



BYLAWS

- Missing a clearly scanned set of bylaws for the correct year.
- Missing the name of the club as it appears on the IRS paperwork on the first page.
- Missing pages or incomplete bylaws.
- The bylaws belong to a different club.
- The bylaws do not contain all required unedited sections:
 - Objectives (can be added to but there are 4 required objectives)
 - Fiscal Accountability
 - Disbandment
 - Amendment

Available Resources:

- Bylaw Template: https://texas4-h.tamu.edu/wp-content/uploads/management_club_charter_bylaw_template.doc
- Instructions: https://texas4-h.tamu.edu/wp-content/uploads/management_club_charter_bylaw_requirements.pdf

FINANCIAL REVIEW

- Missing a clearly scanned financial review form for the correct year. The review year will be for the previous 4-H year. An annual review is required for a club that had a bank account at any point in the 4-H year.
- The complete club name does not appear in the correct spot on the form.
- The review belongs to a different club.
- The EIN is not typed in correctly.
- ACCOUNT INFORMATION: Account(s) missing the bank balance at time of review, bank name or bank account type.
- ACCOUNT INFORMATION: Account(s) missing the two names on the bank signature card that are from two different families.
- ACCOUNT INFORMATION: Debit card question is left unanswered and/or missing the person's name.
- CERTIFICATION: The financial review findings are not selected. One box must be checked in the certification section.
- CERTIFICATION: Missing the two signatures in the certification section. The two signatures cannot be from those listed on the bank signature card. The two signatures have to be actual signatures and not typed names.
- EXTENSION CERTIFICATION: Missing an Agrilife representative or county agent's signature to certify the club is financially good.

Available Resources:

- Financial Review Form: https://texas4-h.tamu.edu/wp-content/uploads/management_club_charter_financial_review.pdf
- Instructions: https://texas4-h.tamu.edu/wp-content/uploads/management_club_charter_financial_review_instructions.pdf

BANK STATEMENT

- Missing a clearly scanned current bank statement or proof from the bank that an account was closed (and Financial Review)
- Missing the name of the club as it appears on the IRS paperwork, the account number or the account balance information.
- The account information does not match what's typed in on the financial review.
- Cancelled checks cannot be included in the charter packet for security reasons.

CHARTER AGREEMENT

- Missing a clearly scanned charter agreement form for the correct year.
- Missing the name of the club as it appears on the IRS paperwork, EIN or complete mailing address.
- Missing correct signatures:
 - 1st Signature: Volunteer Leader directly involved with the club
 - 2nd Signature: Signature of Financial Account Holder if there is a bank account for this club. Should be somebody on the signature card
 - 3rd Signature: County Agent or Agrilife Representative

Available Resources:

- Agreement Form: https://texas4-h.tamu.edu/wp-content/uploads/management_club_charter_agreement.pdf
- Instructions: https://texas4-h.tamu.edu/wp-content/uploads/management_club_charter_agreement_instructions.pdf

EIN

- Missing the EIN verification on new club or a club with a new EIN.
- The EIN belongs to a different club.
- The EIN is missing numbers
- The EIN has been revoked by the IRS for various reasons. The club cannot be chartered with this EIN if this happens.

Available Resource:

- Verification Example: https://texas4-h.tamu.edu/wp-content/uploads/management_charter_ein_verification_SAMPLE.pdf