

**2017-2018 TEXAS 4-H YOUTH DEVELOPMENT  
CHARTERING AND ESTABLISHING NEW CLUB WORKSHEET**

**DO NOT UPLOAD THIS THIS FORM TO 4HCONNECT!**

INFORMATION	
Club Name:	
County:	
Club Type:	<input type="checkbox"/> 1a) Organized 4-H Community Club <input type="checkbox"/> 1b) Organized 4-H In-School Club <input type="checkbox"/> 1c) Organized 4-H After-School Club <input type="checkbox"/> 1d) Organized 4-H Military <input type="checkbox"/> 99) Administrative Club with enrollment <input type="checkbox"/> 99) Administrative Club without enrollment
Application Type:	<input type="checkbox"/> New Club <input type="checkbox"/> Existing Club <input type="checkbox"/> Existing Club but <b>inactive</b> for 2017-2018 4-H Year
Affiliation:	<input type="checkbox"/> Texas A&M AgriLife Extension Service <input type="checkbox"/> Prairie View Cooperative Extension

EMPLOYEE IDENTIFICATION NUMBER	
EIN:	
Is EIN affiliated with a church, school, military base or other organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did EIN change since 2016-2017 Charter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4H CONNECT UPLOAD	
<i>EIN verification ONLY if there is a new EIN number.</i>	

FINANCIAL INFORMATION	
BANK ACCOUNT #1	
Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings/CD <input type="checkbox"/> Other
Financial Institution:	
Account Number:	
City/State:	
Phone Number:	
Two Names on Signature Card:	

BANK ACCOUNT #2			
Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings/CD <input type="checkbox"/> Other		
Financial Institution:			
Account Number:			
City/State:			
Phone Number:			
Two Names on Signature Card:			

CLUB CONTACT		
Club Manager/Contact:		
Club Address Line 1:		
Club Address Line 2:		
City:	State:	Zip:
Phone Number:		
E-mail:		

MEETING INFORMATION			
Meeting Location:			
Location Address Line 1:			
Location Address Line 2:			
City:	State:	Zip:	
Regular Meeting Day:		Regular Meeting Time:	
Is this club in a racially ethnically mixed community? <i>This is an area or community in which more than one of the racial-ethnic groups make-up the population of potential program participants.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this club integrated as to the race and ethnicity of the membership? <i>This is a group composed of members of more than one of the racial-ethnic groups above.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTATION UPLOAD	
Established Club With Bank Account	New Club For 2017-2018 4-H Year With Bank Account
<input type="checkbox"/> Approved/Proposed Bylaws with club name and dissolution clause. <input type="checkbox"/> EIN Verification ONLY for updated EIN Number.	<input type="checkbox"/> Approved/Proposed Bylaws with club name and dissolution clause. <input type="checkbox"/> EIN Verification
<b>With Bank Account:</b> <input type="checkbox"/> Recent 2017 Bank Statement with club name on account(s). <input type="checkbox"/> Financial Review Form for the 2016-2017 4-H Year.	<b>With Bank Account:</b> <input type="checkbox"/> Recent 2017 Bank Statement with club name on account(s).
Club Without Bank Accounts	
<input type="checkbox"/> Approved/Proposed Bylaws with club name and dissolution clause.	

DOCUMENTATION UPLOAD	
Established Club With Bank Account	New Club For 2017-2018 4-H Year With Bank Account
<input type="checkbox"/> Approved/Proposed Bylaws with club name and dissolution clause. <input type="checkbox"/> EIN Verification ONLY for updated EIN Number.	<input type="checkbox"/> Approved/Proposed Bylaws with club name and dissolution clause. <input type="checkbox"/> EIN Verification
<b>With Bank Account:</b> <input type="checkbox"/> Recent 2017 Bank Statement with club name on account(s). <input type="checkbox"/> Financial Review Form for the 2016-2017 4-H Year.	<b>With Bank Account:</b> <input type="checkbox"/> Recent 2017 Bank Statement with club name on account(s).
Club Without Bank Accounts	
<input type="checkbox"/> Approved/Proposed Bylaws with club name and dissolution clause.	

