



*"The Conscience of the Republican Party" - President Ronald Reagan*

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# Charter Manual

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**Revised January 2022**



## Contents

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About Us	1
Our Mission	2
What We Believe	3
Charter Requirements	5
How to Start a Chapter	6
Chapter Officer Duties	8
Chapter Committees	9
Chapter Programs	10

### Appendix A: Charter Forms

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New Charter Checklist	A1
Petition for Charter	A2

### Appendix B: Document Templates

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Organizing Meeting Agenda	B1
Organizing Meeting Minutes	B2
General Meeting Agenda	B4
General Meeting Minutes	B5
Monthly Treasurer's Report	B7
Formal Letter	B8
Press Release	B9
Resolution	B10
Model Chapter Bylaws	B11



## About Us



Since 1935, the California Republican Assembly (CRA) has been working to elect Republican candidates who stand unwaveringly for Republican principles.

As the oldest and most influential Republican volunteer organization in California, CRA's endorsement is a sought-after privilege for candidates who meet our high standards — conservative, principled, electable, and the overwhelming selection of our membership. When CRA endorses a candidate for party or public office, we are committing volunteers, resources, and our reputation.

Our membership comprises activists, business owners, and community leaders who are active in local chapters throughout California.

Because of our commitment to Republican principles, President Ronald Reagan called the California Republican Assembly, "The Conscience of the Republican Party."

We are ***The Republican Wing of the Republican Party®***.

For more information about CRA, go to [www.cragop.org](http://www.cragop.org) and follow us on Facebook (@cragop) and Twitter (@cragop).

**Join CRA at [cragop.org/join-cra](http://cragop.org/join-cra)**  
or  
**Use the Join CRA QR Code**





## Our Mission



The mission of the California Republican Assembly is:

- to be a responsible conservative voice for the fiscal and social betterment of California and the nation;
- to sponsor public forums which provide for the expression of conservative political points of view;
- to review the performance of our elected leaders and evaluate their adherence to conservative principles;
- to seek out and encourage qualified conservative Republican candidates to run for public office;
- to guide and assist Republican candidates in their campaigns for local, state, and national offices; and
- to increase Republican voter registration.

*Freedom is a fragile thing and it's never more than one generation away from extinction. It is not ours by way of inheritance; it must be fought for and defended constantly by each generation, for it comes only once to a people. And those in world history who have known freedom and then lost it have never known it again.*

— Ronald Reagan (1967)



# What We Believe



## Inalienable Rights

We believe that man's "rights" flow from the Creator and the rights of life, liberty, and justice cannot be legitimately granted or rescinded by men.

## Judeo-Christian Foundation

We believe in the guiding force of moral law as expressed by the Judeo- Christian ethic and contained in the Holy Scriptures of these historic faiths.

## Self-Government

We believe that the only answer to the current moral decline that our nation now faces is a return to the beliefs and standards of morality which our founding fathers placed into the Constitution. We believe with the framers of that document when President Adams stated, "This Constitution will not work except with a religious people." We understand that the concept of self-government begins with governing oneself first, then family, community, state, and nation.

## Education

We believe in the rights of parents to a quality education for their children. We support parental choice to create competition among the schools. We must ensure that no school or teachers union can compromise the education of our children or advance a particular political agenda at the expense of our future generation's educations.

## Taxes

We believe that the federal tax system is abusive to the American people while discouraging investment and growth. We believe in growth-oriented tax policies which would gradually eliminate punitive income taxes and move our tax system in the direction of use taxes and sales taxes only.

## Free Enterprise

We believe in the free enterprise system as the best hope for men and women to fulfill their economic hopes and dreams. We know that the free market is the most efficient and the least costly system to deliver the highest quality goods and services at the lowest price to the consumer. We will support only those who support the free enterprise system through legislation to reduce or eliminate intrusive government intervention in the marketplace.

## Family

We believe that the traditional American family, defined as any persons related by blood, marriage of a man and a woman and/or adoption, is the cornerstone of our American society, and the government is duty bound to protect the integrity of the family unit through legislation and taxation policies.

## **Sanctity of Life**

We believe that the preborn child is a human being deserving the full protection of the law.

## **National Defense**

We believe in a strong and consistent national defense. We believe in victory over, and not accommodation with tyranny in any form or philosophy.

## **Right to Bear Arms**

We believe in the unqualified right of our citizens to keep and bear arms without the intrusive hand of government.

## **Victims' Rights**

We believe in the concept of victims' rights over the rights of any criminal. We support a system of restitution as a deterrent to crime and recidivism.

## **Term Limitation**

We believe that public service is a privilege. We support term limits for public officials, not as an ideal but as a necessity to dissuade career politicians. It is the people who should rule, not an elite with little accountability.

## **National Sovereignty**

We believe in an America first program in which government's first concern is the welfare and protection of the American people. We do not believe in trade protectionism but support political leaders who will adopt policies that create fair and competitive trade.

## **Decentralized Government**

We believe in the power of the individual over the power of the state. We believe that only small government truly serves the needs of the people.

