



2019 Application for Unit Charter

Introduction Letter	2
Section 1: The Checklist	3
Section 2: The Workflow	5
Section 3: Deadlines	7
Section 4: Documents	9



**Convention Standing
Committee on
Credentials**

Andie Whitaker
Chair

Jerrell Reid
Vice-Chair

Ricardo Alfaro
Secretary

Dear Chartering Unit,

The 2019 application for unit charter has been streamlined for ease of use while remaining true and compliant to the Bylaws and Charter of the Young Democrats of America. We believe that this format will provide transparency and continue building a solid foundation for the organization.

Similar to the 2017 workflow, all transactions will be electronic per Section 115(c) of the Bylaws of the Young Democrats of America. We will continue to provide several electronic checks to guarantee the validity of the submitted documents.

This application includes the chartering workflow and quotes the pertinent sections from our Bylaws that enable for such actions

We urge you to please read this application carefully. Additional information will be provided via e-mail. You can also write to credentials@yda.org with your questions. However, please note that chartering information will only be accepted through the online portal and not via e-mail.



2019 Application for Unit Charter

SECTION 1: THE CHECKLIST

The chartering process will be generated and completed online through the Online Chartering Application (OCA). There are certain documents which you will be required to print, notarize, scan, and upload into the online chartering application. Other documents will have to be standardized to a certain format in order to be accepted.

NOTARIZED DOCUMENTS

These documents must be printed, notarized, scanned, and uploaded into the OCA. If a notary stamp or seal is not required in your state, you must print, scan, and upload a 2019-NE (notary exception) form.

- 2019-C-P Unit President Certification
- 2019-C-NCM Unit National Committee Representative
- 2019-NE Notary exception

These forms are included in this packet. All scans must be uploaded in PDF.

UNIT GOVERNING DOCUMENTS

The following documents must be uploaded into the OCA. Some of these documents may be the same or have different names. These documents must be compliant with YDA Charter. In the event of varying age criteria, the delegate and alternate selection rules must be strictly compliant with YDA rules.

- Constitution
- Bylaws
- Certification of Incorporation
- Additional governing documents
- Delegate and Alternate selection rules

All files must be uploaded in PDF.

ADDITIONAL UPLOADS

These files must be uploaded into the OCA in Excel format. The OCA will validate these documents per YDA bylaws.

- Membership List (template will be provided)
- Unit Officers (template will be provided)

All files must be uploaded in Excel (XLS or XLSX).

THE CHECKLIST (cont.)

MEMBERSHIP LIST

The membership spreadsheet must contain the following required fields (unless otherwise noted) per YDA bylaws (Section 110g):

1. Name
2. City
3. State
4. Zip Code
5. Date of Birth (Including Month, Day, and Year)
6. Phone Number (optional)
7. E-Mail Address

(template will be provided)

UNIT OFFICERS LIST

The officer roster must contain the following required fields (unless otherwise noted) per YDA bylaws (Section 110d):

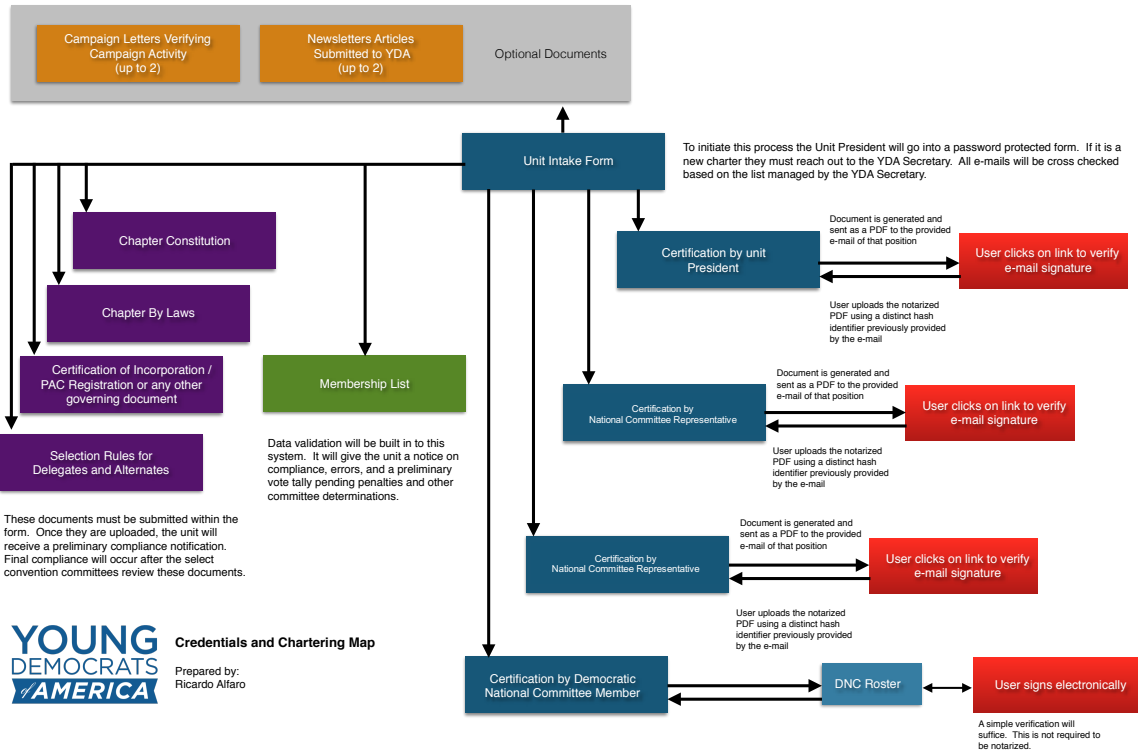
1. Name
2. Full Address*
3. Date of Birth (Including Month, Day, and Year)
4. Phone Number*
5. E-Mail Address*
6. Date of Election
7. Date of Term Expiration