**DO NOT UPLOAD THIS THIS FORM TO 4HCONNECT!**

Instructions: Login to the family account on 4HConnect, register an active adult (agent or volunteer) in the event called "2017-2018 Club/Group Chartering".  
Complete the blanks on the online event using this form as a guide.

**TEXAS 4-H YOUTH DEVELOPMENT PROGRAM  
ANNUAL CLUB/GROUP FINANCIAL REPORT  
Review Of Year: 2016-2017**



All chartered 4-H clubs/group under the Texas 4-H Youth Development Program must undergo a complete annual financial review to continue being chartered and recognized as an official 4-H club/group. This form should be completed and submitted to the County Extension Office during the chartering process. Because the form is due during the chartering process, the annual review should be based on the past twelve-months at time of review. Members of the review team should be adults knowledgeable of basic bookkeeping/banking skills and NOT be affiliated with the club/group or county extension office.

Name of 4-H Club/Group:  Club/Group EIN:

Account #1	Account #2
Select Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other	Select Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other
Financial Institution: _____	Financial Institution: _____
Signers on account: (from two different families) _____	Signers on account: (from two different families) _____
Financial Review Account #1	Financial Review Account #2
Beginning Balance:\$ _____	Beginning Balance:\$ _____
Total Income(add):\$ _____	Total Income(add):\$ _____
Total Expenses(subtract):\$ _____	Total Expenses(subtract):\$ _____
Ending Balance(total):\$ _____	Ending Balance(total):\$ _____

**List any expenses without receipts and/or any receipts that raise questions/concerns. (Include additional pages if needed)**

Date	Check #/Debit Card Entry	Payee	Expense (List Item)	Reason/Concern

**Other Comments or Suggestions For Improvement**

\_\_\_\_\_

\_\_\_\_\_

**Financial Review Certification**

We, the undersigned, have examined the financial records of the above named club/group and found them to be:

<b>Must Check One</b>	<input type="checkbox"/>	In order.
	<input type="checkbox"/>	Not in order.
	<input type="checkbox"/>	In order, but in need of better organization or record keeping.

**Reviewers cannot be associated with this club or any Extension Office. (the club manager cannot be a reviewer)**

Reviewer's Printed Name	Occupation or Title	Signature	Review Date
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

**Extension Agent Review & Certification – Must submit form online with signature below.**

*I, the undersigned, Extension Agent have reviewed this financial review of the above mentioned 4-H club/group and certify that all concerns, recommendations, or approval has been addressed and is acting in sound financial practices to continue being chartered as part of Texas 4-H.*

Printed Name	Title	Signature	Date
_____	_____	_____	_____

**DO NOT SUBMIT THIS FORM ONLINE WITHOUT 3 REVIEWERS AND AGENT INFORMATION/SIGNATURES**



# Texas 4-H Club Bylaws

4-H Club Name: \_\_\_\_\_

Date Adopted: \_\_\_\_\_

## ARTICLE I: NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the \_\_\_\_\_ 4-H Club.
- Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting through 4-H Club work.
- Section 3. The objectives of this organization shall be:
- i. To provide learning situations for the development of leadership, responsibility, and effective citizenship.
  - ii. To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
  - iii. To provide information and training in other 4-H activities as members' interests dictate.
  - iv. To help each member experience personal growth and achievement, as well as be of service to others.
- Section 4. This club is organized exclusively for charitable, educational and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Section 5. No part of the net earnings of this club shall inure to the benefit of, or be distributable to its members, trustees, officers or other private person, except that this club shall be empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in this constitution.
- Section 6. No substantial part of this club's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Section 7. Notwithstanding any other provisions of this constitution, this club shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions, to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## ARTICLE II: MEMBERSHIP

- Section 1. Membership in this organization shall be open to all youth who have reached 8 years of age and have entered third grade and have not reached a maximum of 18 and are still in the 12<sup>th</sup> grade as of September 1 of the current 4-H year. Members must also reside in county without regard to

race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.

Special education youth who are older than 19 and have not graduated from high school may participate in 4-H Youth Development programs as members, with approval by the county Extension agent. Participation is limited to the club or county level. County Extension staff have the option, on a case-by-case basis, to allow Special Education youth older than 19 to participate in competitive events at the club or county level.