*We hold these Truths to be self-evident, that all Men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the Pursuit of Happiness. That to secure these Rights, Governments are instituted among Men, deriving their just Powers from the Consent of the Governed,*

— Declaration of Independence (1776)



# Charter Requirements



## Obtaining a Charter

The procedure and requirements to charter a Republican Assembly are set forth in Article X (Republican Assemblies) of the CRA Bylaws ([www.cragop.org/bylaws](http://www.cragop.org/bylaws)).

In general, to obtain a charter, a prospective chapter must: **(1)** sign-up at least fifteen members; **(2)** hold at least two meetings; **(3)** ratify the CRA Bylaws; **(4)** adopt its bylaws; **(5)** elect its officers; **(6)** have a CRA Board Member instruct its officers and members in their duties; and **(7)** submit a petition for charter and supporting documents.

As a minimum, ten of the members must reside in the jurisdiction (territory) of the prospective chapter.

A CRA Board Member must be present at the two organizing meetings, with at least seven days between the meetings. In addition, the local Senate District Director, regional Vice President, or CRA Membership Secretary must be included on the meeting notices.

If the petition for charter is approved by the CRA Board of Directors, the prospective chapter becomes a chartered chapter of the California Republican Assembly with all rights and duties prescribed by the CRA Bylaws.

## Suspension or Revocation of Charter

The conditions under which a Republican Assembly charter may be suspended or revoked are set forth in Article VI (Termination of Charter and Membership) of the CRA Bylaws ([www.cragop.org/bylaws](http://www.cragop.org/bylaws)).

Acceptance of a CRA charter constitutes agreement by each Republican Assembly that the CRA Board of Directors has full authority to discipline any chapter for violation of the CRA Bylaws, including the power to suspend or revoke its charter.

Additionally, any chapter may have its charter suspended or revoked by the CRA Board of Directors that **(1)** fails to send a Delegate to the Annual Convention for two consecutive years; **(2)** has not increased to a minimum of fifteen members within six months after a notice of insufficient membership was sent by the CRA Membership Secretary; or **(3)** is more than sixty days in arrears for any indebtedness to CRA.

*Of all the dispositions and habits which lead to political prosperity,  
Religion and morality are indispensable supports.*

— George Washington (1796)



# How to Start a Chapter



## Step 1: Review Charter Requirements

In general, to obtain a charter, a prospective chapter must: **(1)** sign-up at least fifteen members; **(2)** hold at least two meetings; **(3)** ratify the CRA Bylaws; **(4)** adopt its bylaws; **(5)** elect its officers; **(6)** have a CRA Board Member instruct its officers and members in their duties; and **(7)** submit a petition for charter. As a minimum, ten of the members must reside in the jurisdiction (territory) of the prospective chapter.

A CRA Board Member must be present at the two organizing meetings, with at least seven days between the meetings. In addition, the local Senate District Director, regional Vice President, or CRA Membership Secretary must be included on the meeting notices.

## Step 2: Form Steering Committee

Once you have decided to start a chapter, enlist three to five others to join you as a steering committee. Each member of the steering committee should thoroughly review the CRA Charter Manual and Forms.

Some new chapters complete the charter requirements in a few weeks while others take a few months. The organizers should take the time needed in their situation to build the chapter on a solid foundation.

## Step 3: Contact CRA Charter Committee

Contact the Chair of the CRA Charter Committee (contact information located on the CRA website) who will provide an overview of the chartering process and connect you with the regional Vice President and local Senate District Director for your area. They will guide you through the chartering process.

## Step 4: Hold Steering Committee Meeting

Schedule a steering committee meeting to organize a membership drive and to plan the two organizing meetings. Additionally, select bylaws, chapter name, jurisdiction (territory), meeting format, and officer positions to propose to the chapter members. Lastly, make arrangements to publicize the two meetings.

## Step 5: Recruit New and Transfer Members

Sign-up at least fifteen members for the new chapter. At least ten of these members must reside within the proposed geographical area of the prospective chapter. New members join online through the CRA website ([www.cragop.org/join-cra](http://www.cragop.org/join-cra)) or by using the “Join CRA” QR Code. Current CRA Members transfer their membership to the new chapter by notifying the CRA Membership Secretary and the President or Secretary of both the new chapter and the old chapter (if any).

## Step 6: Hold Two Organizing Meetings

At these meetings, the prospective chapter will learn the mission and methods of CRA; ratify the CRA Bylaws; adopt its own bylaws; elect its officers; and have its officers and members instructed in their duties by a CRA Board Member. At the first organizing meeting, a knowledgeable CRA Board member should speak about the history and mission of CRA plus recent developments in the organization.



## Step 7: Submit Petition for Charter

Forward the completed petition for charter with supporting documents to the cognizant Senate District Director or Vice President for investigation and approval. Once approved and scanned, a digital copy is emailed to the Chair of the CRA Charter Committee while the original documents are mailed to the CRA Membership Secretary for safekeeping.

## Step 8: CRA Board Considers Petition

The CRA Charter Committee thoroughly reviews the petition for charter and makes a recommendation to the CRA Board of Directors to either approve the application as submitted, approve with committee changes, or to reject the application. The CRA Board will vote on the application at an in-person board meeting or through an online vote. The Charter Committee Chair will notify the prospective chapter of the results. If approved, the prospective chapter is now an official chapter of the California Republican Assembly with all rights and duties prescribed by the CRA Bylaws.

