



Affiliation Documents

The CDC is the umbrella organization of all Democratic Clubs and County Committees in California. The CDC provides this and other helpful documents to all affiliated members.

P.O. Box 6591
Ventura CA 93006
<http://www.cdc-ca.org/>



P.O. Box 6591
Ventura CA 93006
(800)446-9709

DEAR DEMOCRATIC LEADER:

The California Democratic Council looks forward to working with you to ensure **every Democrat in California is served by a functioning, chartered, municipally-focused Democratic club** that seeks to involve at least three percent of Democrats from the jurisdiction served.

Grassroots respect means your local issues become statewide issues. Every full affiliate may appoint representatives to share your views on CDC Committees, including Resolutions, Issues & Political action, Communications and more.

CDC looks forward to helping your organization to expand local success:

- Support to navigate McCain-Feingold finance issues
- Resources to implement club growth and outreach strategies
- Advocacy and partnerships on legislative issues
- Media outreach in your community to support Party presence
- Recruiting and training candidates for appointed and elected positions
- Free fully functional website with your own domain name

Please contact me anytime with your suggestions and input. Your local officers will be glad to work with you to maximize your CDC affiliation and to grow!

Best Democratic regards,

Henry Vandermeir
CDC President

AFFILIATION INSTRUCTIONS

➔➔ Please read these instructions as we have updated our forms from previous years.

Eligibility

The following organizations are eligible to affiliate with the California Democratic Council:

1. Democratic clubs chartered by county central committees.
2. Democratic county central committees.
3. Young Democrat and College Democrat organizations

The application packet enclosed applies to the organizations listed above.

Fees

CDC has suspended its club fee structure. This means all clubs may affiliate fully without payment this year. A club must have at least 20 members to be affiliated with CDC and to have voting rights at CDC meetings.

Votes earned by a club are based on the size of the roster submitted to CDC. The Credentials Committee reserves the right to verify a club's size by contacting a selection of club members.

- Clubs earn CDC Convention delegates at a ratio of one delegate and one alternate per each ten members.
- Newly-chartered Democratic clubs are limited to three Convention votes during their first year of existence.
- County Committees pay a \$25 fee for each Assembly District (whole or partial) within the county.
- Young Democrat or College Democrat clubs also do not pay in '06, and receive the same benefits as all clubs.

Clarity & Completeness

Please type or print information clearly to ensure we have the correct information for you and your members.

Please provide complete information. We ask for e-mail addresses for your organization, your president/chair, your delegates/alternates and your affiliated members. CDC fully embraces the use of e-mail to distribute information, to make announcements and to hold on-line meetings of our standing committees. Help us keep you and your members in the loop by providing e-mails where available.

Filling Out The Application Form

Page One - Part A: Indicate if you are a renewing or first-time organization by checking the appropriate box.

List the name of your organization as you wish to have it appear on our roster, web site and in correspondence. Provide the organization's main mailing address. Hopefully, it is a permanent address (e.g. P. O. Box) but it could be the home address of your president or chair. If the organization has its own phone number, fax, e-mail or website, please provide it. Otherwise, leave it blank and provide information in the next section.

CDC Affiliation Instructions Page 2.

Page One - Part A (continued):

List the name, address, phone, fax and e-mail address of your organization president or chair. We rely on this individual to help spread the word about CDC activities so it is important we know all the various ways to reach this person. Also, let us know when the term expires so we know when to contact you to determine if there is a new president or chair. If you are no longer the president or chair, please forward this info ASAP.

We also want to know how to contact your newsletter editor. We will send out articles on topical issues or announcements about upcoming CDC events that we would appreciate your placing in your newsletter.

Page One - Part B: Check off the appropriate box for your organization.

Page One - Part C: The organization president or chair should certify the information by signing the form.

Part D: Please submit your organization's printed or electronic full membership roster, including name, address, city, zip, phone and e-mail for each member. Please list fax numbers if your members have access. E-mailed spreadsheet rosters are acceptable and preferable. Please e-mail to office@cdc-ca.org. Please call with questions.

Part E: Please submit your organization's appointments to CDC Standing Committees. Descriptions of the committees are available. You may change these appointments at any time. If more than one of your members wishes to serve on a particular committee, please contact your Area VP to ask for a supplemental appointment.

→→ Thank you for your Democratic activism! We are proud to have you as part of CDC.