Youth between the ages of five (5) and in kindergarten to eight (8) and in second grade can participate as non-competitive members through Clover Kids (if offered in club).

- Section 2. New members must be enrolled annually through 4-H CONNECT and be approved as an active member. All members must re-enroll annually.
- Section 3. All members are required to pay the minimum state – level participation fees of \$20.00 on or before October 31<sup>st</sup>, or pay \$25.00 on or after November 1<sup>st</sup>.
- Section 4. All members should conduct at least one project, and then complete and turn in a project record form or appropriate paperwork.

### **ARTICLE III: OFFICERS AND ELECTIONS**

- Section 1. The officers of the club shall be a president, first vice-president, second vice-president, third vice-president, council delegate(s), secretary, treasurer, reporter, and parliamentarian.
- Section 2. Officers shall be elected annually. Officers shall serve a term for one year beginning whenever installation is held (June, July, August, or September), and shall not be eligible for the same office the following year. Any person appointed to fill an unexpired term may be eligible for the same office the following year. The outgoing president shall automatically be the club parliamentarian.
- Section 3. The officers of the club shall constitute an executive committee.
- Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.
- Section 5. The president with the approval of the executive committee may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.

### **ARTICLE IV: DUTIES OF OFFICERS**

- Section 1. Duties of the president shall be
- (a) To preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
  - (b) To appoint standing and special committees.
  - (c) To serve as an ex-officio member of each committee, except the nominating committee.
  - (d) To serve as delegate of the club to the County 4-H Council.
- Section 2. Duties of the first vice-president shall be
- (a) To assist the president.

- (b) To perform the duties of the president in the absence of that officer.
- (c) To serve as chairman of the program committee.
- (d) To help plan all club educational programs one year in advance.

Section 3. Duties of the second vice-president shall be

- (a) To assist the president.
- (b) To perform the duties of the president in the absence of that officer and first vice-president
- (c) To serve as chairman of the creation/social committee.
- (d) To help plan recreation and refreshments for each club meeting and plan special social events of the club.

Section 4. Duties of the third vice-president shall be

- (a) To assist the president.
- (b) To perform the duties of the president in the absence of that officer, the first vice-president and the second vice-president.
- (c) To serve as chairman of the membership committee.
- (d) To help enroll members into the club and be in charge of promotion and recruitment of new members.

Section 5. Duties of council delegate(s) shall be

- (a) To serve as a delegate to the County 4-H Council.
- (b) To keep the club informed of the County 4-H activities and assist in the coordination of local and county activities.
- (c) To encourage all 4-H members to become involved in county 4-H activities.

Section 6. Duties of the secretary shall be

- (a) To keep a full and correct record of all proceedings of the club.
- (b) To have charge of club correspondence.
- (c) To keep the roll and read the minutes at each meeting.

Section 7. Duties of the treasurer shall be

- (a) To help prepare a budget for approval by the club annually.
- (b) To receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditure(s) not included in the budget must be approved by the executive committee.
- (c) To keep an accurate record of the receipt, expenditures, and reconciliation of all funds.
- (d) To present a financial statement when requested to do so.
- (e) To serve as chairman of the financial committee.

Section 8. Duties of the reporter shall be

- (a) To report activities of the club to the local news media.
- (b) To report activities to the county Extension agent and/or in the county 4-H newsletter.

Section 9. Duties of the parliamentarian shall be

- (a) To provide advice to the presiding officer on parliamentary procedure.
- (b) To instruct members in correct parliamentary procedure.

