

**Los Angeles County Democratic Party**  
**2020 Democratic Club and Organization Charter Application Packet**

Dear Democratic Club/Organization:

Thank you for chartering with the Los Angeles County Democratic Party (LACDP). 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 [www.lacdp.org/democratic-club](http://www.lacdp.org/democratic-club).

Whether you are forming a new Democratic club/organization or have chartered with LACDP previously, we suggest that you read through this packet carefully before completing the paperwork.

Please submit your completed application, including:

- The charter application packet;
- Appropriate fee payable to LACDP;
- The club's/organization's current constitution and/or bylaws;
- Adoption and Compliance of Club/HQ Anti-harassment Policy; and
- A digital **AND** hard copy of the membership roster, **NO CDs will be accepted, flash drive or email only.**

Los Angeles County Democratic Party  
c/o Democratic Club/Organization Charter Application  
533 S Fremont Ave, Suite 410  
Los Angeles, CA 90071  
Email: [elizabeth.hennes@lacdp.org](mailto:elizabeth.hennes@lacdp.org)

Pursuant to the California Elections Code Section 20201, your Democratic club/organization **must be chartered** by LACDP in order to operate as a Democratic organization in Los Angeles County. Hence, **chartering with LACDP is mandatory, not optional.**

All applications will be reviewed by the LACDP Organizational Chartering & Development Committee prior to consideration for approval by the LACDP. The review process takes approximately fifteen days to complete. Please allow enough time for the committee to process the application. Additionally, please complete each part of the application and attach the requisite documents as required.

**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 LACDP office at [elizabeth.hennes@lacdp.org](mailto:elizabeth.hennes@lacdp.org)

Democratically yours,

Joe Cislowski  
Co-Chair, Organizational Chartering & Development Committee  
Los Angeles County Democratic Party

## Los Angeles County Democratic Party 2016-2020 Leadership Contact Information

FIRST NAME	LAST NAME	POSITION	ASM. DIST.	PHONE	EMAIL
Mark	González	Chair		323.828.7561	markgonzalez84@gmail.com
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Sergio	Carrillo	Vice Chair		310.748.6495	CDPRegion16@gmail.com
Thomas	O'Shaughnessy	Controllor		818.679.1305	thomashaughnessy@gmail.com
Olivia	Lee	Recording Secretary		909.632.8028	olivia.tw.lee@gmail.com
Marcella	Cortez	Corresponding Secretary		310.749.6081	marcellagcortez@gmail.com
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Patti	Sulpizio	Region 1 Vice Chair	36, 38	661.253.1673	pattisoul@att.net
Cecile	Bendavid	Region 2 Vice Chair	39, 45, 46	818.884.9923	cecilebe@aol.com
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Margaret	Winningham	AD Delegation Chair	52	909.629.6052	mwinningham@ca.rr.com
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<b>Los Angeles County Democratic Party Headquarters</b>		<b>533 S Fremont Ave, Suite 410 Los Angeles, CA 90071</b>		<b>213.382.0063</b>	<b>elizabeth.hennes@lacd.org www.lacd.org</b>

**Los Angeles County Democratic Party  
Application for Democratic Organization Charter  
2020 Calendar Year**

**Please type or print legibly with black or blue ink.**

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: In order to be chartered, you must provide at least one of the following identification numbers:  
(Note: LACDP strongly recommends that you acquire professional campaign finance/treasurer services, which could also help you in obtaining these identification numbers. Please contact the LACDP office if you need assistance.)**

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](http://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](http://www.fppc.ca.gov) and an FEC Form 1 from (800) 424-9530 or [www.fec.gov](http://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: \_\_\_\_\_

<b>Office</b>	<b>Name</b>	<b>Home Phone</b>	<b>Cell/Work Phone</b>	<b>Email Address</b>
<b>President</b>				
<b>Vice President 1</b>				
<b>Vice President 2 (If Applicable)</b>				
<b>Recording Secretary</b>				
<b>Corresponding Secretary</b>				
<b>Treasurer or Controller</b>				
<b>Parliamentarian</b>				
<b>Newsletter</b>				
<b>Voter Registration</b>				
<b>Precinct Operations</b>				
<b>Events/Fundraising</b>				
<b>Membership</b>				
<b>Webmaster</b>				
<b>Other</b>				

**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	\$50.00	\$100.00*
Young/College Democrats Club	\$15.00	\$30.00
Political Action Committee (PAC)	\$150.00	\$200.00
Other Organizations (i.e., UDH)	\$150.00	\$200.00

**\*Note:** Democratic Clubs that raised or spent less than \$1,000 last year may renew their charter for \$50. 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 application for renewal sixty (60) days following the renewal deadline. If no application has been submitted thirty (30) days following the late fee deadline, LACDP will order the club/organization to cease and desist using the club’s/organization’s previous name. The LACDP Chair may extend the deadline with good cause. Charter application for new club/organization or charter renewal application must be received by the LACDP office at least 15 days prior to the LACDP Monthly Membership Meeting in order to receive charter approval consideration at the meeting.