# CRA Chartering Process





# Chapter Officer Duties



All chapter officers are elected or appointed on an annual election cycle and must be active members of the California Republican Assembly during their term of office. The elected and appointed officers of the chapter comprise the Board of Directors. The Board coordinates the affairs of the organization.

## President

- Presides at all meetings of the Assembly and the Board of Directors.
- Serves as the chief executive officer and chief spokesperson of the organization.
- Exercises general supervision over the organization's activities, officers, and agents.
- Appoints all committees and committee chairs, subject to Board confirmation.
- Enforces the chapter bylaws and the Bylaws of the California Republican Assembly.

## Vice President

- Presides at meetings if the President is absent or unable to preside.
- Assists the President and the Board of Directors, as assigned.
- If the office of President becomes vacant, becomes President until the next Annual Meeting.

## Secretary

- Records and maintains the minutes of all meetings of the Assembly and the Board of Directors.
- Serves as historian, corresponding secretary, custodian of records, and membership secretary when no other officer has been assigned that task.
- Keeps an up-to-date membership roster with contact information for every member.
- Sends the notices for all meetings of the Assembly and the Board of Directors.

## Treasurer

- Serves as the chief financial officer of the organization.
- Deposits all funds paid to the chapter. Disburses funds on orders of the Assembly or the Board.
- Maintains records of all financial transactions and submits a Treasurer's Report at least quarterly.
- Responsible for complying with tax laws and campaign finance disclosure laws.

## Sergeant-at-arms

- Assists the President or presiding officer in maintaining order and decorum at all meetings.
- Oversees meeting place arrangements and stores the organization's equipment and materials.
- Welcomes members and guests on their arrival at meetings and events.

## Parliamentarian

- Advises the presiding officer, other officers, committees, and members on parliamentary procedure.
- Assists the President or presiding officer in preparing for and conducting meetings, when requested.



# Chapter Committees



A great deal of the work of many chapters is done in committees. The President appoints all committees and committee chairmen, subject to confirmation by the Board of Directors. The following are examples of committees commonly used by chapters.

## Budget Committee

- Prepares the annual budget and recommends any necessary modifications.
- Monitors compliance with the budget and established financial procedures.
- Customarily, the Treasurer is a member of the committee.

## Communications Committee

- Creates and implements an integrated communications strategy.
- Manages the website and publishes the email newsletter.
- Oversees the social media accounts (Facebook, Twitter, etc.).

## Education Committee

- Promotes programs to keep the membership informed on the political process and issues.
- Supports political education generally in the schools and community for youth and adults.
- Conducts campaign workshops and assists Republican Party training activities.

## Fact-Finding Committee

- When the chapter has sole jurisdiction, reviews requests to endorse local candidates and measures and makes endorsement recommendations to the Assembly.
- Reviews the conduct of elected officials and evaluates their adherence to conservative principles.

## Finance Committee

- Develops and carries out a finance plan to raise funds to support the activities of the Assembly.
- Builds a network of donors that can provide financial and in-kind support.

## Membership Committee

- Designs and executes a membership program to recruit new members and retain existing members.
- Establishes and maintains relationships with Teen Age Republicans, College Republicans, and Young Republicans to increase chapter membership.
- Encourages participation in the activities and programs of the California Republican Assembly.

## Resolutions Committee

- Receives, considers, and reports on all resolutions proposed for adoption by the Assembly.
- May initiate and prepare resolutions for consideration.



# Chapter Programs



Chapter programming depends on your determination, ingenuity, and resourcefulness. This list provides ideas for activities and programs that have been successfully implemented by chapters across the state.

## Meeting Programs

- Speaker Series (candidates, public officials, public policy professionals, etc.)
- Candidate Debates and Forums
- Panel Discussions (public policy professionals and subject-matter experts)
- Mini Programs (short, three to five-minute, educational programs)
- Social Period Before or After Meetings
- Volunteer Recognition

## Community Programs

- Event Booths
  - Community Festivals
  - County and Street Fairs
- Special Events
  - Debate and Election Night Watch Parties
  - National Day of Prayer, Memorial Day, 4<sup>th</sup> of July, Veterans Day, etc.
- Outreach
  - Business Community
  - Religious Community
  - Youth/Young Adults
- Political Education
  - Pocket U.S. Constitution Distribution (high schools and public events)
  - Constitution Day (September 17) and Bill of Rights Day (December 15)
- Community Service Projects

## Election Programs

- Campaign Support (phone banking, precinct walking, sign distribution, etc.)
- Election Integrity
- Petition Circulation (local and state ballot measures)
- Training Workshops (campaigning, grassroots activism, issue advocacy, etc.)
- Voter Registration

## Communication Programs

- Action Alerts (via email, phoning, social media, and/or text messaging)
- Email Newsletter (weekly, biweekly, or monthly)
- Social Media (Facebook, Twitter, Instagram, YouTube, etc.)
- Website



## Appendix A

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# Charter Forms

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# New Charter Checklist



Chapter Name: \_\_\_\_\_ Date: \_\_\_\_\_

CRA Board Member: \_\_\_\_\_ Title: \_\_\_\_\_

## Charter Requirements

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As a minimum, ten of the members must reside in the jurisdiction (territory) of the prospective chapter.