## **ARTICLE V: LEADERS AND DUTIES**

- Section 1. Adult leaders of the club shall be
- (a) The club manager(s) and assistant club manager(s) subject to the approval of the County Extension Agent (or designee).
  - (b) Leaders in specific project or activity areas such as judging, clothing, swine, poultry, demonstrations, records, etc., who shall be appointed by the club managers and executive committee.
  - (c) Committee advisors or leaders who shall be appointed by the executive committee and club managers.
- Section 2. Duties of the club manager shall be
- (a) To be responsible for the overall year's program of the club.
  - (b) To work as close advisors or leaders along with the executive committee, other committees and adult and junior leaders to see that the club's program and activities are well-planned and executed.
  - (c) To work closely with county extension agents (or designee) and other adult volunteers to coordinate local and county activities.
  - (d) To keep the best interests of each member foremost in the plans of the club.
- Section 3. Duties of the project and activity leaders shall be
- (a) To be responsible for planning and directing activities and programs in their specific area.
  - (b) To work closely with club managers to coordinate their projects with other club activities.
  - (c) To use junior leaders to assist them in their areas.
- Section 4. Duties of the committee advisors or leaders shall be
- (a) To provide leadership and guidance to individual committees.
  - (b) To help committee members assume as much responsibility as they are capable of and to have successful experiences in carrying out these responsibilities.
- Section 5. Junior Leaders of the club shall be members who are 10 years of age or older who have been members for at least one year. Their duties shall include
- (a) Assisting adult leaders in all phases of the 4-H Program.
  - (b) Providing leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise.
  - (c) Helping individual club members.
- Section 6. Teen leaders of the club shall be members who are at least 13 years of age with 1 year of project experience. Their duties shall include
- (a) Lead a club or a project group with an adult present.
  - (b) Providing leadership, knowledge, skills, and enthusiasm to club and county 4-H activities as the opportunities and need arises.
  - (c) Helping individual club members.

## **ARTICLE VI: COMMITTEES AND DUTIES**

Section 1. The standing committees of the organization shall be finance, membership, program social and community service. These committees shall be appointed by the executive committee, club manager, and/or assistant club manager at the beginning of the year for a one-year term.

Section 2. Duties of the standing committee shall be

- (a) Finance – the finance committee shall have the responsibility of presenting a proposed budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects during the year.
- (b) Membership – The membership committee shall encourage every eligible boy or girl in the neighborhood or community to become a 4-H member. The committee will also be responsible for securing and enrolling new members for the club, welcoming visitors and prospective members at club meetings, and providing new members with 4-H club information.
- (c) Program – The program committee shall be responsible for all of the programs at the regular meetings. This includes planning the year’s programs at the beginning of the year and being responsible for each program during the year.
- (d) Social – The social committee shall be responsible for providing recreation at each club meeting, for all special social activities during the year, and for appointing families to provide refreshments and be hosts and hostesses for each regular meeting.
- (e) Community Service – The Community Service Committee shall be responsible for planning community service activities to involve all members of the club. Those activities should help the members develop personally as well as benefitting the community and county.

Section 3. The nominating committee shall be appointed by the president at least 30 days before election of officers. It shall consist of three to seven members and one to two advisors. This committee shall secure consent of each nominee before placing his or her name on the proposed slate of officers.

Section 4. Other committees may be named as the need arises.

#### **ARTICLE VII: MEETINGS**

Section 1. Regular meetings of this organization shall be held on the \_\_\_\_\_ of each month.

Section 2. Special meetings may be called by the president.

#### **ARTICLE VIII: PROCEDURE**

Section 1. Robert’s Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club’s bylaws.

Section 2. The order of business for regular meeting is:

- Call to order
- Inspirational
- Roll call
- Reception for new members and recognition of quests
- Reading and approval of minutes
- Reports – officers, committees, project groups, special activities, leaders
- Unfinished business



- New business
- Program
- Adjournment
- Closing
- Recreation

This order of business may be altered for the convenience of a speaker giving the program.

**ARTICLE IX: FISCAL ACCOUNTABILITY**

Section 1: The 4-H club/group shall adhere to all guidelines related to financial accountability as outlined in the Texas 4-H Youth Development 4-H Club Financial Management Rules and Guidelines.

**ARTICLE X: CLUB DISBANDMENT**

Upon the disbandment of the club, all real property, including money, equipment and land shall become the property of the County 4-H Program for care and disposition and authorizes the Texas A&M Agrilife Extension Service and county extension agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owed by this organization.

The last official duty of the club’s manager shall be to affect the transfer of club property and to turn over club records to the county Extension Agent.

