

NEW CHARTER CHECKLIST

Chapter 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 chapter. At least ten of these members must reside within the territory of the prospective Republican Assembly.
- (3) The **BYLAWS** of the chapter. Please use the Model Chapter Bylaws provided.
- (4) **MAP** clearly detailing the proposed boundaries of the chapter. Please use a Bing or Google Map with boundaries highlighted.
- (5) The **CHAPTER OFFICER ROSTER** form filled out and certified by a State Board Member present for the election of the chapter's officers.
- (6) Copies of the **MINUTES** for the **TWO** required organizing meetings. Please follow Section 10.10 (Conditions of Organization) of the *CRA Bylaws*.
- (7) **MEMBERSHIP APPLICATIONS** and **DUES** for the members. Membership applications and annual dues must be submitted by the electronic means specified by the CRA Board of Directors. New members join online through the CRA website (www.cragop.org).

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

CRA Membership Secretary
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