A CRA Board Member must be present at the two organizing meetings, with at least seven days between the meetings. In addition, the local Senate District Director, regional Vice President, or CRA Membership Secretary must be included on the meeting notices.

## Charter Documents

The following charter documents must be mailed or presented to the cognizant Senate District Director or Vice President for investigation and approval:

- ☐ **NEW CHARTER CHECKLIST** with submitted documents checked off. At the top, include the name and title of the Senate District Director/Vice President supervising the chartering of the chapter.
- ☐ **PETITION FOR CHARTER** with original signatures. Each chapter officer and petitioner must have submitted a completed membership application and paid the annual dues.
- ☐ **BYLAWS** of the chapter. Use the Model Chapter Bylaws provided. Complete all fill-in-the-blanks throughout the model bylaws including the certification section at the end.
- ☐ **MAP** clearly detailing the proposed boundaries or territory of the chapter. Use a Bing or Google map with boundaries or territory highlighted.
- ☐ **MINUTES** of the two required organizing meetings. The minutes must record the completion of the charter requirements listed in Section 10.10 (Conditions of Organization) of the CRA Bylaws.
- ☐ **MEMBERSHIP APPLICATIONS** and **DUES** of the members. New members join online through the CRA website ([www.cragop.org/join-cra](http://www.cragop.org/join-cra)) or using the "Join CRA" QR Code. Current CRA Members transfer their membership to the new chapter by notifying the CRA Membership Secretary and the President or Secretary of both the new chapter and the old chapter (if any).

If you have any questions regarding the charter process or requirements, contact either the Chair of the Charter Committee or the CRA Membership Secretary.

Contact information for officers and committee chairs is located on the CRA website ([www.cragop.org](http://www.cragop.org)).



## Petition for Charter



**Date:** \_\_\_\_\_

To the Board of Directors of the California Republican Assembly:

The undersigned respectfully petition that we be granted a charter as a local chapter of the California Republican Assembly and certify as follows:

- We are American citizens of good moral character who are registered to vote as Republicans in the State of California.
- Desiring to use our best endeavors for the advancement of the Republican Party and its principles, we request a charter to hold regular Assembly meetings and to engage in political activities.
- The Assembly shall be known as the \_\_\_\_\_ Republican Assembly.
- The jurisdiction (territory) of the proposed Republican Assembly shall consist of the following areas:  
\_\_\_\_\_  
\_\_\_\_\_.
- If the requested jurisdiction comprises more than one municipality, unincorporated area, or political subdivision of a major city such as Los Angeles or San Diego, we agree in advance to release territory excluding (city, area, or neighborhood) \_\_\_\_\_ for the chartering of new Republican Assemblies.
- The proposed Republican Assembly has completed all the requirements of organization set forth in Article X (Republican Assemblies) of the CRA Bylaws under the supervision of a CRA Board Member.
- We promise to faithfully participate in the objectives and activities of the California Republican Assembly and to comply with the provisions of its Articles and Bylaws.

### SIGNATURES

Chapter President

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Chapter Secretary

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Chapter Treasurer

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_



# Petition for Charter



## Petitioners

The undersigned certify they are Republicans, registered to vote in the State of California, and support the formation of a new chartered Republican Assembly in the area specified in the Petition for Charter.

Furthermore, the undersigned certify they are current members of the California Republican Assembly.

### Petitioners Residing in Jurisdiction of Proposed Assembly

- |                       |                  |
|-----------------------|------------------|
| 1. Print Name: _____  | Signature: _____ |
| 2. Print Name: _____  | Signature: _____ |
| 3. Print Name: _____  | Signature: _____ |
| 4. Print Name: _____  | Signature: _____ |
| 5. Print Name: _____  | Signature: _____ |
| 6. Print Name: _____  | Signature: _____ |
| 7. Print Name: _____  | Signature: _____ |
| 8. Print Name: _____  | Signature: _____ |
| 9. Print Name: _____  | Signature: _____ |
| 10. Print Name: _____ | Signature: _____ |

### Additional Petitioners

- |                       |                  |
|-----------------------|------------------|
| 11. Print Name: _____ | Signature: _____ |
| 12. Print Name: _____ | Signature: _____ |
| 13. Print Name: _____ | Signature: _____ |
| 14. Print Name: _____ | Signature: _____ |
| 15. Print Name: _____ | Signature: _____ |





# Petition for Charter



## Chapter Officers

### President

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Vice President

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Secretary

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Treasurer

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Membership Secretary

☐ Check box if the Secretary also performs the duties of Membership Secretary.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



## Appendix B

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# Document Templates

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\_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**Republican Assembly  
Organizing Meeting**

**AGENDA**

- I. Call to Order (\_\_:\_\_ pm)
- II. Opening Ceremonies
  - A. Welcoming Remarks
  - B. Invocation
  - C. Pledge of Allegiance
- III. Introduction of Elected Officials and CRA Board Members
- IV. Roll Call of Members (New Members and Transfers)
- V. Election of Temporary Chair and Secretary
- VI. Program
  - A. Presentation: What is the California Republican Assembly?
  - B. Questions and Answers
- VII. Ratification of CRA Bylaws
- VIII. Adoption of Chapter Bylaws
- IX. Election of Officers
  - A. President
  - B. Vice President
  - C. Secretary
  - D. Treasurer
- X. New Business
- XI. Announcements
- XII. Benediction
- XIII. Adjournment

---

**Next Meeting:** [Date], at [Time], at [Location]



\_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**Republican Assembly  
Organizing Meeting**

**MINUTES**

The organizing meeting of the \_\_\_\_\_ Republican Assembly was held on [Date], at [Time], at [Location]. [Name] presided and [Name] recorded the minutes.