AFFILIATION FORM

A. AFFILIATED ORGANIZATION INFO Status: Renewal First Time

Organization Name: _____

Organization's FPPC number: _____ **Organization's FEC number:** _____

Org. Mailing Address: _____ Org. Phone: (____) _____

City: _____ Zip: _____ Org. Fax: (____) _____

Org. E-mail: _____ Org. Website: _____

Org. President/Chair: _____ Term Exp.: ____/____/____

Mailing Address: _____ Home Phone: (____) _____

City: _____ Zip: _____ Work Phone: (____) _____

Email: _____ Fax: (____) _____

Org. Treasurer: _____ Term Exp.: ____/____/____

Mailing Address: _____ Home Phone: (____) _____

City: _____ Zip: _____ Work Phone: (____) _____

Email: _____ Fax: (____) _____

Org. Newsletter Editor: _____ Term Exp.: ____/____/____

Mailing Address: _____ Home Phone: (____) _____

City: _____ Zip: _____ Work Phone: (____) _____

Email: _____ Fax: (____) _____

Newsletter Frequency: _____ Publishing Deadline: _____

B. AFFILIATION: *Please attach your organization's full roster so your members receive CDC benefits.*

(Both delegates and alternates may vote at Regional & Area meetings which doubles your local vote allocation!)

- Clubs:** Large-size club (200 or more affiliated members - you earn at least 21 State Convention delegates & alternates)
 Medium-large club (150 to 199 affiliated members - between 16 and 20 State Convention delegates & alternates)
 Medium-size club (100 to 149 affiliated members - between 11 and 15 State Convention delegates & alternates)
 Small-medium club (60 to 99 affiliated members - between 7 and 10 State Convention delegates & alternates)
 Small-size club (20 to 59 affiliated members - between 3 and 6 State Convention delegates & alternates)
 First-time member club (not chartered previously) (limit of 3 State Convention delegates & alternates)
 Young Democrat club or College Democrat club
 Associate Affiliate (limit of one delegate for State Convention, Area and Regional gatherings)

County Committees: \$25 for each Assembly District (whole or partial) within County. (There are ____ A.D.(s) in our county.)

C. CERTIFICATION: I certify the names listed on the attached roster are current, paid members of this organization.

Signed: _____ Org. President/Chair Date: ____/____/____

D. LIST OF ORGANIZATIONAL MEMBERS FOR: _____

Total organizational members: _____

You may submit a printout, electronic file or other roster, or you may fill out the form below by hand.

If you choose to manually complete the paperwork, please copy this form or print extra copies.

Also, if manual, please fill in the page number line, so we can doublecheck receipt of all information.

CDC does not sell membership rosters to political organizations or campaigns.

This data is used to distribute newsletters and information about regional, area and statewide meetings.

Page _____ of _____ of hand-filled membership roster

1. Name: _____ Phone: (____)_____ Email: _____

Address: _____ City: _____ Zip: _____

2. Name: _____ Phone: (____)_____ Email: _____

Address: _____ City: _____ Zip: _____

3. Name: _____ Phone: (____)_____ Email: _____

Address: _____ City: _____ Zip: _____

4. Name: _____ Phone: (____)_____ Email: _____

Address: _____ City: _____ Zip: _____

5. Name: _____ Phone: (____)_____ Email: _____

Address: _____ City: _____ Zip: _____

6. Name: _____ Phone: (____)_____ Email: _____

Address: _____ City: _____ Zip: _____

7. Name: _____ Phone: (____)_____ Email: _____

Address: _____ City: _____ Zip: _____

8. Name: _____ Phone: (____)_____ Email: _____

Address: _____ City: _____ Zip: _____

9. Name: _____ Phone: (____)_____ Email: _____

Address: _____ City: _____ Zip: _____

10. Name: _____ Phone: (____)_____ Email: _____

Address: _____ City: _____ Zip: _____

Signature of Organization President: _____ **Date** _____

E. DESIGNATION OF MEMBERS TO CDC STANDING COMMITTEES

Each affiliated organization is entitled and encouraged to appoint a voting member to each general standing committee. Members appointed to a standing committee must appear on the affiliated organization's CDC membership list. Standing Committees hold both face-to-face meetings and virtual meetings via listservs and teleconference. If possible, appointed committee members should have email access so they can fully participate in the committee work.