**ARTICLE XI: AMENDMENTS**

These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy. These amendments are effective upon the affirmative vote of the members present.

Approval of Bylaws:

\_\_\_\_\_

Club President

\_\_\_\_\_

Date

\_\_\_\_\_

Club Manager

\_\_\_\_\_

Date

1. Login to the family account for the volunteer or county extension agent.
2. Scroll down to the [Register A Member In An Event] section.

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member:

Event:

3. Click the down arrow on the Member dropdown menu.

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member:

Event:

4. Click on the active member's name from the list.
5. Click the down arrow on the Event dropdown menu. The available events will appear.
6. Click on the Chartering Application option from the list.

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member:

Event:

7. Click the [Register] button beside the Agent/Club Manager registration type to start the registration.

Registration Types			
Title	Description	Worksheet	Register
Agent/Club Manager			<input type="button" value="Register"/>

8. Answer the questions on each of the screens, confirm and submit.

NOTE: There is not a fee for a charter application.

## DID YOU KNOW?

- The adult must have an "Active" status to complete a charter application. View the "Member/Volunteer" list on the family home page.

Member/Volunteer List				
Name	Role	Membership ID	Enrollment Status	Edit
1) Toby Lepley	Adult	49661	Active	<input type="button" value="Edit"/>

- A county or district office can complete a charter application underneath any active adult's profile.
- The recommended browser for 4HConnect is mozilla firefox. Visit <http://www.mozilla.com> to download a free version.

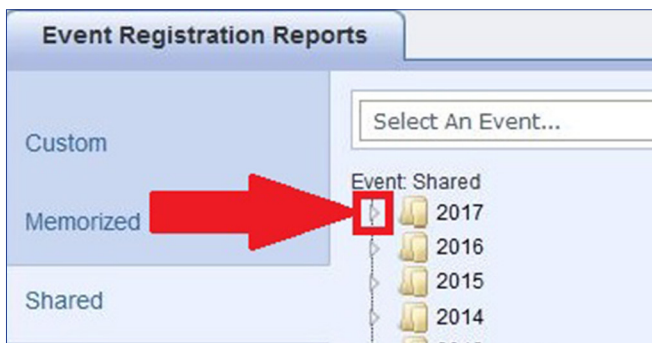




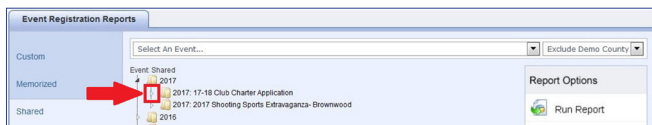
1. Log into the 4HCONNECT extension office account.
2. Click the [Events] tab.
3. Click the [Reports] Icon.
4. Click the [Shared] link under Event Registration Reports.



5. Click the triangle arrow that points to the 2017 Folder.



6. Click the triangle arrow that points to the 17-18 Club Charter Application folder.



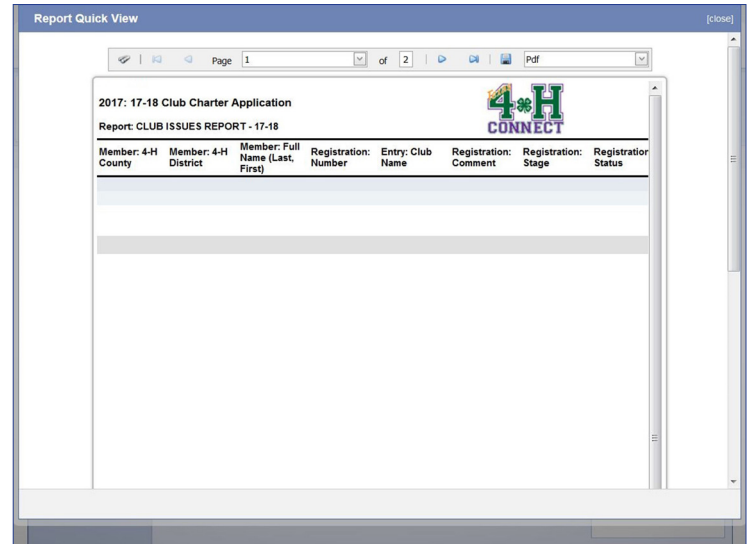
7. Click on the report called CLUB ISSUES REPORTS-17-18.