**Call to Order**

[Name] called the meeting to order at [Time].

**Opening Ceremonies**

[Name] provided the welcoming remarks, [Name] gave the invocation, and [Name] led the Pledge of Allegiance.

**Roll Call**

Members Present: [List of Members Present]

Guests: [List of Guests in Attendance]

**Election of Temporary Chair and Secretary**

[Name] nominated [Name] to serve as Temporary Chair. [Name] was elected as Temporary Chair by [acclamation or majority vote].

[Name] nominated [Name] to serve as Temporary Secretary. [Name] was elected as Temporary Secretary by [acclamation or majority vote].

**Program**

[Name] introduced the guest speaker, [Name and Title], whose subject was the California Republican Assembly.

**Ratification of CRA Bylaws**

[Name] moved to ratify the Bylaws of the California Republican Assembly. The motion was adopted.

**Adoption of Chapter Bylaws**

[Name] moved to adopt the Bylaws of the \_\_\_\_\_ Republican Assembly. The motion was adopted [after debate and amendment].

**Election of Officers**

[Name] nominated [Name] for the office of President. [Name] was elected as President by [acclamation or majority vote].

[Name] nominated [Name] for the office of Vice President. [Name] was elected as Vice President by [acclamation or majority vote].

[Name] nominated [Name] for the office of Secretary. [Name] was elected as Secretary by [acclamation or majority vote].

[Name] nominated [Name] for the office of Treasurer. [Name] was elected as Treasurer by [acclamation or majority vote].

#### **New Business**

[Name] moved [Motion]. The motion [passed or failed] with [Number] in favor and [Number] against.

[Name] moved [Motion]. The motion [passed or failed] with [Number] in favor and [Number] against.

#### **Announcements**

[Name] announced [Statement].

The next meeting will be held on [Date], at [Time], at [Location].

#### **Benediction**

[Name] gave the benediction.

#### **Adjournment**

The meeting adjourned at [Time].

[Signature]

[Name], Temporary Secretary



\_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**Republican Assembly  
General Meeting**

**AGENDA**

- I. Call to Order (\_\_:\_\_ pm)
- II. Opening Ceremonies
  - A. Welcoming Remarks
  - B. Invocation
  - C. Pledge of Allegiance
- III. Program
- IV. Minutes of Previous Meeting
- V. Reports of Officers
  - A. President
  - B. Vice President
  - C. Secretary
  - D. Treasurer
- VI. Reports of Standing Committees
- VII. Reports of Special Committees
- VIII. Special Orders
- IX. Unfinished Business and General Orders
- X. New Business
- XI. Announcements
- XII. Benediction
- XIII. Adjournment

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**Next Meeting:** [Date], at [Time], at [Location]



\_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**Republican Assembly  
General Meeting**

**MINUTES**

The general meeting of the \_\_\_\_\_ Republican Assembly was held on [Date], at [Time], at [Location]. [Title] [Name] presided and [Title] [Name] recorded the minutes.

**Call to Order**

[Name] called the meeting to order at [Time].

**Opening Ceremonies**

[Name] provided the welcoming remarks, [Name] gave the invocation, and [Name] led the Pledge of Allegiance.

**Roll Call**

Members Present: [List of Members Present from Sign-in Sheet]

Guests: [List of Guests in Attendance from Sign-in Sheet]

A quorum was present.

**Program**

[Name] introduced the guest speaker, [Name and Title], whose subject was [Topic].

**Approval of Minutes**

The minutes of the previous meeting were read and approved as [circulated or corrected].

**Reports of Officers**

President [Name] reported [Statement]. The report required no action and was placed on file.

Vice President [Name] reported [Statement]. The vice president recommended [Motion]. [Name] moved [Motion]. The motion [passed or failed] with [Number] in favor and [Number] against.

Secretary [Name] reported [Statement]. The report required no action and was placed on file.

Treasurer [Name] reported [Statement]. The report required no action and was placed on file.

**Reports of Committees**

[Committee Name] Chair [Name] reported [Statement]. The committee recommended [Motion]. The motion [passed or failed] with [Number] in favor and [Number] against.

[Committee Name] Chair [Name] reported [Statement]. The report required no action and was placed on file.

**Special Orders**

[Items designated in the bylaws to be done at a particular meeting such as the election of officers and the selection of delegates to a convention.]

**Unfinished Business and General Orders**

[Name] moved [Motion]. The motion [passed or failed] with [Number] in favor and [Number] against.

[Name] moved [Motion]. The motion [passed or failed] with [Number] in favor and [Number] against.

