**NEW CHARTER CHECKLIST**

Unit Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State Board Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following materials must be mailed or presented to the CRA Membership Secretary:

 (1) The **PETITION FOR CHARTER** form with required signatures.

 (2) The **PETITIONERS FOR CHARTER** form(s) with original signatures. There must be at least 15 petitioners (members) for the new unit. At least ten of these members must reside within the territory of the prospective Republican Assembly.

 (3) The **BYLAWS** of the unit. Please use the Model Unit Bylaws provided.

 (4) **TWO MAPS** clearly detailing the proposed boundaries of the unit. Please use a Bing or Google Map with boundaries marked by a highlighter.

 (5) The **UNIT OFFICER ROSTER** form filled out and certified by a State Board Member present for the election of the unit’s officers.

 (6) Copies of the **MINUTES** for the **TWO** required organizing meetings. Please follow Section 9.10 (Conditions of Organization) of the *CRA Bylaws*.

 (7) **MEMBERSHIP FORMS** for the members. Membership applications must be filled out completely and copies submitted with the new charter petition. Please use the Membership Application Template provided. Submit the unit’s roster using the Membership Submission Form provided.

 (8) **DUES** must be collected in the amount of $25 per member and $10 for each additional member in the same household. Units can charge more for dues, but not less than the *CRA Bylaws* prescribe. $15 per individual member and $6 per additional member in the same household must be remitted to CRA through the CRA Membership Secretary. Most units find it useful to open a checking account in the unit’s name and Employer ID Number (EIN).

If you have any questions or concerns regarding the chartering process, please contact the CRA Membership Secretary or the Chairman of the Charter Committee.