



New Charter Checklist



Chapter Name: _____ Date: _____

CRA Board Member: _____ Title: _____

Charter Requirements

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).

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.

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) 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).