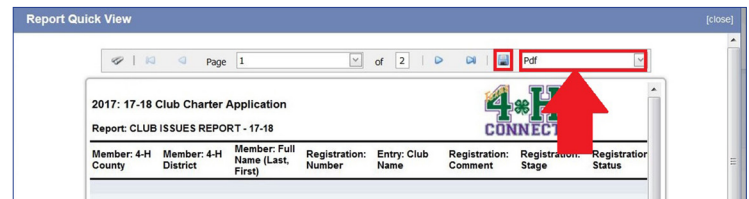
8. Click the [Run Report] button.



9. The Report Quick View window will appear and the results will be displayed. (If there are no results then there is nothing available)



View the results on the screen or export to PDF.



If the registration was sent back to the user from the state 4-H office for corrections there will be a comment in the Registration Comment section.

Member: 4-H County	Member: 4-H District	Member: Full Name (Last, First)	Registration: Number	Entry: Club Name	Registration: Comment	Registration: Stage	Registration: Status
Test State Office	13	Lepley, Toby	240925	Test			e

*SEE INSTRUCTIONS ON RESUBMITTING A CHARTER*

1. Login to the family account of the person who created the application.
2. Click the [Edit] link beside the Club Charter registration that has “Must Resubmit” typed in red.

**Member List**

**Lepley Family** [Edit Family](#)

4180 State Hwy 6 S  
College Station, TX 77845-8964  
**Address is Verified**  
979-555-5555  
[tlepley@ag.tamu.edu](mailto:tlepley@ag.tamu.edu) [send mail]  
State Demo Level County [contact info]

Add A New Family Member  
select a member type...  
Add Member  
ReActivate An Archived Family Member  
select a member...  
ReActivate Member

**YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE**  
If your enrollment status is 'inactive' or 'incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Toby Lepley	Adult	49661	Active	2016-2017	<a href="#">Edit</a>
	Event Registrations 09/01/2009-08/31/2010					
	Event Registrations 09/01/2010-08/31/2011					
	Event Registrations 09/01/2013-08/31/2014					
	Event Registrations 09/01/2014-08/31/2015					
	Event Registrations 09/01/2015-08/31/2016					
	Event Registrations 09/01/2016-08/31/2017					
	565623	08/25/2016: Sample Event		Approved		<a href="#">View</a> <a href="#">Print</a>
	644056	05/01/2017: 17-18 Club Charter Application		<b>Must Resubmit</b>		<a href="#">Edit</a>

3. Click the [Edit] button beside item to edit.

Entry   **Cart**   Payment   Confirm   Finish

EventTitle  
**Cart** 17-18 Club Charter Application

You are not finished yet! You will need to confirm in the upcoming steps.

REGISTRATION INFORMATION		
Event	Registrant Type	Registration Fee
17-18 Club Charter Application	Agent/Club Manager	\$0.00

ENTRIES			
Modify	Entry #	Item/Description	Amount
<a href="#">Edit</a>	240925	Entry Fee	\$0.00

[<< Previous](#)   [Delete Cart](#)   [Check Out >>](#)

4. Make the corrections and click the [Continue] button.

[<< Save and Add New Entry](#)   **[Continue >>](#)**

5. Click the [Check Out] button, select payment(\$0 fee) and confirm.

Entry   **Cart**   Payment   Confirm   Finish

EventTitle  
**Cart** 17-18 Club Charter Application

You are not finished yet! You will need to confirm in the upcoming steps.

REGISTRATION INFORMATION		
Event	Registrant Type	Registration Fee
17-18 Club Charter Application	Agent/Club Manager	\$0.00

ENTRIES			
Modify	Entry #	Item/Description	Amount
<a href="#">Edit</a>	240925	Entry Fee	\$0.00

[<< Previous](#)   [Delete Cart](#)   **[Check Out >>](#)**

6. The registration status will change to pending for county office approval.

556988	05/01/2017: 17-18 Club Charter Application	<b>Pending at the county level</b>	<a href="#">View / Print</a>
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