



Appendix A: Community Club Charter Application

Charter Checklist (must be initialed by all appropriate parties listed below)

Volunteer	Local 4-H Professional	State 4-H Office	Checklist Item
		NA	Requested club has at least 5 youth from 3 families AND at least 2 certified 4-H volunteers
NA		NA	Club will meet community need
NA	NA		Club name deemed acceptable (determined from Legal ID name below)
		NA	If having a treasury, EIN and non-profit type provided (fill out completely in Legal ID below)
		NA	If having a treasury, EIN confirmation letter attached
			Completed constitution and bylaws
			Completed dissolution statement
			Completed civil rights assurance statement
NA			Completed charter approval signatures
NA	NA		Items and charter certificate uploaded to 4-H Online

Legal Identification (ID)

Requested Legal Name of Club: _____ 4-H Club of South Dakota

Lead Volunteer's Name and Contact Phone: _____

Stated purpose of the group: _____

Will you have a treasury? (choose one): Yes No If yes, complete next two lines.

*Federal EIN: _____

**Attach copy of IRS EIN confirmation letter to this packet when you submit.*

Which 501c3 non-profit pathway will you use? (choose one): Path 1 Path 2

Approval Signatures

Having reviewed the full charter application packet, I hereby declare the club listed above 'acceptable' as a duly chartered 4-H club with appropriate rights/responsibilities subject to annual renewal.

Local 4-H Professional signature and date: _____

State 4-H Program Director signature and date: _____

Club Constitution (fill-in all blanks)

Article I – Legal Name

The legal name of this 4-H organization shall be _____ 4-H Club of South Dakota.

Article II – Common Name (optional)

The common name of this 4-H organization shall be _____.

Article III – Membership

Section 1 – Eligibility

Any youth in this area/community/county who will reach eight (8) years of age by January 1 or is in the third grade and will not reach their nineteenth birthday on or before January 1 of the current year may become a member of this club regardless of protected class. Youth in the five-to-seven years of age range (on or before January 1 of the 4-H year) who are not yet in third grade may be 4-H Cloverbuds.

Section 2 – Re-enrollment

Members must re-enroll in 4-H on an annual basis to retain active 4-H member status.

Section 3 – Responsibilities

Each member is encouraged to participate regularly in club meetings and activities. Each member must enroll in a minimum of one (1) project and is encouraged to keep a project record and share what they learned through a talk, demonstration, or exhibit. Participation in the 4-H positive youth development program is a privilege, and participants are expected to show respect and cooperation to 4-H leaders and other participants. Each member is asked to sign and abide by the SD4-H Member Code of Conduct and the Behavior Guidelines established by SD4-H. Participation and membership status may be revoked if conduct violations warrant.

Section 4 – Voluntary Dues (optional)

This 4-H club will assess voluntary dues of _____ to cover club expenses for educational programming. If members cannot pay these dues, they need to discuss the situation with the 4-H volunteer leader.

Article IV – Fiscal Operations

The club will follow all rules according the SDSU Extension 4-H Fiscal Guidelines for 4-H Chartered Clubs and Affiliates in accordance with state and federal regulations.

Article V – Amendments

This constitution may be amended at any regular meeting by a two-thirds vote cast by those in attendance, providing notice has been given at the previous meeting.

Article VI – Dissolution

The organization will have a Dissolution Statement on file with the appropriate County/Unit/State 4-H Office. This document will be included in the organization's charter paperwork on file in the event that the organization dissolves.

Club Bylaws (fill-in all blanks)

Article I – Meetings

Section 1 – Dates

The club shall meet regularly every _____ (day of the week) at _____ (time) at _____ (place). Special meetings may be called by the club president and 4-H leader as needed. Adequate notice will be given.

Section 2 – Quorum

A simple majority (one-half plus one) of active members must be present to conduct official business of the club.

Section 3 – Order of Business

The following order of business shall be followed at regular club meetings:

1. Call to order
2. Pledge of Allegiance and the 4-H Pledge
3. Roll call
4. Minutes of last meeting
5. Treasurer's report
6. Committee(s) report(s)
7. Unfinished business
8. New business
9. 4-H volunteer leader's report
10. Announcements
11. Adjournment to daily activity
12. Educational program/project/demonstration work
13. Recreation/refreshments

Club activities outside the meeting setting (e.g., field/learning trip, community service, fundraiser) do not follow the regular club meeting schedule.

Section 4 – Meeting Procedure

Meetings shall be governed by the following decision-making procedure:

(choose one) Consensus Model Robert's Rules Martha's Rules

Article II – Election of Officers

The officers of this club shall be elected at the first regular meeting in _____ (month). They shall hold office for one 4-H year. All active members are eligible to vote and run for office. Regardless of club meeting procedure in Article 1. Section 4. listed above, voting is by majority rule and is done by secret ballot.

