



Arizona 4-H Charter Application

(Revised 4/2017)



County: _____ Date: _____

Name of 4-H Club/Group: _____

Date 4-H group was established (if previously in existence): _____

of current 4-H youth members _____ # of current certified 4-H volunteer leaders: _____

Has a copy of the club's draft yearly program plan been submitted to the county? Yes ___ No ___

Has a copy of the club's preliminary bylaws been submitted to the county? Yes ___ No ___

The _____ club/group in _____ county meets the requirements to be a 4-H authorized group and respectfully requests an official 4-H Charter in order to operate as a legal 4-H group.

One current certified 4-H volunteer who will provide adult leadership for the group	
Name _____	
Address _____	
City _____	Zip _____
E-mail address _____	
Ph (____) _____	

If the club or group plans to open a bank account, fund-raise, accept donations or apply for grants, then an EIN (Employer Identification Number) is required from the IRS. Please note EIN # _____

Our 4-H group declares that it does not discriminate in its membership or program practices on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation. The nondiscriminatory nature of this club's membership and activities will be made known to the local community by all reasonable efforts.

I am in agreement to the above statement. Required Signatures:

(Club President)

(Club Secretary)

(Certified 4-H Volunteer Leader)

(County Extension Agent)

Official Arizona 4-H Office Use Only:

Charter Approved ___ Yes ___ No ___ n/a

Date Charter Approved: _____

Charter not approved for the following reason(s): _____

(Official Signature) _____

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeffrey C. Silvertooth, Associate Dean & Director, Extension & Economic Development, College of Agriculture Life Sciences, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in its programs and activities.

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

EIN

▶ See separate instructions for each line. ▶ Keep a copy for your records.

Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested		
	2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name	
	4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Do not enter a P.O. box.)	
	4b City, state, and ZIP code (if foreign, see instructions)	5b City, state, and ZIP code (if foreign, see instructions)	
	6 County and state where principal business is located		
	7a Name of responsible party	7b SSN, ITIN, or EIN	
8a Is this application for a limited liability company (LLC) (or a foreign equivalent)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		8b If 8a is "Yes," enter the number of LLC members ▶
8c If 8a is "Yes," was the LLC organized in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9a Type of entity (check only one box). Caution. If 8a is "Yes," see the instructions for the correct box to check.			
<input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____ <input type="checkbox"/> Personal service corporation <input type="checkbox"/> Church or church-controlled organization <input type="checkbox"/> Other nonprofit organization (specify) ▶ _____ <input type="checkbox"/> Other (specify) ▶ _____		<input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Plan administrator (TIN) _____ <input type="checkbox"/> Trust (TIN of grantor) _____ <input type="checkbox"/> National Guard <input type="checkbox"/> State/local government <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises Group Exemption Number (GEN) if any ▶ _____	
9b If a corporation, name the state or foreign country (if applicable) where incorporated	State	Foreign country	
10 Reason for applying (check only one box)			
<input type="checkbox"/> Started new business (specify type) ▶ _____ <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Other (specify) ▶ _____		<input type="checkbox"/> Banking purpose (specify purpose) ▶ _____ <input type="checkbox"/> Changed type of organization (specify new type) ▶ _____ <input type="checkbox"/> Purchased going business <input type="checkbox"/> Created a trust (specify type) ▶ _____ <input type="checkbox"/> Created a pension plan (specify type) ▶ _____	
11 Date business started or acquired (month, day, year). See instructions.	12 Closing month of accounting year		
13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.	14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter. <input type="checkbox"/>		
15 First date wages or annuities were paid (month, day, year). Note. If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ▶			
16 Check one box that best describes the principal activity of your business.			
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance		<input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail <input type="checkbox"/> Other (specify) _____	
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.			
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," write previous EIN here ▶ _____			
Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.		
	Designee's name	Designee's telephone number (include area code) ()	
	Address and ZIP code	Designee's fax number (include area code) ()	
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.			Applicant's telephone number (include area code) ()
Name and title (type or print clearly) ▶			Applicant's fax number (include area code) ()
Signature ▶			Date ▶

4-H Club By-Laws

Article I. Election of Officers

The Officers shall be elected at the first meeting of the club year.

Article II. Duties of Officers

The President shall preside at all meetings of the club, appoint committees, call special meetings, preserve order and perform such other duties as are for the best interest of the club.

The Vice-President shall perform the duties of the president in the absence of the president, be an ex-officio member of all committees to see that each functions, and help secure new members.

The Secretary shall keep the minutes of each meeting, carry on all official correspondence of the club, and keep a correct enrollment of the club.

The Treasurer shall receive and be accountable for all money belonging to the club and shall pay it out only upon the order of the president and local leader, keeping a record of all receipts and expenditures.

The Reporter shall write news reports of the club's activities and send it to local newspapers.

The Recreation Leader shall be responsible for get acquainted games and recreation at club meetings.

The Parliamentarian advises the president of correct procedures.

Article III. Committees

Committees for special purposes may be appointed by the president at any time.

Article IV. Meetings

The regular meetings of the club shall take place on the day of the following months: Special meetings may be called by the president.

Article V. Quorum

A quorum to do business shall consist of a majority of the club membership.

Article VI. Order of Business at Club Meetings

(1) Business Meeting:

- (a) Call to order by the president
- (b) Song (optional)

- (c) Pledges
- (d) Roll Call
- (e) Introduction of Guests
- (f) Reading of the minutes of the previous meeting and their approval
- (g) Treasurer's Report
- (h) Report of committees
- (I) Report of project groups
- (j) Unfinished business
- (k) New Business

(2) Program "Examples"

- (a) Team or individual demonstrations/illustrated talks
- (b) Guest Speaker
- (c) Work session - demonstration posters, judging activity, project records, etc.

