

ARBA Charter Application



LOCAL CLUBS

This is your charter application.
Please read and follow the instructions found on the reverse side of this form before completing the application.
(PLEASE PRINT USING BLUE OR BLACK INK ONLY)
ALL CHARTER RENEWALS ARE DUE JANUARY 1st OF EACH YEAR

FOR ARBA USE ONLY

YEAR: _____

CHARTER #: _____

AMT PAID: _____

Name of Club: _____

City of Charter: _____ State: _____

Number of ARBA Members in Club	➤		
Number of Non-ARBA Members in Club	➤		(X \$1.00 = Non-Member Fees) ➤ \$

LIST ALL OFFICERS AND DIRECTORS BELOW. A MINIMUM OF 3 DIRECTORS IS REQUIRED BY THE ARBA. YOUR CLUB MAY REQUIRE MORE. PLEASE INCLUDE ADDITIONAL SHEETS IF NEEDED. ONLY TREASURER AND SECRETARY MAY BE COMBINED. ALL OFFICERS AND DIRECTORS MUST BE CURRENT ARBA MEMBERS.

PRESIDENT NAME: _____ ARBA#: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

VICE PRESIDENT NAME: _____ ARBA #: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

TREASURER NAME: _____ ARBA #: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

SECRETARY NAME: _____ ARBA #: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

DIRECTOR 1 NAME: _____ ARBA #: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

DIRECTOR 2 NAME: _____ ARBA #: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

DIRECTOR 3 NAME: _____ ARBA #: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

DIRECTOR 4 NAME: _____ ARBA#: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

A complete list of your club members (including names & addresses) must accompany this form. Please attach separate sheet(s) to be submitted with this application.

SIGNED (Club Secretary): _____ Date: _____

**ARBA Charter
Application**



TO ALL LOCAL CLUBS:

**Your charter application is on the reverse side of this document.
Please follow the guidelines below when completing the application.
All rules and regulations governing Local Clubs can be found
under Article II, sections 2 & 3 of the ARBA By-Laws.**

Phone: 814-297-8233

Fax: 814-297-8299

email: info@arba.net

NEW charter applications must include the following items:

- New Charter Fee of \$30.00
- A fee of \$1.00 for each non-ARBA member
- A copy of the club's Constitution and By-Laws

RENEWAL charter applications must include the following items:

- Renewal Charter Fee of \$20.00
- A fee of \$1.00 for each non-ARBA member
- A copy of any changes to the club's Constitution and By-Laws
- A complete membership listing including names, addresses, and ARBA membership numbers where applicable.

The following regulations **MUST** be complied with on **ALL** charter applications:

1. ALL Officers and Directors **MUST** be current ARBA members.
2. At least six (6) different members of your association must be listed as Officers and Directors.
3. ALL Directors **MUST** be listed. (Minimum of 3 Directors — Attach additional sheets if necessary)

Please notify the ARBA in writing whenever you have a change in Officers or Directors so we may update the club's charter file. There is no fee for this update.

All charters expire January 1 of each year. Renewals are due on or before JANUARY 1 of each year. A 60 day grace period is allowed. All renewals **MUST** be received by March 1st. All charter applications received after March 1 will be considered applications for new charters and all rules and fees governing new charters will apply. All charter renewals received between February 1 and March 1 will incur a Late Charter Filing Fee of \$25.00 in addition to the standard charter filing fees.

ARBA By-Laws: ARTICLE V; Section 1: (a) Members acting either in an individual capacity or representing chartered clubs to resolve disputes must utilize internal processes and should resolve not be reached, agree to mandatory arbitration. *This is interpreted to be in reference to resolving disputes within the ARBA. All clubs are autonomous in their governance and will determine their means by which to resolve their own disputes.*

SEND COMPLETED FORM ALONG WITH ALL FEES TO:

**ARBA
PO BOX 400
KNOX, PA 16232**

Please forward the completed application to the address listed above. Should you have any questions or concerns regarding the charter application, do not hesitate to contact the ARBA office for assistance.

Thank You!

Sincerely,
ARBA Charter Department