



## MEMO

TO: Organizers  
FROM: Teresa Perez-Wisely, Treasurer  
Re: New Tejano Democrats Chapter

We welcome you to Tejano Democrats and look forward to helping you start your new chapter in a smooth way. To meet the Criteria to become a voting chapter, as expressed in our Bylaws, please use the following list to make sure you have included all of the required documentation.

**Please submit the following documents to the Tejano Democrats State Treasurer, Teresa Perez-Wisely, 909 Theresa Ave., Austin, TX 78703.**

- Signed Individual Membership Forms (*Enclosed—you may update the form to list your specific chapter*)
- Official Membership Roster Chapter Roster Form (***note—you may use the excel form enclosed in place of this form however, the bottom of the form must contain the language and signature line included in this roster form. Please contact me if you have any questions.***)
- Notarized Form (Enclosed)
- Minutes of First Meeting where officers were elected.
- Chapter Dues (made payable to Tejano Democrats at \$15 per person)
- Electronic form in excel format (format provided and form may be submitted in Flash drive or by email.) (Draft Enclosed)

Please make sure that your Roster includes the following information:

- ⇒ Member's Full Name (e.g. Not Mrs. Juan Sanchez, but Rosario Sanchez),
- ⇒ Voter Registration Number for each member,
- ⇒ Complete address for each member, and
- ⇒ Senatorial District Number for each Member.
- ⇒ **Form must be signed by member.**

A chapter must have a **minimum of 25 members from the same Senatorial District** to receive credentials for its entire voting strength.

If you have any questions about starting a new chapter in your area, please contact State Treasurer, Teresa Perez-Wiseley, [unalaborista@gmail.com](mailto:unalaborista@gmail.com) or 512-784-4839.

**ALL MEMBERSHIP FORMS (INDIVIDUAL OR NEW CHAPTERS) MUST MAIL THEIR FORMS TO TEJANO DEMOCRATS TREASURER AT THE FOLLOWING ADDRESS USING THE U.S. POSTAL SERVICE (ELECTRONIC SUBMISSIONS DO NOT MEET TEJANO DEMOCRATS RULES) TO THE FOLLOWING ADDRESS:**

**Teresa Perez-Wiseley  
909 Theresa Ave.  
Austin, TX 78703**