(3) Social and recreation period. This time should be devoted to games, social interaction and general good time.

Article VII. Club Member Completion Requirements

Completion requirements at a local club level may deal with project record completion and participation in other activities such as demonstrations or meeting attendance.

Article VIII. Club Program

A club program for the year will be developed, written and adopted by the club at the second meeting of the year. A copy should be sent to the Cooperative Extension Office.

Article IX. Rules of Order

Robert's Rules of Order shall govern the meetings of this club.

Article X. Amending By-Laws

These by-laws, may be amended by two-thirds vote of the members present at any regular meeting.

Article XI. Dissolution of Club

Upon consideration of dissolutionment, _____ the 4-H Club will inform the 4-H Youth Development Agent of _____ County as to their desire and conformance to the following procedure:

The _____ 4-H Club shall be terminated and dissolved by majority vote of the membership in favor of dissolution and termination of the 4-H club.

Upon dissolution and termination the _____ 4-H Club for any reason, the officers shall take full account of the _____ 4-H Club assets and liabilities, and shall liquidate the assets as promptly as is consistent

with obtaining the fair value thereof, and shall apply and distribute the proceeds there from in the following order:

- a. To the payment of the debts and liabilities of the 4-H Club.
- b. To the setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the _____ 4-H Club; and such reserves shall be paid over by the treasurer to an escrow account designated by the officers to be held for the purpose of distributing such reserves and payment of any such contingencies; at the expiration of such period as the officers of the _____ 4-H Club may deem advisable, the balance shall be transferred to the designated County Extension Agent who will distribute as hereinafter provided.
- c. The balance remaining shall be distributed to the _____ County 4-H Council for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and volunteer 4-H adult leaders.
- d. In the event that the _____ County 4-H Council does not qualify for funds or does not exist at the time of dissolution and termination of the _____ 4-H Club, the balance remaining shall be distributed to the Arizona 4-H Youth Foundation.

Each of the members, leaders and the County Extension Office shall be furnished with a statement prepared by the _____ 4-H Club setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the _____ 4-H Club shall cease.

SIGNATURES OF CERTIFICATION

We, the undersigned 4-H members and volunteer 4-H leaders, agree with the above by-laws governing the _____ 4-H Club.

Date accepted and or amended by local club: _____

Sample 4-H Club Constitution

Article I. Name

The name of our club shall be _____ 4-H Club.

Article II. Purpose

This club will work with boys and girls to help them grow into productive, contributing members of our society. The club will offer fun, active opportunities for personal learning and growth through club meetings, projects, hands-on learning, leadership opportunities, fairs and activities.

Article III. Policies

The club will hold meetings that will include business, social, recreation, and learning activities. A simple majority (one-half plus one) must be present to conduct official business of the club.

Article IV. Membership

Section A. This club will follow the current Arizona 4-H policy requirements that define eligibility age for membership. Any youth, without regard to race, color, sex, disability, religion, age, or national origin will be accepted as a member. This club will accept a maximum number of members each year. Once capacity is met, enrollment will be closed until a vacancy occurs.

Section B. This club will work with Clover Kids, as well as project members, age 9 through age 18 as of January 1st of the current year. Clover Kids will be part of the total club, but will have separate activity based learning that is appropriate for their age group.

Section C. To become a member, you must complete an enrollment form each year with your parent/guardian signature and agree to abide by the rules defined by the club and the Arizona and the County 4-H programs. You must make a commitment to follow the values stated in the 4-H Club Member Pledge.

Section D. Members must attend 75% of the club meetings to remain in good standing and to be permitted to exhibit or be judged in 4-H events at the county fair. Members are required to call in advance when they are unable to attend meetings. The officers and Advisors will review all reasons for absences at meetings and determine whether a member is to be kept on the roster.

Article V. Officers, Elections, and Duties

Section A. This club will have the following officers: President, Vice President, Secretary, Treasurer, Recreation Leader, Historian, News Reporter, Community Service Leader and Webmaster.

Section B. Officers shall be elected annually.

Section C. A nominating committee of 3-5 members will be appointed by the current president one month prior to elections. The nominating committee will identify at least one member in good standing for each of the officer positions. The slate of candidates will be presented to the member for vote along with a call or additional nominations from the floor. A simple majority vote will confirm each office.

Section D. Officers shall perform duties as defined in the 4-H officer guides and/or resources. The club will vote on vacancies at the next club meeting.

Article I- Name of 4-H Club; Article II-Purpose of 4-H Club; Article III-Membership of 4-H Club; Article IV- Officers, Duties, and Terms; Article V-Meetings of 4-H Club; and Article VI-Amendments.

Article VI. Committees

Section A. Executive Committee

The Executive committee will be made up of President, V. President, Secretary, and Treasurer. The duties of this committee are to handle any business decisions that must be made prior to the next regular business meeting. The club members may also delegate decisions to this group.

Section B. Standing Committees

Standing committees are appointed by the club president and serve as long as needed. The committee will consist of a chair, and enough members to get the task completed.

Article VII. Meetings

Section A. This club will meet a minimum of five times per year. A calendar of meeting dates, times, and locations will be distributed to members.

Section B. Members will be given an excused absence for illness and other reasons. Members are to contact an advisor or officer, prior to the meeting and share why they are unable to attend the meeting.

Article VIII. Enrollment and Registrations

Section A. Annually, members are required to complete a variety of enrollment, registration forms and other paperwork in order to participate in 4-H activities and events such a project judging, fairs, clinics, workshops, camps, and awards. It is each member's responsibility to meet the deadline for completion of these forms. Failure to complete the materials in a timely manner may result in "non-participation" in the activity.

Article IX-Amendments

The constitution may be amended at any regular meeting by a two-thirds majority of votes cast, providing notice has been given at the previous meeting.