**New Business**

[Name] moved [Motion]. The motion [passed or failed] with [Number] in favor and [Number] against.

[Name] moved [Motion]. The motion [passed or failed] with [Number] in favor and [Number] against.

**Announcements**

[Name] announced [Statement].

[Name] announced [Statement].

The next meeting will be held on [Date], at [Time], at [Location].

**Benediction**

[Name] gave the benediction.

**Adjournment**

The meeting adjourned at [Time].

[Signature]

[Name], Secretary





\_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**Republican Assembly  
General Meeting**

**MONTHLY TREASURER'S REPORT  
[MONTH] [YEAR]**

**Beginning Balance (\_\_\_\_\_, 20\_\_)**

**\$X,XXX.XX**

**Income**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
__/__/__	Membership Dues	\$XXX.XX
__/__/__	Donation from [Name]	XXX.XX
__/__/__	[Income Category]	XXX.XX
__/__/__	[Income Category]	XXX.XX
__/__/__	Interest Earned from Bank	XXX.XX
	<b>Total Income</b>	<b>\$XXX.XX</b>

**Expenses**

<u>Date</u>	<u>Check No.</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>
__/__/__	XXXX	[Payee]	[Expense Category]	\$XXX.XX
__/__/__	XXXX	[Payee]	[Expense Category]	XXX.XX
__/__/__	XXXX	[Payee]	[Expense Category]	XXX.XX
__/__/__		[Payee]	[Expense Category]	XXX.XX
__/__/__		[Bank Name]	Bank Service Charge	XXX.XX
		<b>Total Expenses</b>		<b>\$XXX.XX</b>

**Ending Balance (\_\_\_\_\_, 20\_\_)**

**\$X,XXX.XX**

**Outstanding Checks (Have Not Cleared Bank)**

<u>Check No.</u>	<u>Payable To</u>	<u>Amount</u>
XXXX	[Payee]	\$XXX.XX
XXXX	[Payee]	XXX.XX
	<b>Total Outstanding Checks</b>	<b>\$XXX.XX</b>

**Reconciled Balance**

**\$X,XXX.XX**

**Copy of Bank Statement Attached**



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[Street Address], [City], [ST] [Zip Code] | [Phone Number] | [Email Address]

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[Month] [Day], [Year]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Street Address]

[City], [ST] [Zip Code]

Dear [Mr./Ms./Mrs.] [Recipient's Name],

[In the opening paragraph, provide an introduction and state the main point(s) of the letter. Be concise.]

[In the second paragraph, develop the main point(s) by providing compelling and persuasive reasoning.]

[In the third paragraph, continue to develop the main point(s).]

[In the closing paragraph, restate the main point(s) of the letter and include a call to action.]

Respectfully,

[Sender's Signature]

[Sender's Name]

[Sender's Title]

[Sender's Email Address]

[Sender's Phone Number]

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[Website] | [Facebook Page] | [Twitter Profile]

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*"The Conscience of the Republican Party" - President Ronald Reagan*

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# PRESS RELEASE

**For Immediate Release**  
**[Month] [Day], [Year]**

Contact: [Name]  
Phone: [Phone Number]  
Email: [Email Address]

## **[A Captivating Headline]**

**[CITY], CA** – [In the first paragraph, answer the Six Journalistic Questions: who, what, where, when, why, and how. Present a basic outline of what the press release covers.]

[In the second paragraph, provide additional information, including links to media and websites.]

[In the third paragraph, use quotes to emphasize the important elements of the press release.]

[In the fourth paragraph, include a call to action that explicitly tells the reader what to do next.]

### **About [Chapter Name]**

[The last paragraph is the boilerplate, a brief description of the organization and its mission.] For more information about [Chapter Name], go to [Chapter Website].

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**Republican Assembly**

**Resolution No. [Year] – [Sequential Number]**

**[TITLE OF RESOLUTION CONCISELY STATES THE ACTION TO BE TAKEN]**

**WHEREAS**, . . . [Text of the first whereas clause. The "whereas" statements provide the rationale, the basic facts and reasons, for the "resolved" course of action.];

**WHEREAS**, . . . [Text of the second whereas clause. The whereas statements should lead the reader to the conclusion (resolved).];

**WHEREAS**, . . . [Text of the third whereas clause. In writing whereas statements, begin by introducing the topic of the resolution.];

**WHEREAS**, . . . [Text of the next to the last whereas clause. Be factual rather than speculative. Reference examples and statistics whenever possible.]; and

**WHEREAS**, . . . [Text of the last whereas clause. The whereas statements should briefly identify the issue, explain its importance and timeliness, summarize its effects, and indicate if the action called for changes current policy.]; now, therefore, be it

**RESOLVED**, that the \_\_\_\_\_ Republican Assembly . . . [Text stating action to be taken. The resolved statements should be stated as main motions that can be understood without the accompanying whereas statements.]; be it further

**RESOLVED**, that . . . [Text stating further action to be taken. Each resolved statement must contain an actionable request and must be fully understood when read alone.]; and be it finally

**RESOLVED**, that . . . [Text stating the last action to be taken. Each resolved statement should be a single sentence in length.]

