



## 2017 Application for Unit Charter

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Credentials Chair  
Convention Committee

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**Ricardo Alfaro (VA)**  
Credentials Chair  
Convention Committee

Dear Chartering Unit,

The 2017 application for unit charter have been redesigned to use the newest technological trends while staying true to the Bylaws and Charter of the Young Democrats of America. We believe that this format will streamline the chartering process, provide transparency and a solid foundation for the organization.

All transactions will be electronic per Section 115(c) of the Bylaws of the Young Democrats of America. This is a major shift from previous years in which chapters have had to use postal mail to submit certain documentations. We are providing several electronic checks to guarantee the validity of the submitted documents.

This application includes our new workflow and quotes the pertinent sections from our Bylaws that enable for such actions. Please read this application carefully. You can also participate in a series of webcasts on the following dates:

June 1, 2017 - 9:30pm EST  
June 7, 2017 - 7:30pm EST  
June 15, 2017 - 8:30pm EST

Additional information will be provided via e-mail. You can also write to [ralfaro@yda.org](mailto:ralfaro@yda.org) with your questions.



# 2017 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 2017-NE (notary exception) form.

- 2017-C-P Unit President Certification
- 2017-C-NCM Unit National Committeeman Certification
- 2017-C-NCW Unit National Committeewoman Certification
- 2017-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\*
- (Optional) List of local chartered units (if applicable)\*\*
- Unit Officers

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

## THE CHECKLIST (cont.)

### MEMBERSHIP LIST **(NEW FOR 2017)**

We strongly encourage state units to segmented their membership lists by local chartered units. Regardless of how you segment your list, it must contain the required membership fields per YDA bylaws (Section 110g):

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

**PLEASE NOTE** if you are segmenting your list by local chartered unit: if a person is a member of multiple local units it will only count as one (1) member for all state purposes. Duplicates will not count for possible accreditation of votes.

Example: Virginia has 44 local chartered units throughout the state. The Excel file must contain 44 worksheets. Each worksheet must contain the required membership fields, as previously defined.

### [OPTIONAL] LIST OF LOCAL CHARTERED UNITS **(NEW FOR 2017)**

Based on the segmentation previously defined for membership lists, each state unit should submit a matching list with the local chartered units. The list should include the following:

1. City/County
2. Local chartered unit

Example: Arlington, VA has six (6) local chartered units. In this case, the table would look like this:

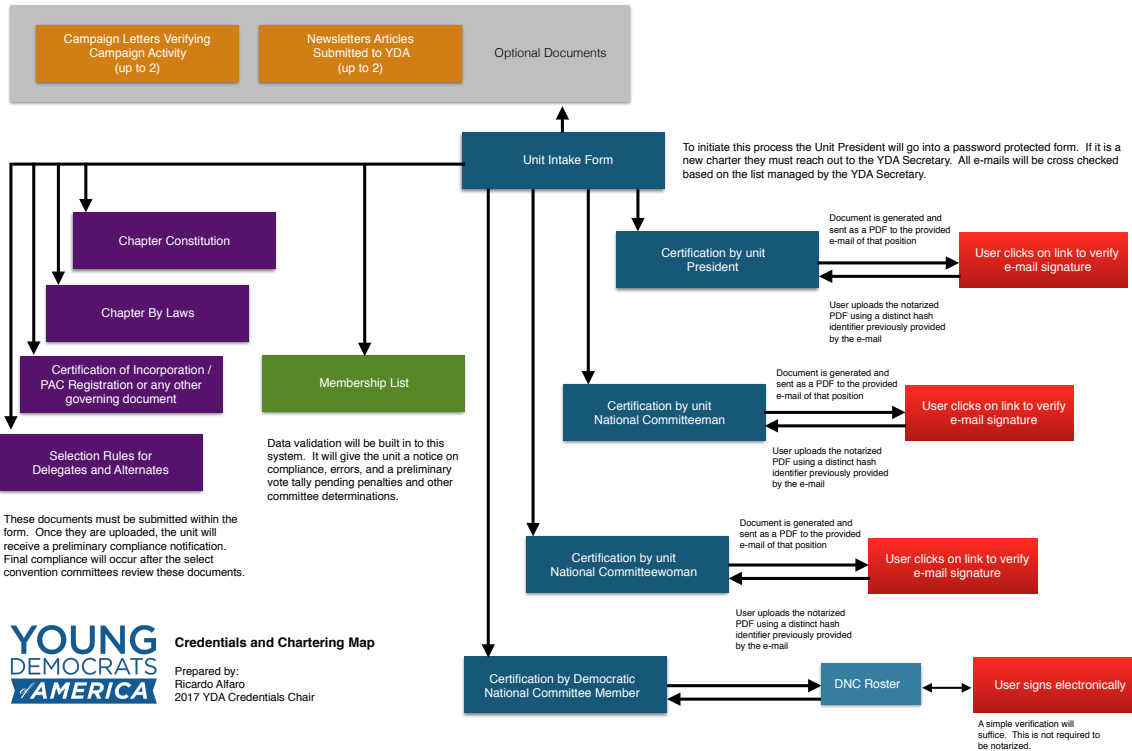
<u>City/County</u>	Local Chartered Unit
Arlington	Arlington
	HB Woodlawn HS
	Wakefield HS
	Washington-Lee HS
	Yorktown HS

