

# California Congress of Republicans

## Charter Kit



### Charter Application Check List

1. The Application form for a Charter
2. The list of persons petitioning to Charter (minimum of 11)
3. The certification of actions taken to Charter
4. A check in the amount of ten dollars (\$10) for the Charter application fee
5. The form listing your acting or elected Chapter officers.
6. A listing of your members on the application forms provided
7. A check in the amount of six dollars (\$6) per Chapter member
8. A copy of the minutes of your first TWO meetings
9. A copy of your Bylaws
10. A written description of your proposed boundaries
11. A map showing the boundaries of your proposed Chapter

Application for Charter to the  
**California Congress of Republicans**

To the California Congress of Republicans Board of Directors:

The undersigned respectfully petition your honorable body that they be granted a Charter as a Local Chapter of the California Congress of Republicans, and certify as follows:

That we are American Citizens of good moral character who are duly registered with our respective County Clerk as Republican voters having the success of the Republican Party at heart and shall endeavor to advance the Republican Party principles and ideals, and hereby request a Charter empowering us to form, open and hold regular Republican Congress meetings, and to carry on the activities of such an organization at \_\_\_\_\_, in the City of \_\_\_\_\_, State of California, Zip \_\_\_\_\_.

That the territory over which our proposed Republican Congress Chapter shall have jurisdiction consists of the following named county, city, town, community, area, to wit:

\_\_\_\_\_  
\_\_\_\_\_

And that the said Republican Congress shall be known as the:

\_\_\_\_\_  
Chapter, California Congress of Republicans.

And that if our request for a Charter be granted, we promise to cooperate in the purposes, functions, and activities of the California Congress of Republicans and to comply with the provisions of its Articles of Incorporation and Bylaws.

## Petitioners for Charter

The following persons hereby petition the California Congress of Republicans for a Charter Membership (**a minimum of eleven (11) members are required.**)

NAME	ADDRESS	CITY	ZIP
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____

(If more than 16 petitioners, please make copy of form)

# California Congress of Republicans

## Certification

The Bylaws of the California Congress of Republicans require that the following is to be certified by the acting President and Secretary:

The petitioners have had at least two (2) meetings in which they have:

1. Ratified the Bylaws of the California Congress of Republicans.
2. Elected officers, appointed committees and completed the organization as provided for in said Bylaws.
3. Adopted Bylaws which are submitted with this application.
4. Approved a ten dollar (\$10) Charter Fee to be submitted with this application.
5. Met for instruction with an accredited representative of the California Congress of Republicans by name of \_\_\_\_\_ who is a \_\_\_\_\_ of the California Congress of Republicans.

(If there are any omissions to the above, please explain on the back of this form.)

The above is certified to be true and correct:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

of the \_\_\_\_\_

**California Congress of Republicans.**

California Congress of Republicans

**Charter Officers Information**

**CHAPTER:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRESIDENT:** \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**VICE PRESIDENT:** \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**SECRETARY OR MEMBERSHIP SECRETARY:** \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**MONTH OF ANNUAL ELECTIONS:** \_\_\_\_\_

Signed (Chapter Officer) \_\_\_\_\_ Date \_\_\_\_\_

**CALIFORNIA CONGRESS OF REPUBLICANS**

## **MEMBERSHIP FORMS**

Please list each member on a Membership Form. We enjoy the privileges of a Second Class mailing permit for our publication "The Grass Roots."

In order to maintain our Second Class Permit, we have to show that a portion of the membership dues goes towards a subscription to our publication.

Send completed Membership Application Kit to:

Pam Corradi  
CCR Membership Committee  
120 N. Sunset Canyon Dr.  
Burbank, CA 91510

Ph. (818) 846-0024  
E-mail: [pamcorradi@att.net](mailto:pamcorradi@att.net)

## California Congress of Republicans

### Chapter Bylaws

Enclosed is a generic set of Bylaws which is provided to assist your group in applying for a Charter in the California Congress of Republicans.

You may amend them to suit your needs prior to submitting them with your Charter Application, or after your Charter has been granted.

You may also submit your own set of Bylaws, instead of the generic set found in this kit, providing they adhere to the principles and purposes of the California Congress of Republicans, and providing that they do not conflict or supersede the CCR Bylaws.

**BYLAWS**

Of the

(Name of charter chapter)

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a chapter of the

**CALIFORNIA CONGRESS OF REPUBLICANS**

**ARTICLE I**

NAME

The name of this organization shall be the \_\_\_\_\_, hereinafter referred to as (initials) \_\_\_\_\_.