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_, President

Signature: \_\_\_\_\_, Secretary

**BYLAWS OF THE \_\_\_\_\_ REPUBLICAN ASSEMBLY,  
A CHAPTER OF THE CALIFORNIA REPUBLICAN ASSEMBLY**

*Adopted or most recently amended on this date: \_\_\_\_\_*

**ARTICLE I – NAME, AFFILIATIONS, POWERS, & OBJECTIVES**

**Section 1 (Name).** The name of this organization shall be the \_\_\_\_\_ Republican Assembly (hereinafter, “the Assembly”), which is chartered as a local chapter of the California Republican Assembly. The California Republican Assembly is a non-profit California corporation that has been chartered by the California Republican Party and the National Federation of Republican Assemblies as a Republican volunteer organization.

**Section 2 (Precedence).** The Assembly shall abide by the most recent Bylaws of the California Republican Assembly. In the event of a conflict between the Assembly’s bylaws or rules and the Bylaws of the California Republican Assembly, the Bylaws of the California Republican Assembly shall be given effect and any conflicting bylaws or rules shall be void.

**Section 3 (Powers).** The Assembly’s powers shall be to direct, manage, supervise, and control its business, property, and funds. The Assembly may carry out its objectives through all legal means, but it shall not incorporate.

**Section 4 (Objectives).** The objectives of the Assembly are:

- a) To campaign for the election of Republican candidates for public offices and to strive for the appointment of Republicans to appointive positions;
- b) To maintain an effective, intelligent, aggressive, and permanent Republican campaign effort within the Assembly’s jurisdiction;
- c) To participate in the development of the platforms of the Republican Party while advancing the conservative principles of the California Republican Assembly;
- d) To register voters as members of the Republican Party and to encourage them to cast informed ballots in every election;
- e) To recruit well-qualified Republican candidates to run for office, to endorse Republican candidates and virtuous ballot measures, and to train leaders for service in government;
- f) To promote loyalty and patriotism within the Assembly’s jurisdiction, the State of California, and the United States of America; and
- g) To advance the cause of good government at all levels.

**ARTICLE II - JURISDICTION**

**Section 1 (Geographic Area).** The jurisdiction of the \_\_\_\_\_ Republican Assembly shall be: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**ARTICLE III – MEMBERSHIP & DUES**

**Section 1 (Membership Requirements).** Members of the \_\_\_\_\_ Republican Assembly must be American citizens of good moral character who are registered Republican voters in California. Members must join and renew their membership by completing the online membership application or renewal form on the website for the California Republican Assembly, and they must pay

the dues of \$25 per calendar year. Eligible persons who do not have access to that website may join as members by any other method that has been approved by the current Board of Directors of the California Republican Assembly. This Assembly's Board of Directors may reject any new member by two-thirds vote; such rejections may be appealed at the next General Meeting for resolution by majority vote.

**Section 2 (Honorary Membership).** The Board of Directors may award honorary memberships to worthy persons by two-thirds vote. Such honorary members shall not be permitted to vote unless they meet the eligibility requirements for members.

**Section 3 (Membership Records).** The organization's membership records shall be retained by the Secretary and provided to the California Republican Assembly, as required.

**Section 4 (Discipline).** Any member may be suspended, expelled, or otherwise disciplined for misconduct or ineligibility by a two-thirds vote of the Board of Directors. Prior to the vote, the member shall receive at least twenty days' notice and shall have an opportunity to address the charges. The Board's action may be appealed at the next General Meeting; the Board's action shall stand unless overturned by majority vote at that meeting.

**Section 5 (Suspension).** Membership shall be automatically suspended for any member whose annual membership dues are not paid by January 31. Such persons shall be reinstated as members when their dues are paid.

## ARTICLE IV – OFFICERS & BOARD OF DIRECTORS

**Section 1 (Elected Officers).** The elected officers of the \_\_\_\_\_ Republican Assembly are the President, Vice President, Treasurer, Secretary, and Immediate Past President. The President, Vice President, Treasurer, and Secretary shall be elected at the Annual Meeting and their terms shall end when their successors are elected.

**Section 2 (Appointed Officers).** The appointed officers (if any) shall be appointed by the President and confirmed by a two-thirds majority of the Board of Directors. The titles, duties, and terms of office for all appointed officers shall be specified by the Board of Directors, provided that no term may extend beyond the next Annual Meeting.

**Section 3 (Board of Directors).** The elected and appointed officers shall comprise the Board of Directors. Each Board member shall have one vote and proxy voting shall not be permitted. The Board of Directors shall manage, direct, and coordinate the affairs of the organization. The current Senate District Director and Deputy Senate District Director serving on the Board of Directors of the California Republican Assembly from the appropriate Senate District shall be ex-officio members of the organization's Board of Directors, with the right to receive notice of meetings, but they shall not vote or count toward quorum unless they are also serving as elected or appointed officers.

**Section 4 (Selection of Delegates).** Delegates and alternates to California Republican Assembly conventions may be elected at any General Meeting. If delegates and alternates have not been elected within the current calendar year, then the Board of Directors may either elect them itself or else authorize the President to appoint them unilaterally.