This form can be uploaded as a single Excel file.

**PLEASE NOTE** that we are not penalizing chapters who send in a globalized list. List segmentation does not count as extra nor deduction of possible accredited votes.

# 2017 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](mailto: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, NATIONAL COMMITTEEMAN, AND NATIONAL COMMITTEEWOMAN

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)









# 2017 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 2017-NE (notary exception) form.

- |     |            |  |
|-----|------------|--|
| [ ] | 2017-C-P   | Unit President Certification               |
| [ ] | 2017-C-NCM | Unit National Committeeman Certification   |
| [ ] | 2017-C-NCW | Unit National Committeewoman Certification |
| [ ] | 2017-NE    | Notary exception                           |

All PDFs will be provided as editable documents on May 30, 2017.



## 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, 2015, 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 \_\_\_\_\_, 2017.

\_\_\_\_\_  
 SIGNATURE

Sworn to and subscribed before me  
 this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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



**CERTIFICATION BY NATIONAL COMMITTEEWOMAN**

I, \_\_\_\_\_,  
hereby certify that I hold the office of the National Committeewoman 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, 2015, 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 \_\_\_\_\_ 2017.

\_\_\_\_\_  
SIGNATURE

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

2017-C-NCW



**CERTIFICATION BY NATIONAL COMMITTEEMAN**

I, \_\_\_\_\_,  
hereby certify that I hold the office of the National Committeeman 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, 2015, 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 \_\_\_\_\_ 2017.

\_\_\_\_\_  
SIGNATURE

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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



## NOTARY EXCEPTION

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STATE

PLEASE PROVIDE THE RELEVANT STATUTE OR EXPLANATION:

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SIGNATURE

---

DATE



# 2017 Application for Unit Charter

## SECTION 5: LEGAL BACKGROUND EXTRACTS

### CHARTER

#### ARTICLE I CHARTERED UNITS

Section 105(a) Definition. This organization shall be composed of chartered units representing all Young Democrats within that unit's territorial boundary. Territories shall be defined as each of the fifty United States; the District of Columbia; Guam; Puerto Rico; the Virgin Islands; American Samoa. There may be no more than one (1) chartered unit in any State or Territory.

Section 105(b) Issuance of Unit Charters. Unit charters shall be issued by the National Convention, in accordance with the Charter and the Bylaws and are subject to renewal by each succeeding biennial National Convention. Interim unit charters shall be issued by the National Committee, in accordance with the Charter and the Bylaws between National Conventions, subject to renewal by the next and all succeeding National Conventions. All unit charters that have not been renewed by the close of the National Convention shall be terminated at that time.

SECTION 110 Application for Unit Charters; Contents. Section 110(a). Name of the unit. Section 110(b). Territory of unit representation. Section 110(c). Date of last unit convention.

Section 110(d). Compilation of unit officers, including names, addresses, phone numbers, date of election, date of term expiration, and date of birth. Addresses, phone numbers and e-mail addresses for state officers serving on the National Committee must be personal and unique to each officer.

Section 110(e). A copy of the unit Constitution, Charter, Bylaws, Certification of Incorporation and/or any other such prevailing organic document.

