

## Starting a New Democratic Club

So you want to start a club? Let us help you by sharing both our expertise and resources.

A brief overview of the process:

1. Identify and contact local Democrats from your community who you think may be interested in helping you start a club.
2. Find the bylaws for your Democratic County Central Committee on their website or by contacting a member of the board. Check for chartering requirements and draft your bylaws. Sample bylaws can be found below.
3. Schedule a formal organizing meeting for the new Club. A restaurant or someone's home works well for the first meeting. The first official meeting should be very well prepared, and should start on time and end on time. Print the first agenda in advance, and include a) adoption of geographic focus, b) adoption of bylaws, c) the officer election process, and d) choosing next meetings.
4. At the first meeting, after introductions, let the group know one of the first challenges for any Democratic club is to agree on the geographic focus. Pass a vote on your focus as the first item. Sometimes it makes sense for a municipal club to focus on organizing Democrats within a city's borders. Other times, especially for small towns under 2,000 residents, it may make sense to partner with Democrats in nearby towns to establish a local club.
5. CDC believes a viable local club should schedule at least nine general meetings a year, and should aim for a minimum club membership of three percent (3%) of the registered Democrats in its boundaries.
6. Distribute draft bylaws to the new club members if you did not distribute them in your meeting announcement. After adoption of by-laws, the next order of business is the election process. Be sure to schedule your next meetings before you adjourn.
7. Now that you're a club, the next step will be to request a charter from your Democratic County Central Committee. The benefits to chartering vary by club but usually include voice and vote on the Committee, ability to present resolutions and funding requests, and access to other resources. Contact the board of your Democratic County Central Committee to request an approval for your charter.
8. After your charter has been approved, you will want to request an EIN number from the IRS and file with the Secretary of State. This will give you the ability to open a bank account for the club, fundraise, and carry out expenditures while following the law.

**Congratulations, you're now a club!**