes  |
| Past Chartering | Votes are granted for each of the last two immediate past annual Conventions at which the club was granted a charter and attended.  | 1 Convention = 2 votes 2 Conventions = 4 votes(There is a 4 vote maximum)  |
| Newly Chartered Clubs | If a newly chartered club has not been chartered in any of the previous four calendar years, as certified by the Secretary, they will receive four votes. *You may not receive votes under both this and “Past Chartering” provisions.* | 4 votes  |
| On-Time Submission | Submit all required documents by **11:59pm on** Friday, March 16, 2018. | **5 votes**  |

**WHAT IS THE MINIMUM NUMBER OF DELEGATES MY CLUB NEEDS TO CAST OUR VOTES?**

For clubs within the hosting club’s region, delegates can cast a maximum of five votes each. For clubs from any other region, delegates can cast a maximum of ten votes each. For 2018, clubs from the Southside Region (see IV.6.vii of the VAYD Constitution) are at a 5-to-1 ratio; all other clubs are at a 10-to-1 ratio.

**HOW DO I BECOME A DELEGATE TO CONVENTION?**

Each club shall have the authority to determine the manner in which its delegates and delegation chair are chosen, consistent with its bylaws and with the VAYD Constitution. If a prospective delegate is not eligible to be a member of any chartered club within 50 miles of his/her residence, s/he may become an accredited at-large delegate, having submitted the information required by II.5.iv of the VAYD Constitution with an at-large fee of one dollar.

**WHAT ARE SOME MISTAKES THAT CAN CAUSE MY CLUB TO LOSE VOTES?**

1. **Not submitting a charter application on time.** If your charter is duly submitted by 11:59pm on March 16, 2018, you get five votes for on-time submission. Probably the easiest five votes to get. However, if a chapter submits a late charter application, the chapter, at the discretion and recommendation of the credentials committee, may lose votes at the rate of up to four percent of total voting strength for each calendar day a portion of a charter application is late. All other recommended sanctions by the credentials committee shall be limited to censure, denial of charter application, or a reduction of not more than 75 percent of voting strength.

2. **Not submitting one of the required documents.** It happens to the best of us! This is why we’ve created the checklist. We recommend submitting the documents early, and confirming receipt of all required documents with the Credentials Chair or Secretary.

3. **Incomplete required information on the required documents.** Again, checklist!

4. **Not bringing enough delegates to cast your allotted number of votes.** Is your club in the Southside Region? Divide your expected vote total by 5. Is your club outside the Southside Region? Divide your expected vote total by 10. Bring at least that many eligible delegates to be able to cast all of your votes.

**WHEN WILL WE RECEIVE WORD FROM THE CREDENTIALS COMMITTEE ON OUR VOTING STRENGTH?**

One week prior to the Convention, the chair of the Credentials Committee submits the preliminary Credentials report to the members of the VAYD Executive Committee and to the presidents of each club named in the report. The Credentials Committee may revise its report until it is adopted by the annual Convention.

**IF I BELIEVE THE CREDENDTIALS COMMITTEE HAS MADE AN ERROR OR WOULD LIKE TO CONTEST THE COMMITTEE’S FINDINGS FOR MY CLUB, HOW CAN I DO SO?**

The Credentials Committee will discuss charter applications shortly after the initial chartering period has closed. In any discussions, a representative of the club has the right to be present and offer a defense. The Credentials Chair will publicize the meetings of the Credentials Committee so that members of clubs with sanctions pending may be present. Such deliberations may be held in executive session unless the accused otherwise desires.

SAMPLE CLUB CONSTITUTION





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**SAMPLE OUTREACH PLAN**

**SAMPLE CAMPAIGN/CHARITABLE ACTIVITY LETTER**

*NOTE: The VAYD Constitution provides six votes per campaign and four votes per charitable event. Certification of letters must come from one of the following: campaign/charity official, voting member of the Virginia Young Democrats executive committee who was also in attendance, or the chair of the region in which the event was held. Candidates must be the Democratic nominee or endorsee.*

DATE

To whom it may concern,

This letter is intended to serve the XXXX Young Democrats with a written record of their help on the XXXX campaign.

This chapter participated in ACTIVITY on DATE at LOCATION, and we were honored to have them assist us. The group should be commended for their work across Virginia.

Sincerely,

SIGNATURE

POSITION