Section 110(f). Certification by no less than one (1) member of the Democratic National Committee representing the applying unit's territory that the unit is recognized, sanctioned or authorized by the Democratic Party of that territory as that territory's official organization of Young Democrats and that the unit's officers were elected not prior to the last National Convention, with the exception of the host unit of the National Convention which shall be allowed to schedule their unit convention no later than thirty (30) days after the close of the National Convention.

Section 110(g). A list of the members of the unit, which shall include the following information: name, address, city, state, zip code, date of birth (including month, day and year), and the phone number and email address of at least each member of the unit subsequent to the last National Convention.

Section 110(h). Certifications signed two of the unit's President, National Committeewoman, and



National Committeeman, acknowledged or sworn to be said officers, and attested to by a notary public or other officer authorized by law to so attest in the jurisdiction where executed. Each certification shall state that to the best of the signer's knowledge all documents submitted are current, complete, and in every respect accurate; that the membership list submitted consists of actual members of the unit subsequent to the last National Convention who currently satisfy the age requirements of the Charter and the Bylaws; that the unit has most recently held a convention and elected officers not prior to the last National Convention.

Section 110(i). Rules for the selection of Delegates and Alternates to the National Convention. Section 110(j). Supporting materials for Participation Votes pursuant to the Charter and the Bylaws, if requested.

#### SECTION 145 Revocation of Unit Charters.

Section 145(a) Revocation of Unit Charter; Cause. Unit Charters may be revoked for inactivity or non-compliance with this Charter.

Section 145(b) Consideration; Notice. The revocation of a unit Charter shall be considered by the Standing Committee on Credentials. Said committee may not consider such a revocation unless the subject unit shall have been notified in writing at least thirty (30) days prior thereto. Said notice shall contain the grounds for revocation and the date, time, and place of the first consideration thereof by the said committee.

[...]

#### SECTION 205 Categories.

Section 205(a) Regular Member. Any person who has not yet reached the age of thirty-six (36) may be accorded regular membership in this organization by and through a chartered unit. Each unit shall have the primary responsibility for setting requirements for membership in that unit. If a person selected or elected to a position on the National Committee or any Standing or Select Committee is not a regular member, the person holding that position shall be able to participate in the committee, but shall not be entitled to cast a vote on the committee.

Section 205(b) Honorary Member. Any person who has reached the age of thirty-six (36) may be elected to honorary membership in this organization upon nomination of the President and by an affirmative vote of three fourths (3/4) of the National Convention. Prior to nomination and election to honorary membership, candidates shall have demonstrated a commitment to the highest ideals of the Democratic Party and shall have performed extraordinary service to the Young Democrats of America. Honorary members shall be accorded full, non-voting, floor privileges at any meeting of the Young Democrats of America.

[...]

Section 350(c) Voting. Every unit chartered by the previous National Convention or issued an interim charter by the National Committee, and all new units that have applied for a charter, shall be entitled to one vote on each Convention Standing Committee, unless a credentials challenge is raised against that unit. If a dispute arises the following procedure will be followed:

(i) As to a unit that was not chartered for the previous term, or has not applied to re-charter in accordance with the rules, then that unit, if its credentials are challenged, will not be permitted to vote in any Convention Standing Committee unless and until the credentials challenge is settled by the Convention.

(ii) As to a unit that had chartered for the prior term and has applied to re-charter, if for some reason challenged, could vote in any Convention Standing Committee unless and until the challenge is settled by the Convention.

Section 350(d) Committee Delegates and Alternates. Unit delegations are encouraged to designate a specific delegate or alternate to serve on each Committee and to certify such persons to the Convention Secretary no later than seven (7) days prior to the opening of the general session. Nevertheless, any delegate or alternate may cast his or her unit's vote in committee. Chartered units shall be authorized to restrict participation only to their appointed delegate or alternate, by filing that instruction, in writing, with the Convention Secretary. A person serving in the capacity of chair may not cast his or her own chartered unit's vote. No committee officers shall cast a separate vote merely because of their positions as officers.

Section 350(e) Quorum Requirements. Each Convention Standing Committee shall meet at the call of its Chair but in any event not later than the day proceeding the opening general session of the Convention. A quorum in any such Convention Committee shall be representatives for one-third (1/3) of those units entitled to cast a vote.