**Please be sure that your club/organization’s constitution/bylaws meet the following specific requirements.**

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.
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.** It has bylaws and a constitution that require:
  - a. Regularly held meetings, open to all Democrats, which requires at least 10-day prior written notice.
  - b. A regular election of officers for a reasonable tenure.
  - c. Payment or waiver of dues/fees due to economic hardship.
  - d. Dedication of its members to the principles of the Democratic Party.
  - e. Prohibiting the endorsement of non-Democrats in any race or the financial support of non-Democrats.
4. **Notification.** The organization will keep regular communications with Los Angeles County Democratic Party by sending notice of events and meetings to:
  - a. The Chair of the LACDP.
  - b. All members of the LACDP Assembly District delegation in which a majority of the organization’s members reside.
  - c. The Co-Chairs of the LACDP Organization Committee.
  - d. Mailing copies of the newsletter to the Los Angeles County Democratic Party office and/or [info@lacd.org](mailto:info@lacd.org).

**Club/Organization Service Areas**

Name of Club/Organization: \_\_\_\_\_

**Please indicate which Assembly Districts, cities, ZIP codes, and, if available, precincts your club/organization intends to serve:**

<b>Assembly District</b>	<b>City</b>	<b>ZIP Codes (If Applicable)</b>	<b>Precincts (If Available)</b>

**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 Democratic club/organization charter application roster for one club/organization per year for the purpose of chartering. (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:**

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 LACDP and the Organization Committee this year?

What kind of trainings would you like to see from the LACDP and the Organization Committee?

**Club/Organization Membership Roster Template (Sample)**

Name of Club/Organization: \_\_\_\_\_

**Please use the following template to format your club/organization membership roster on Microsoft Excel (A Microsoft Excel template is downloadable at [www.lacdp.org/democratic-club](http://www.lacdp.org/democratic-club)):**

<b>Last Name</b>	<b>First Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP</b>	<b>AD</b>	<b>SD</b>	<b>CD</b>	<b>Phone, Home</b>	<b>Phone, Work</b>	<b>Phone, Cell</b>	<b>Email</b>	<b>Voting Member (Y/N)</b>	<b>Leadership Position</b>	<b>Dues Status (Paid / Unpaid)</b>
Doe	John	123 Democratic Way	Anytown	CA	12345				888.888.8888				Y	VP	Paid

**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 constitution and/or bylaws, which comply with the specific requirements on page 3. (**REQUIRED**: Even if the constitution and/or bylaws did not change since the previous charter application submission for re-chartering, a copy must be submitted)
- \_\_\_\_\_ We have attached a list of all the Assembly Districts, cities, ZIP codes and precincts (if available) we currently serve on page 4.
- \_\_\_\_\_ We have 20 valid members who have signed page 5. **REQUIRED** This page is mandatory for all Democratic club chartering applications, but not required for PAC charters.
- \_\_\_\_\_ We have briefly answered the background information questions on pages 6.
- \_\_\_\_\_ Include Signed Club/HQ Anti-harassment Policy by Club Leadership/Staff **REQUIRED**
- \_\_\_\_\_ The president/chair and treasurer have signed page 8. **REQUIRED**
- \_\_\_\_\_ We have attached the full Democratic club roster (all club members - with all contact information, including name, address, phone/cell, email) in both electronic version (**flash drive or email to elizabeth.hennes@lacd.org**) and printed hard copy in Microsoft Excel formats according to the template provided on page 7. **REQUIRED** The roster is mandatory for all Democratic club chartering applications, but not required for PAC charters.
- \_\_\_\_\_ We have attached a check for the appropriate chartering fee (and late fee, if applicable). **REQUIRED**
- \_\_\_\_\_ We have turned in the completed form with attachments at least 15 days prior the LACDP Monthly Membership Meeting at which we wish to have the charter application considered for approval.

**Note:** All application packets must be received by the LACDP office at least 15 days prior to the LACDP monthly meeting in order to receive charter approval consideration at the meeting.

Unless otherwise noted, LACDP Monthly Membership Meetings are held on the second Tuesday of each month at 7:00 PM at United Teachers Los Angeles Auditorium, 3303 Wilshire Bl., 2nd Fl., Los Angeles, CA 90010. Check [www.lacd.org](http://www.lacd.org) for meeting details.

**All 2020 Charter Renewal Applications are due January 1, 2020.**

\_\_\_\_\_  
Signature of Club/Organization President/Chair (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Club/Organization Treasurer (Required)

\_\_\_\_\_  
Date