**ARTICLE II**

JURISDICTION

The jurisdiction of the (initials) \_\_\_\_\_ will focus on, but not be limited to, those concerns and issues that impact (description of jurisdiction)

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**ARTICLE IV**

MEMBERSHIP

SECTION 4.1 - Classification: The classification of memberships in this organization shall be Member, Associate and Honorary members.

SECTION 4.2 – Membership Dues and Privileges: The board of Directors, with the advice and consent of the membership, shall set the annual dues and privileges for all membership categories. Memberships received after October 1<sup>st</sup> of each year, shall remain current to the end of the following year.



SECTION 4.3 – Members: Members of this organization shall be those American citizens who are registered to vote as Republicans and are approved for membership by the Membership Committee and accepted by the Board of Directors.

SECTION 4.4 – Associate and Honorary Members: Associate and Honorary Members are non-voting members of this organization.

SECTION 4.5 – Termination of Membership: If membership dues remain unpaid for a period of sixty (60) days after written notice by the Secretary, such membership shall ipso facto terminate and such member shall cease to be in good standing. Membership may be terminated by the action of the Board of Directors in accordance with Robert's Rules of Order.

## **ARTICLE V**

### **BOARD OF DIRECTORS, OFFICERS AND EXECUTIVE COMMITTEE**

Section 5.1- Election of Officers and Directors: Officers and directors shall be elected by plurality vote of regular members at the annual election meeting. The immediate Past President shall automatically be a member of the Board of directors for the term following his/her presidency.

Section 5.2 – The Board of Directors: The Board of Directors shall consist of the President, the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President, The Treasurer, Recording Secretary, Membership Secretary, and Immediate Past President and five Directors.

Section 5.3 – The Executive Committee: The Executive Committee shall consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Recording Secretary, and Membership Secretary.

Section 5.4 – Qualifications: A candidate for elective office must be a member in good standing for at least one (1) year. A candidate for President or Vice President shall have served on the Board of Directors for at least one (1) year. (See Proviso #1 at the end of these Bylaws)

Section 5.5 – Term of Office: Officers and Directors shall be elected for a term on one (1) year or until their successors are elected. No elected Officers shall serve more than two (2) consecutive terms in the same Office, except the treasurer and the two Secretaries.

Section 5.6 – Board Vacancies: A vacancy of the Board of Directors may be filled by the President with the advice and consent of the Board of Directors, provided that the appointment is made sixty (60) days prior to the Annual Meeting. (See Proviso #1 at the end of these Bylaws)

Section 5.7 – Powers and Duties: The Board of Directors and each of the Officers shall have the following powers and duties:

a) President:

- Official spokesperson for the organization.
- Preside at all meetings of the Board of Directors, as well as regular meetings.
- Insure the Bylaws are diligently enforced.
- Have full power to appoint all members of the standing, special or ad hoc committees deemed necessary to perform the work of the chapter.
- Responsible for the chapter Newsletter.
- Perform such other duties as usually pertain to this office.

b) Vice Presidents:

1<sup>st</sup> Vice President:

- Shall succeed to and become President of chapter in the event that the Office of President becomes vacant.
- Perform all the duties of the President in the absence of the President.
- Assist the President as pertains to all duties and activities of that office.
- Perform such duties as the President may request.

2<sup>nd</sup> Vice President:

- Perform duties pertaining to all membership drives.
- Serve as Chairman of the Membership Committee.
- Be responsible for membership retention.
- Perform such duties as the President may request.

c) Treasurer:

- Receive, collect and deposit all monies received by the chapter.
- Keep the usual books or records of accounts and report on income, disbursements and liabilities.

- Originate all disbursements on orders of the Board of Directors.
- Perform such duties as the President may request.
- All drafts to be signed by two officers, who must include the Treasurer and one of the following: President, 1st Vice President, or 2<sup>nd</sup> Vice President.
- The Treasurer shall be bonded at the expense of the Chapter as requested by the Board of Directors.
- Be responsible for reporting to the appropriate state and federal agencies.

d) Secretaries

Recording Secretary:

- Keep minutes of all meetings.
- Provide notice of all meetings.
- Perform such duties and correspondence as the President may request.