SECTION 360 Unit Vote Allocation. Chartered units shall be eligible for votes at the National Convention based on the following formula: Population Votes (maximum of 50) + Participation votes (maximum of fifty-two (52)) + Charter Votes (maximum of eight (8)) = Number of Votes (maximum of one-hundred-ten (110)). Under no circumstance shall any chartered unit be allowed to cast more votes than one-half (1/2) the number of age qualified members in the unit, as shown on the unit's membership list.

Section 360(a) Population Votes. Each territory shall receive ten (10), twenty (20), thirty (30), forty (40) or fifty (50) votes for population regardless of the territory's number of members. The populations of territories shall be ranked so that the ten (10) territories with the highest population shall receive fifty (50) votes, the next ten (10) territories shall receive forty (40) votes, the next ten (10) territories shall receive thirty (30) votes, the next ten (10) territories shall receive twenty (20)





votes, and the final fifteen (15) territories shall receive ten (10) votes. The population figures shall be based on the most recent decennial census figures issued by the United States Census Bureau.

Section 360(b) Participation Votes. A unit shall receive up to fifty-two (52) participation votes based on the following formula:

(i) National participation (maximum of twenty-eight (28) votes)

(1) Meeting Participation. A chartered unit is eligible for up to twenty-four (24) votes for attendance of National Committee members to National Committee meetings as follows: the number of meetings that at least one member of the National Committee from a chartered unit attended a national committee meetings subsequent to the previous National Convention, divided by the total number of National Committee meetings held, taken as a percentage of the total twenty-four (24) votes. Proxies held by National Committee members of chartered units for other chartered units will be counted as one-half (1/2) attendance by the unit sending the proxy.

(2) Website / blog submissions. A chartered unit shall be eligible for up to six (6) votes for submission of articles to the YDA website / blog, and shall receive three (3) votes per submission with copies of the articles submitted included with the Application for Charter.

(ii) Regional participation (maximum of six (6) votes) - A chartered unit is eligible for up to six (6) votes for attendance at official regional meetings based proportionally on the ratio of meetings attended and meetings held as reflected within the official minutes of the regional meetings as verified by the Director of the Regional Caucus.

(iii) Campaign participation (maximum of six (6) votes) - A chartered unit shall receive six (6) votes for participation in at least two (2) Democratic candidate or issue campaigns, and shall receive three (3) votes per campaign, with written verification by the candidates, or campaign coordinators, including their names, addresses, and phone numbers included with the Application for Charter.

(iii) Online membership management participation (ten (10) votes) - A chartered unit shall receive ten (10) votes for the submission of their official membership list via spreadsheet. Spreadsheets shall be in digital format supplied via media accompanying the Application or via email prior to the packet opening deadline.

Section 360(c) Charter Votes. A state may receive up to eight (8) votes for chartering at prior conventions. A state will receive four (4) votes for each of the two (2) most recent prior National Conventions in which it was chartered. A state shall receive four (4) votes for filing an interim charter since the last YDA National Convention.



## SECTION 370 Voting of Delegates and Units.

Section 370(a) Delegate Vote Allocation. The total votes that a unit is entitled to shall be equally divided among the registered Delegates present in person at the convention. The final votes for the unit shall be cast in whole numbers rounded as closely as possible to the expressed vote of its individual Delegates.

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 unit is represented by registered Delegates, present in person, whose aggregate number does not fall below the votes per delegate ratio established according to state driving mileage from each unit's territorial capitol or largest city, whichever is furthest, to the site of the National Convention as follows: One (1) 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. Not less than sixty (60) days prior to each National Convention, the Chair of the Standing Committee on Credentials shall prepare a chart derived by the mileage indicated in the current Rand McNally Atlas or comparable mapping standard, of each chartered unit's driving mileage from territorial capitol to convention site, along with the delegate to vote ratio derived therefrom.

Section 370(c) Voting Preference. No Delegate shall be forced to cast a vote against their expressed preference on any issue, candidate or questions that comes before the National Convention. No delegate shall be offered monetary compensation to cast a vote for a particular issue, candidate or question. No delegate shall be threatened with revocation of any previously promised monetary stipend for convention expenses due to their expressed preference on any issue, candidate or questions that come before the National Convention. Each Delegation Chair shall ensure that each Delegates' vote is correctly recorded and cast and that all duly earned stipends for attendance are allocated fairly and in strict adherence with the Rules and Bylaws of The Young Democrats of America.

