



Appendix C: Affiliate 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		NA	Affiliate will meet community need
NA	NA		Affiliate 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 Affiliate 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 affiliate listed above 'acceptable' as a duly chartered 4-H affiliate 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
Affiliate of South Dakota.

Article II – Common Name (optional)

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

Article III – Membership

Section 1 – Eligibility

Anyone meeting our eligibility criteria of _____ may become a member regardless of
protected class.

Section 2 – Re-enrollment

Members must re-enroll in the affiliate by _____.

Section 3 – Responsibilities

Each member is encouraged to participate regularly in affiliate meetings and activities. Participation in the 4-H positive youth development program is a privilege, and participants are expected to show respect and cooperation to 4-H staff, volunteers, members, and other participants. Each member's behavior is governed by the SD4-H Member Code of Conduct and/or Volunteer Code of Conduct regardless of member status. Participation and membership status may be revoked if conduct violations warrant.

Section 4 – Voluntary Dues (optional)

This 4-H affiliate will assess voluntary dues of _____ to cover affiliate 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 affiliate will follow all rules according the SD4-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.

Affiliate Bylaws (fill-in all blanks)

[SD4-H Editor's introduction: Bylaws for Affiliates are more flexible than for Community Clubs because a one-size-fits-all approach is unwieldy considering the diverse frameworks of our many affiliated supporters. When completing this section, 4-H volunteer leaders are encouraged to fully consider the group's purpose and craft a document which encourages appropriate participation and sustainable practice over the long-run. At a minimum, you may want to consider mirroring the Appendix A bylaws where applicable. Once completed, insert/replace the page here. If you struggle, please seek support from your local 4-H professional.]

Article I – Meetings

Section 1 – Dates

The affiliate shall meet regularly every _____ (day of the week) at _____ (time) at _____ (place). Special meetings may be called by the _____ as needed. Adequate notice will be given.

Section 2 – Quorum (optional)

Section 3 – Order of Business (optional)

Section 4 – Meeting Procedure (optional)

Article II – Election of Officers (optional)

Article III – Officers (optional)

Article IV – Committees (optional)

Article V – Amendments

These bylaws 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.

Dissolution Statement (fill-in all blanks)

[SD4-H Editor's note: even the few affiliates that do not intend to have treasuries must fill this out upon formation such that it is on file should you ever choose to adjust your governance style and pursue having a treasury.]

Introduction

In accordance with laws governing non-profit organizations, if a chartered 4-H organization disbands, all funds in the affiliate treasury and any other affiliate property can only be given to a) another 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 Affiliate 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 affiliate 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 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 affiliate dues.)

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

Signature of Affiliate Volunteer Leader

County

Date

Note: this dissolution statement will not conclude the club's business with the IRS. To that end, the affiliate 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, affiliate, organization, business or entity that knowingly practices discrimination.

This Assurance Statement declares that:

(Name of Affiliate)

(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.

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