

**ARBA Charter Application**



**SHOW CIRCUITS**

**This is your charter application.**  
**Please read and follow the instructions 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: \_\_\_\_\_

Phone: 814-297-8233

Fax: 814-297-8299

email: info@arba.net

**1**

Name of Show Circuit: \_\_\_\_\_

Location (area covered): \_\_\_\_\_

**LIST OFFICERS IN THE SPACES PROVIDED BELOW. ALL OFFICERS MUST BE CURRENT ARBA MEMBERS. SECRETARY AND TREASURER MAY BE A COMBINED OFFICE.**

**2**

OFFICERS	NAME	ADDRESS	PHONE # AND EMAIL
PRESIDENT:			
V/PRESIDENT:			
TREASURER:			
SECRETARY:			

**LIST DIRECTORS IN THE SPACES PROVIDED BELOW. (MINIMUM OF 3) ALL DIRECTORS MUST BE CURRENT ARBA MEMBERS. ATTACH ADDITIONAL SHEETS IF NECESSARY.**

DIRECTOR 1:			
DIRECTOR 2:			
DIRECTOR 3:			
DIRECTOR 4:			
DIRECTOR 5:			

**3**

Did your club hold an ARBA Sanctioned show within the last year? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Is a current copy of your club's Constitution & By-Laws on file with ARBA? \_\_\_\_\_ If not, please include.

Have there been any changes to the Constitution & By-Laws within the last year? \_\_\_\_\_ If yes, please include.

**4**

You are neither required to submit a membership list nor to pay non-ARBA member fees. However, you must attach to this application a list of all local and specialty clubs affiliated with your show circuit.

**SIGNED** (Club Secretary): \_\_\_\_\_ **Date:** \_\_\_\_\_

**ARBA Charter  
Application**



**TO ALL SHOW CIRCUITS:**

**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 Show Circuits can be found  
under Article II, sections 2 & 7 of the ARBA By-Laws.**

Phone: 814-297-8233

Fax: 814-297-8299

email: [info@arba.net](mailto:info@arba.net)

**1**

NEW charter applications must include the following items:

- New Charter Fee of \$20.00
- 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 copy of any changes to the club's Constitution and By-Laws

**2**

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)
4. A list of ALL clubs affiliated with the Show Circuit must be attached to the application.

**3**

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.

**4**

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 1. 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 .

**5**

**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. Please note that it is only necessary for the club secretary to sign the charter application.

**Thank You!**

Sincerely,  
ARBA Charter Department