SECTION 380 Delegates and Alternates. Delegates shall be voting members of a chartered unit's delegation, and Alternates shall be non-voting members of a chartered unit's delegation. Alternates may be seated as Delegates in the event that a Delegate is not present pursuant to rules adopted by the National Convention. Each unit shall be responsible for selecting its own delegates and alternates and for setting the rules and procedures for said selection with the following limitations:

Section 380(a) Eligibility. Regular members that reside within the territorial boundary of a unit or live outside the United States and were last residents of said unit, whether appearing on the



membership list or not, and any other regular members that are listed on the membership list submitted with a unit's charter application, are eligible to serve as Delegates to the National Convention representing that unit.

Section 380(b) Selection Process. Each unit shall adopt rules to govern the process for the selection of Delegates and Alternates that shall encourage the full participation of all members of the unit, especially historically under-represented groups in the Young Democrats of America. These rules shall be filed with the unit's application for charter, and shall be made public on the national website and the convention website and shall be provided upon request by the National Office. Unless provided for in the unit's rules for selection of Delegates and Alternates, no Delegate or Alternate present at the convention that has registered shall be removed.

Section 380(c) Filing. Each unit shall file the name and contact information for each Delegate and Alternate with the Convention Secretary no later than seven (7) days prior to the first general session of the National Convention. If the names of the Delegates and Alternates have not been filed by this deadline, all members from a chartered unit registered and present at the Convention will be voting Delegates.

SECTION 385 Delegation Chair. Delegation Chairs shall be appointed by the Unit President and filed with the Convention Secretary no less than seven (7) days prior to the first general session of the National Convention. If the Unit President has not filed the Delegation Chair by that deadline, all delegates from that unit shall have the right to caucus and select a Delegation Chair immediately prior to the opening general session of the Convention.

## BYLAWS

### SECTION 115 Time period for Filing Unit Charter Applications.

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.

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 sixty (60) days prior to the day on with the first General Session of the National Convention is scheduled to be convened.

Section 115(c). The Young Democrats of America will make available in digital file documents formatted to collect the chartering information required in Section 110 of the Charter. Electronic means of submission of all allowable documents will also be provided to the units eligible for chartering. These means may include but are not limited to a dedicated email address, an internally hosted web-based form, an externally hosted web-based form or other comparable system in



common practice that allows for the needs of the process. All materials required by Section 110 may be submitted electronically using the prescribed method, including digital scans of documents requiring signatures.

#### SECTION 120 Office of Receipt for Unit Charter Applications.

Section 120(a). Applications shall be filed in the National Office of the Young Democrats of America or at a mailing address specified by the President or to the specified electronic submission process (email, web-form, etc.). Each unit shall bear sole and complete responsibility for ensuring that all component documents of its charter application are filed in a timely manner.

Section 120(b). All charter applications shall be opened and examined by the Chair of the Credentials Committee of the National Convention 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 this time.

Section 120(c). Units shall be notified of the status of their application by email and certified mail to the unit President and by email to the unit's National Committeeman and National Committeewoman at the addresses shown on the charter application no later than forty-eight (48) hours after the initial opening of packets. The notification shall include preliminary votes to be allocated to the unit, specifics of any defects, penalties to be assessed, and the procedure to follow to correct defects.

Section 120(d). Amendments or late applications shall be sent to a mailing address specified by the President or to the National Office to be forwarded to the Chair of the Credentials Committee. The arrival date at the mailing address shall govern assessment of penalties. All late materials and amendments are to be opened and examined within five (5) days of receipt by the National Office, and notification sent to the unit within seven (7) days of receipt by the National Office.