Name of Club or County Committee: _____

This organization hereby appoints the following members to the CDC Standing Committees listed:

Bylaws & Rules Committee:

Name: _____ Phone: (____) _____ Email: _____

Address: _____ City: _____ Zip: _____

Communications Committee:

Name: _____ Phone: (____) _____ Email: _____

Address: _____ City: _____ Zip: _____

Credentials Committee:

Name: _____ Phone: (____) _____ Email: _____

Address: _____ City: _____ Zip: _____

Issues & Political Action Committee:

Name: _____ Phone: (____) _____ Email: _____

Address: _____ City: _____ Zip: _____

Membership Committee:

Name: _____ Phone: (____) _____ Email: _____

Address: _____ City: _____ Zip: _____

Organizational Development Committee:

Name: _____ Phone: (____) _____ Email: _____

Address: _____ City: _____ Zip: _____

Resolutions Committee:

Name: _____ Phone: (____) _____ Email: _____

Address: _____ City: _____ Zip: _____

I certify that the names listed on this form are paid members of this organization and whose names are listed on this organization's CDC Membership Roster of affiliated members. Appointed members of standing committees are expected to maintain satisfactory attendance and participation in the work of the committee. I also attest that this appointment, and the obligations and activities of the standing committee, have been discussed with the appointed member(s) and are understood by the appointee to each standing committee.

Signed: _____ Club President/Chair Date: ____/____/____

CDC STANDING COMMITTEES

BYLAWS & RULES COMMITTEE

The CDC Bylaws & Rules Committee considers revisions to CDC's guiding documents as needed, as submitted by other Standing Committees or at direction of the State Board of Directors. Constitutional changes recommended by this Committee are approved by the membership at the Annual State Convention. The Bylaws & Rules Committee also revises and recommends changes, as required, to the CDC Rules of Convention issued prior to each Annual State Convention.

COMMUNICATIONS COMMITTEE

The CDC Communications Committee has advisory responsibility for all statewide communications including newsletters, email listservs, the CDC website and media contact. The Committee suggests improved and new methods for effective communications between CDC officers, clubs, committees, the general membership and the public.

CREDENTIALS COMMITTEE

The CDC Credentials Committee reviews and maintains membership rosters of all affiliated organizations; and verifies all delegates and attendees at State Board of Directors meetings, the Annual State Convention, and each Area and/or Regional Board meeting. The CDC office in Los Angeles maintains the statewide master roster of all affiliated organizations, but it is important that each Area and Region update and maintain their respective membership and delegate rosters.

ISSUES & POLITICAL ACTION COMMITTEE

The CDC Issues & Political Action Committee was established in the 2003 revision of the Constitution to develop strategies to implement CDC resolutions, platform statements and legislative advocacy. Does your club have issues of concern? This is the committee to which to appoint a member to represent your priorities. Also, your organization may request ad hoc issues subcommittees to focus on particular issues. If your team wants to be involved in advocacy, this is the committee for you!

MEMBERSHIP COMMITTEE

The CDC Membership Committee provides assistance to the Regional and Area Vice Presidents in working with County Central Committees and existing Democratic Clubs, and by establishing new Democratic Clubs in all communities throughout the state. Each Area Membership Committee works with their local County Central Committee(s) to help with developing and chartering new clubs and increasing CDC membership. The Committee has organizing tools available such as suggested club bylaws and other materials. Additionally, this Committee helps to identify ways of increasing local club membership!

ORGANIZATIONAL DEVELOPMENT COMMITTEE

The CDC Organizational Development Committee (ODC) is one of the more active committees of the CDC. Working with frequent communication among committee members, committee meetings are conducted via the Internet on a closed e-mail list service available to committee members only. The Committee most recently was responsible for development of the Reorganization and Realignment plan adopted by the membership during the 50th Annual State Convention. The Committee is currently working on development of a Policy & Procedures Manual authorized in the revised Bylaws. The ODC is working to facilitate more active political advocacy for CDC. If you want to help to shape the future of the California Democratic Council, please appoint a member to the ODC.

RESOLUTIONS COMMITTEE

One of the more hands-on CDC committees, the Resolutions Committee has responsibility for the review and recommendation of all Resolutions submitted by affiliated CDC Clubs and Central Committees. The Resolutions Committee recommends action and/or revision regarding every submitted resolution. Reports are issued prior to each meeting of the State Board of Directors, the Annual State Convention and at Area/Regional Board meetings. Whenever directed by the resolution, the Committee presents the approved resolutions to the California Democratic Party Resolutions Committee and to state and federal legislators as required. Area Resolutions Committees are authorized to approve and lobby resolutions pertaining to local issues to the appropriate city councils, school boards or county supervisor boards as may be indicated.

Your club's participation with CDC Standing Committees will enhance your organization's community leadership. Being a part of CDC, your members will be energized and recognized as leaders among grassroots Democrats. Participation and support in the vital operations of the CDC will create a value-add to your CDC membership.