* must be unique for each officer serving in the National Committee

(template will be provided)

2019 Application for Unit Charter

SECTION 2: THE WORKFLOW



UNIT INTAKE FORM

To initiate this process the Unit President will go into a password protected form. If it is a new charter they must reach out to the YDA Secretary, Quentin Wathum-Ocama, at gocama@yda.org. All e-mails will be cross checked based on the list managed by the YDA Secretary. If the Unit President is designating a person to work on the charter on its behalf, the Unit President must still confirm the initial e-mail to begin the workflow.

1. Name of the unit
2. Territory of unit representation
3. Date of last convention
4. Website, social media (Facebook and Twitter accounts)
5. Upload of governing documents, as defined on section 1
6. Upload of membership-related excel worksheets, as defined on section 1

NOTARIZED DOCS AND DNC MEMBER CERTIFICATION

Because we are using an entirely electronic filing workflow, we will require a two-step verification process. This entails using e-mails as electronic signatures



for each step. Within the unit intake form you will define the name and e-mail address of the President, National Committeeman, National Committeewoman, and DNC member.

WORKFLOW FOR PRESIDENT AND NATIONAL COMMITTEE REPRESENTATIVES

1. Upon adding a member into the unit intake form an automated e-mail will be sent out to that person.
2. The person must confirm (digitally sign) an acknowledgement that the e-mail address is valid and correct. The e-mail will also contain a link to download the corresponding certification form.
3. It is responsibility of each signer to send their form to the person responsible for completing the OCA.
4. Once the scan has been uploaded, another automated e-mail will be sent out to the corresponding person.
5. The member must confirm (digitally sign) and acknowledge the upload from the automated e-mail message.

Failure to obtain two electronic signatures will make the forms invalid.

WORKFLOW FOR DNC MEMBER CERTIFICATION

1. Upon adding the full name and e-mail of the DNC member, an automated message will be sent out to that person.
2. The DNC member must validate the information and confirm (digitally sign) the certification.
3. We will cross verify the DNC member information from the DNC Roster (<https://democrats.org/page/democratic-national-committee-officer-elections-faq>).

Failure to obtain this electronic signature will make the charter invalid. The DNC member must be current and active on the DNC.

ADDITIONAL OPTIONAL UPLOADS

(do not count for Chartering purposes)

1. Delegate List (Excel)
2. Campaign Letters (up to 2 in PDF)
3. Committee Appointments (Excel) – 1 per state for Credentials, Rules, Platform (as stated on YDA Bylaws, Section 450)



2019 Application for Unit Charter

SECTION 3: DEADLINES

Notice and Requirements (Section 115(b) - 90 days - **April 18, 2019**)

Section 115 (b). The Young Democrats of America shall provide notice to all members of the National Committee of the charter application requirements not fewer than ninety (90) days prior to the deadline for chartering applications to be submitted.

Minimum Unit Delegation Vote Ratio (Section 370(b) - no later than 60 days - **May 17, 2019**)

Section 370(b) Minimum Unit Delegation to Vote Ratio; Mileage Formula. Chartered units shall be permitted to cast votes allocated under the provisions of the Charter and the Bylaws provided that each chartered unit is represented by registered Delegates, present in person, whose aggregate number does not fall below the votes per delegate ratio established according to the driving mileage from each unit's territorial capitol or largest city, whichever is furthest, to the site of the National Convention as follows: Zero (0) to five hundred (500) miles, one (1) delegate for every two (2) votes; five hundred one (501) to one thousand (1000) miles, one (1) delegate for every three (3) votes; one thousand one (1001) to one thousand five hundred (1500) miles, one (1) delegate for every four (4) votes; one thousand five hundred one (1501) to two thousand five hundred (2500) miles, one (1) delegate for every five (5) votes; any distance in excess of two thousand five hundred (2500) miles, one (1) delegate for every six (6) votes. No later than sixty (60) days prior to each National Convention, the Chair of the Standing Committee on Credentials shall prepare a chart of each territory's driving mileage, derived by the mileage indicated in the current Rand McNally Atlas or comparable mapping standard, along with the delegate to vote ratio derived therefrom.

