

Charter Application Checklist

The following actions need to be taken before a Charter can be granted.

- Hold organizational meetings and elect temporary officers
- File "Letter of Intent" with National Pachyderm Office
- Adopt the Standard Club Bylaws
- Set the amount for local dues including the \$20 National dues and State Federation dues (if applicable)
- Establish a bank account for the organization
- Send the National dues (\$20 / member) to the National Office along with a listing of the members as you enroll them. The listing must include full mailing addresses for each member *
- Enroll at least 15 members into your club
- Elect a board of directors and officers under the rules of the bylaws
- Furnish National with the names, addresses and phone numbers of all officers and directors
- Send the \$50 Chartering fee to the National Office
- Select a date for your official chartering and notify National so that the Charter can be produced

* Note: The payment of dues following the filing of the letter of intent triggers the shipment of additional materials such as the Club Handbook.