**Section 5 (President).** The President shall preside at all meetings, shall serve as the chief executive officer, and shall exercise general supervision over the organization's activities, officers, and agents. The President shall appoint all committees and committee chairmen, subject to confirmation by the Board of Directors. He or she shall diligently enforce these bylaws and the Bylaws of the California Republican Assembly.

**Section 6 (Immediate Past President).** When the new President is elected, the former President shall become the Immediate Past President. When a President leaves offices before the end of his term, he or she forfeits the right to serve as Immediate Past President, the current Immediate Past President

shall remain in office, and the person who completes the President's term shall become the Immediate Past President when his successor is elected.

**Section 7 (Vice President).** The Vice President shall preside at all meetings if the President is absent or unable to preside. He or she shall assist the President and the Board of Directors, as assigned. If the office of President becomes vacant, the Vice President shall become President until the next Annual Meeting.

**Section 8 (Treasurer).** The Treasurer is the organization's chief financial officer. He or she shall collect, record, and deposit all dues and contributions, and shall submit the appropriate dues to the California Republican Assembly. The Treasurer shall maintain records of all financial transactions and shall submit a Treasurer's Report to the Board of Directors at least once each quarter. The Treasurer shall be responsible for complying with tax laws and campaign finance disclosure laws.

**Section 9 (Secretary).** The Secretary shall record and maintain the minutes at all meetings and shall serve as historian, corresponding secretary, custodian of records, and membership secretary when no other officer has been assigned that task. The Secretary shall send the notices for all meetings.

**Section 10 (Financial Review).** Whenever a new Treasurer is elected, and more frequently if directed by the Board of Directors, the Board shall elect three members of the organization to serve on a Financial Review Committee. The Committee shall review the organization's financial records and issue a report to the Board within sixty days.

**Section 11 (Removal).** Any member of the Board of Directors may be removed from office for incapacity, dereliction of duty, or misconduct by two-thirds vote at any General Meeting or Board meeting, provided that at least twenty days' notice is provided. Such removal may be appealed to the following General Meeting, at which time the prior removal shall stand unless overturned by majority vote. Written resignations submitted to the Board of Directors shall take effect immediately, without any vote.

**Section 12 (Vacancies).** Vacancies on the Board of Directors, except for the office of President, shall be filled until the Annual Meeting by majority vote of the Board of Directors.

**Section 13 (Board Meetings).** Board meetings may be called by the President or by a majority of the other members of the Board of Directors. Board members must receive at least seven days' notice for each meeting, but members shall have the right to waive notice and participation in the meeting shall constitute waiver. Meetings may be conducted in person or by teleconference, or by any similar means allowing two-way communication. Participation by a majority of the Board members shall constitute quorum.

## ARTICLE V – MEETINGS

**Section 1. (General Meetings).** General Meetings shall be called at least once per quarter by the President, a majority of the Board of Directors, or one-third of the members. The Board of Directors may dispense with a meeting for good cause. Members shall receive at least seven days' notice of the time, place, and purpose of each meeting. Quorum shall be attained by the physical presence of ten percent of the membership or by two-thirds of the Board of Directors. Once attained, quorum shall remain in effect until the meeting is adjourned.

**Section 2 (Annual Meeting).** The Annual Meeting is a special General Meeting that shall be called in December, January, or February by the Board of Directors for the purpose of electing the elected officers and conducting such other business as may be desired.

**Section 3 (Notice).** Meeting notices, and all other notices required by these bylaws, may be provided by first-class mail, hand delivery, electronic mail, or equivalent written means. Members shall have the right to waive notice and physical appearance at a meeting shall always constitute waiver of notice.

**Section 4 (Voting).** Voting at all meetings shall be restricted to persons who have been members in good standing for more than thirty days. Members must be physically present to vote and proxy voting shall not be permitted.

**Section 5 (Parliamentary Authority).** Robert's Rules of Order, Newly Revised shall serve as the parliamentary authority for all disputed matters not covered by these bylaws or by the Bylaws of the California Republican Assembly.

## ARTICLE VI – BYLAW AMENDMENTS

**Section 1 (Amendments).** These Bylaws may be amended by two-thirds vote at any General Meeting where adequate notice is provided.

**Section 2 (Notice of Amendments).** No amendment may be adopted unless the proposed text was provided to all members eligible to vote at least thirty days before the General Meeting at which it was to be adopted. Only germane amendments to the proposed text may be approved at the General Meeting without providing additional notice. If written notice of a proposed amendment was provided to the Secretary at least thirty days prior to the General Meeting, then the Secretary shall provide notice to the members. Any amendment that is adopted becomes effective immediately.

**Section 3 (Safekeeping).** After an amendment is adopted, the Secretary shall incorporate it into these bylaws, distribute the updated bylaws to all members, and submit the updated bylaws to the CRA Charter Committee. A copy of the updated bylaws shall also be provided to the CRA Membership Secretary for safekeeping.

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## CERTIFICATION

I hereby certify that the foregoing Bylaws of the \_\_\_\_\_ Republican Assembly, as amended to date, were duly adopted by the members thereof, on the date of \_\_\_\_\_ at a meeting that took place at \_\_\_\_\_.

President's Name: \_\_\_\_\_ President's E-mail: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_ Secretary's E-mail: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_