Chartering Application Open (Section 115(a) - 60 days - **May 17, 2019**)

Section 115(a). All component documents of unit charter applications shall be filed not earlier than sixty (60) days nor later than thirty (30) days preceding the day on which the first General Session of the National Convention is scheduled to be convened.

Chartering Close (Section 115(a) - 30 days - **June 17, 2019**)

Section 115(a). All component documents of unit charter applications shall be filed not earlier than sixty (60) days nor later than thirty (30) days preceding the day on which the first General Session of the National Convention is scheduled to be convened.



Chartering inspection (Section 120(b) - **June 22, 2019**)

Section 120(b). All charter applications shall be opened and examined by the Chair of the Convention Standing Committee on Credentials at the National Office or at an address specified by the President, at 12:00 noon on the first Saturday immediately following the deadline for receipt of charter applications. Any member of any unit shall be allowed to attend, observe, and make records of the opening and examination of the charter applications, but no observer may interfere or raise challenges at such time.

Preliminary Credentials Report (Section 360(a) - 20 days - **June 27, 2019**)

Section 360(a). The Chair of the Convention Standing Committee on Credentials shall prepare and distribute to the National Committee a complete preliminary credentials report not less than twenty (20) days prior to the day on which the first General Session of the National Convention is scheduled to convene. The report shall show all units that have submitted or attempted to submit charter applications, whether the application is accepted or denied, the date of original filing, the date of each subsequent amendment, the status of each required item under the Charter and the Bylaws, and the number of votes allocated under the Charter and the Bylaws, including penalties and delegate ratios.

Credentials Report (Section 360(c) - **at Convention**)

Section 360(c). The Chair of the Convention Standing Committee on Credentials shall prepare a Credentials Committee Report upon completion of the business of the Convention Standing Committee on Credentials for submission to the National Convention, reflecting all actions of the Convention Standing Committee on Credentials. This report shall be in the same form as the preliminary credentials report and shall govern voting until further action is taken by the National Convention. This report shall be available to all registered Delegates and distributed to the chair of each Convention Standing Committee, all convention officers, and the delegation chair of each chartered unit. A Final Credentials Report in the same format shall be submitted to the first National Committee meeting following the National Convention reflecting the final actions by the National Convention.



2019 Application for Unit Charter

SECTION 4: DOCUMENTS

NOTARIZED DOCUMENTS

These documents must be printed, notarized, scanned, and uploaded into the OCA. If a notary stamp or seal is not required in your state, you must print, scan, and upload a 2019-NE (notary exception) form.

- | | | | |
|---|---|------------|--|
| [|] | 2019-C-P | Unit President Certification |
| [|] | 2019-C-NCR | Unit National Committee Representative |
| [|] | 2019-NE | Notary exception |



CERTIFICATION BY UNIT PRESIDENT

I, _____,
 hereby certify that I hold the office of the President of the Young Democrats of _____ and that to the best of my knowledge all documents submitted are current, complete, and in every respect accurate; that the membership list submitted consists of actual members of the Young Democrats of _____ subsequent to the last YDA National Convention in August, 2017, who currently satisfy the age requirements of the YDA Charter; that the Young Democrats of _____ has most recently held a convention and elected officers not prior to the last YDA National Convention; and that the total membership claimed is _____ members.

This ____ day of _____, 2019.

 SIGNATURE

Sworn to and subscribed before me
 this _____ day of _____, 2019.

NOTARY PUBLIC OR OTHER AUTHORIZED OFFICER
 My Commission expires: _____/_____/_____
 Notary Signature: _____



**CERTIFICATION BY
NATIONAL COMMITTEE REPRESENTATIVE**

I, _____,
hereby certify that I hold the office of the National Committee Representative
of the Young Democrats of _____ and that to the
best of my knowledge all documents submitted are current, complete, and in
every respect accurate; that the membership list submitted consists of actual
members of the Young Democrats of _____
subsequent to the last YDA National Convention in August, 2017, who currently
satisfy the age requirements of the YDA Charter; that the Young Democrats of
_____ has most recently held a convention and
elected officers not prior to the last YDA National Convention; and that the
total membership claimed is _____ members.

This ____ day of _____ 2019.

SIGNATURE

Sworn to and subscribed before me

this _____ day of _____, 2019.

NOTARY PUBLIC OR OTHER AUTHORIZED OFFICER

My Commission expires: _____ / _____ / _____

Notary Signature: _____

2019-C-NCR



NOTARY EXCEPTION

STATE

PLEASE PROVIDE THE RELEVANT STATUTE OR EXPLANATION:

SIGNATURE

DATE

2019-NE