Membership Secretary:

- Keep a record of all members' names and addresses.
- Keep CCR Membership Secretary apprised of the dues monies to the CCR Membership Secretary.
- names and contact information of Chapter Officers.
- Perform such duties as the President may request.

e) The Board of Directors:

- Shall have the power to solicit and receive contributions from members of the general public for the purposes of the chapter and the activities it sponsors.
- Shall not solicit funds for the State or County Central Committees, or for use by the Republican Party without first securing the consent of

the appropriate Party officials in the manner provided by the Election Code of California.

- Shall be vested with the power and the duty of transacting all the business of the chapter.
- Responsible for carrying out the objectives and purposes of the chapter.
- Responsible for protecting the chapter membership mailing list from use by any other organization, without a 2/3rds majority approval of the Board.

f) The Executive Committee:

- Set the time and place of all meetings.
- Responsible for the implementation of daily business between Meetings of the Board of Directors.

Section 5.8 – Public Service: No Officer shall hold any partisan or nonpartisan remunerative, elective public office at the city, county, state, or federal levels.

Section 5.9 – Vacancies: Vacancies occurring between elections shall be filled by the Board of Directors. (See Proviso #2 at the end of these Bylaws.)

Section 6.1 – Appointments: All members of committees shall hold office at the pleasure of the President and with the approval of the Board of Directors. A committee shall consist of a minimum of three members.

Section 6.2 Standing Committees: The standing committees shall be:

Ways and Means  
Membership  
Functions  
Voter Registration/Precinct  
Newsletter  
Audit

Section 6.3 – Nominating Committee: A Nominating Committee shall be appointed by the President, with the approval of the Board of Directors, not less than thirty (30) days and not more than sixty (60) days before the annual election meeting.

## **ARTICLE VII**

### **MEETINGS**

Section 7.1 – Directors Meetings: The Board of Directors shall meet at least once each month at a time and place designated by the Executive Committee. A Quorum shall consist of at least seven (7) members.

Section 7.2 – Regular Meetings: Regular membership meetings shall be held not less than quarterly at a time and place designated by the Executive Committee.

Section 7.3 – Annual Meetings: Annual meetings shall be held in January of each year for the purpose of electing Officers and Directors. The meeting time and place shall be designated by the Executive Committee.

Section 7.4 – Special Meetings: Special meetings may be called by the President or by at least five (5) members of the Board of Directors. The meeting time and place shall be designated by the Executive Committee.

Section 7.5 – Executive Committee Meetings: Executive Committee meetings shall be called by the President. A Quorum of the Executive Committee shall consist of four (4) members.

## **ARTICLE IX**

### **MEMBERS IN GOOD STANDING**

Members in good standing are only those members who have been accepted by the Membership Committee and approved by the Board of Directors.

## **ARTICLE X**

### **VOTING**

#### **ROBERT'S RULES OF ORDER**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern this Organization in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws or those of the CCR.

## **ARTICLE XI**

### **AMENDMENT OF THESE BYLAWS**

These Bylaws may be amended at any regular meeting of this Organization by a two-thirds vote of those present, provided that the proposed amendment has been submitted \*in writing to the Membership at least thirty (30) days prior to a Regular meeting where they are to be considered. Amendments to the Bylaws may not conflict or supersede the CCR Bylaws.

## ARTICLE XII

### ORDER OF BUSINESS

The following is a suggested model for the Agenda and Order of Business for Directors and General meetings:

Invocation  
Pledge of Allegiance  
Reading and Approval of the Minutes  
Treasurer's Report  
Committee Reports  
Unfinished Business  
New Business  
Adjournment

### PROVISOS

1. Article V, Section 5.4 – Qualifications: A candidate for elective office must be a Regular Member in good standing for at least one (1) year. A candidate for President or Vice President shall have served on the Board of Directors for at least one (1) year.

PROVISO: Article 5, Section 5.4 to become effective \_\_\_\_\_ (one year from the date of adoption of these Bylaws.) Until that time, elected offices and any vacancies thereof shall be filled by the Board of Directors.

2. Section 5.8, Vacancies – Vacancies occurring between elections shall be filled by the board of Directors.

PROVISO: Vacancies filled shall not be required to have served on the Board of Directors for at least one (1) year.

We hereby certify that the forgoing Bylaws of the (name of the new chapter

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were duly considered and approved by the members thereof on this \_\_\_\_\_ day

of \_\_\_\_\_, \_\_\_\_\_ (year).

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PRESIDENT

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SECRETARY