SECTION 125 Penalties for Late or Defective Unit Charter Application. Units which file charter applications past the deadline established in the Charter and the Bylaws or that do not comply with the requirements of the Charter and Bylaws shall be penalized a cumulative percentage of their votes as set out below. After the initial notification in Section 120(c), units will have a grace period of five (5) business days to amend charters to correct errors specified by the Credentials committee without penalty. Units can make one (1) set of correction to charters under the provision. Additional amendments to an application may be submitted at any time and such amended applications shall be treated as late applications with penalties calculated based on the date the amendments are received at the National Office or other mailing address designated in relation to the original due date for applications. If penalties total one hundred percent (100%) or more, the unit charter application shall be rejected and the fee returned. In no case shall an amendment act

to increase to number of pre-penalty votes a unit may cast as calculated under Section 360 of the Charter. Any omission or fault related to required documents in Section 110 of the Charter, shall be assessed a penalty equal to 100% unless a different penalty is provided for. Penalties shall be rounded to the nearest whole vote, except the minimum total penalty shall be one (1) vote, and the minimum numbers of votes remaining after penalties shall be five (5) votes.

Section 125(a). Incomplete or inaccurate officer lists or governing documents, except changes in officers or governing documents due to elections or amendments subsequent to submission of application shall not result in any penalty.

- (i) Officer list defective: twenty percent (20%) penalty
- (ii) Governing documents defective: twenty percent (20%) penalty

Section 125(b) Membership lists improper. Individual names with defects shall not be counted towards determining the number of members in the unit. Omitting required information on all members shall result in the following penalties:

- (i) Missing ZIP codes: ten percent (10%) penalty
- (ii) Incomplete birth dates (other than day, month, year): twenty percent (20%) penalty (iii) Missing birth dates: forty percent (40%) penalty
- (iv) Missing addresses: one hundred percent (100%) penalty

Section 125(c) Excessive invalid members. If more than ten percent (10%) of the names on a unit's membership list are invalid because of age, then there shall be a twenty-five percent (25%) penalty.

Section 125(d). Applications received at the National Office after the submission deadline or amended after that date. Penalty shall be computed as follows:

- (i) After deadline but before opening: five percent (5%) penalty
- (ii) After opening: three percent (3%) per day after opening until application is received

SECTION 135 Interim Charter Application. All applications for interim unit charter issuance shall conform to the requirements of Section 110 except that units applying for interim charter may have held their convention subsequent to the most recent National Convention, and they are not required to submit materials for Participation Votes or the rules governing the selection of their Delegates and Alternates to the convention.

SECTION 140 Fees for Interim Charter Applications. The fee for issuance of an interim unit charter shall be fifty dollars (\$50.00)

[...]

Section 350(b) Credentials. The Convention Standing Committee on Credentials shall review and recommend action on unit charter applications, new and renewal, to the National Convention. No other committee shall conduct business until the Credentials Committee has given its Convention Report to said other committees. The preliminary report of Credentials shall be determinative of voting rights until the report of the Credentials Committee is adopted.

[...]

#### SECTION 360 Credentials Report.

Section 360(a). The Chair of the Credentials Committee of the National Convention 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 Bylaws, and the number of votes allocated under the Charter and Bylaws, including penalties and delegate ratios.

Section 360(b). The Chair of the Credentials Committee of the National Convention shall make available all original documents submitted by units in the charter applications for inspection by the Credentials Committee of the National Convention at the National Convention, except the Chair shall provide a copy of the check. These documents must be present at the location in which the National Convention is being conducted.

Section 360(c). The Chair of the Credentials Committee of the National Convention shall prepare a Credentials Committee Report upon completion of the business of the Credentials Committee for submission to the National Convention, reflecting all actions of the Credentials Committee. 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 delegates and distributed to the chair of each Convention Committee, all convention officers, and the chair of each unit delegation. 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.

[...]

Section 440(a) Standing Committee on Credentials. The Credentials Committee shall review the credentials of all members of the National Committee at each meeting thereof. Said committee may establish administrative guidelines to promote a more efficient accreditation of National



Committee members and units. All matters pertaining to the issuance or revocation of unit Charters shall be considered by the Credentials Committee prior to their consideration by the National Committee. Reports of the Credentials Committee shall be kept on file with the Credentials Chair, the YDA Office, and the YDA Secretary.

SECTION 450 Voting in Standing Committees. Although a specific individual should be certified in writing to represent each unit in each Standing Committee, any unit member present may represent and cast the vote of his or her unit in any meeting of a Standing Committee when the certified representative is not present. The officers of the Standing Committee shall not be entitled to a vote because of their position as an officer. However, the Vice Chair and Secretary may cast the vote of the unit they represent provided they are not serving in the capacity of Chair at the time of the vote.