Article III – Officers

When sufficient membership and maturity allows, the officers of this club shall include at least a president, vice-president, secretary, treasurer, and reporter. Duties of the individual offices are as follows:

Section 1: Duties of the president:

1. Coordinate the effective functioning of the club with the volunteer leader(s),
2. Preside at all meetings of the club, enforce the bylaws, and exercise supervision over the affairs of the club,
3. Appoint standing and special committees,
4. Serve as an ex officio member of each committee, except the nominating committee,
5. And serve as potential delegate to the county 4-H Promotion and Expansion Comm.

Section 2: Duties of the vice-president:

1. Assist the president and perform the duties of the president in his/her absence,
2. Serve as chairman of the program committee,
3. And plan all club educational/off-site programs well in advance.

Section 3: Duties of the secretary:

1. Keep a full and correct record of all proceedings of the club,
2. Have charge of club correspondence,
3. And keep the roll and read the minutes at each meeting.

Section 4: Duties of the treasurer:

1. Prepare a budget for approval by the club,
2. Receive, hold, and pay out all moneys of the club as designated by the adopted budget (any expenditures over \$ _____ not included in the budget must be approved by the executive committee),
3. Keep an accurate record of the receipt and expenditures of all funds,
4. And present a financial statement when requested to do so.

Section 5: Duties of the reporter:

1. Report activities of the club to local news media,
2. And report novel activities to the local 4-H professional.

Article IV – Committees**Section 1 – Audit Committee**

An audit committee consisting of one member, parent, and volunteer—none of whom have signatory rights on the financial accounts—will conduct an audit of the club financial records. The volunteer leader provides the appropriate records to the local 4-H office annually.

Section 2 – Standing or Special Committees

Standing or special committees will be created as needed (e.g., nominating, fundraising). Members are expected to volunteer for committee assignments.

Dissolution Statement (fill-in all blanks)**Introduction**

In accordance with laws governing non-profit organizations, if a chartered 4-H organization disbands, all funds in the club/group treasury and any other club property can only be given to a) another local 4-H chartered organization or b) (for that year's dues only) another local non-profit organization of meaning to the group.

Dissolution Clause and Procedure

Upon consideration of disillusionment, the members of the _____ 4-H Club of South Dakota shall be terminated and dissolved by a simple majority vote of the membership in favor of dissolution and termination of the organization. The members shall also vote on how to disburse club resources in an approved manner. When a 4-H organization dissolves or fails to reorganize without a vote of the members, the resources become the immediate property of SD4-H. Any liabilities remain with the above-named organization and do not fall to SD4-H or its designees.

Upon dissolution and termination of the stated 4-H organization for any reason, the officers shall take full account of the 4-H organization assets and liabilities and shall liquidate the assets and apply and distribute the proceeds there from in the following order:

- A. To the payment of the debts and liabilities of the above named 4-H organization.

B. The remaining balance shall be distributed to a) another local 4-H chartered organization or b) another local non-profit organization of meaning to the group. (Note: option B may only be internal funds such as club dues.)

Upon compliance with the foregoing terms and manner of distribution, the _____
4-H Club of South Dakota shall cease.

Signature of Club Volunteer Leader

County

Date

Note: this dissolution statement will not conclude the club's business with the IRS. To that end, the club volunteer leader is reminded to file a termination notice with the IRS by the next May 15th non-profit filing deadline.

Civil Rights Assurance Statement (fill-in all blanks)

It is the policy of the University and SDSU Extension not to discriminate on the basis of sex, race, color, creed, national origin, ancestry, citizenship, sexual orientation, religion, age, disability, genetic information, veteran status, or any other status that may become protected under the law against discrimination.

This document must be signed by any entity that partners with SDSU Extension to provide services and/or benefits, including, but not limited to, trainings, workshops, seminars and grant projects. By signing this agreement, the entity agrees that it and its staff/volunteers will abide by all federal laws prohibiting discrimination on the bases of race, color, national origin, age, disability, and sex, as provided for by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. By signing this document, the undersigned understand and agree to comply with all policies of SDSU Extension and the United States Department of Agriculture regarding the aforementioned laws and their implementing regulations.

SDSU Extension cannot provide any service to any club, organization, business or entity that knowingly practices discrimination.

This Assurance Statement declares that:

(Name of Community Club)

(Volunteer Leader Mailing Address)

(Signature of Entity President)

(Date)

does not discriminate in membership, participation or services; and, that the organization is open to all persons, regardless of any protected class described above.

SDSU Extension is an equal opportunity provider and employer in accordance with the nondiscrimination policies of South Dakota State University, the South Dakota Board of Regents and the United States Department of Agriculture.

Learn more at extension.sdstate.edu.

© 2025, South Dakota Board of Regents

PP-004-02