



This agreement is between Sharp Shooters 4-H Club in McLennan County, Texas and Texas 4-H, Inc.  
Chartered Organization Chartering County

Chartered Organization EIN: 61-1571982 Mailing Address: 4224 Cobbs Dr. Waco, TX 76710

The purpose of the 4-H program is to provide meaningful opportunities for youth and adults to work together to create sustainable community change in a learn-by-doing program. This is accomplished within three primary areas including citizenship, healthy living, and science. The purpose of 4-H is to help youth become productive members of society. The educational programs help youth develop inquiring minds, learn practical skills, strengthen decision making abilities, develop youth-adult partnerships, improve communications and interpersonal relationships, and ultimately share their skills and experience in leadership roles. Through hands-on, learn-by-doing activities, youth establish real-life goals and develop important life skills.

The Chartered Organization, as a duly constituted organization under Texas 4-H, Inc. that serves youth and is guided by adult volunteer leaders wish to use the program of 4-H and the 4-H name and emblem to further the development of the youth it supports. The club/group provides the support and service it needs to further the mission and purpose of 4-H. 4-H programs, through clubs/groups, are available in every county in Texas. The county 4-H office of the Texas A&M AgriLife Extension Service provides the administration of all 4-H clubs/groups in the county for which they are assigned and responsible.

**The Chartered Organization agrees to:**

- Use the 4-H program to further the purpose of 4-H.
- Use the 4-H program to develop youth leadership, life skills, and service to community.
- Conduct programs in accordance with Texas A&M AgriLife Extension Service and Texas 4-H Youth Development Program rules and guidelines.
- Provide equal opportunities in programs and activities, and education to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.
- Use the 4-H name and emblem in accordance with 4-H policies, and 18 USC 707.
- Be administered locally by the county 4-H office of the Texas A&M AgriLife Extension Service.
- Follow all rules and requirements of adult volunteer service to youth in accordance with Youth Protection Standards outlined by Texas A&M AgriLife Extension Service.
- Follow and abide by Texas 4-H Financial Management Guidelines.
- Follow and abide by all Texas 4-H Inc. chartering rules and requirements as outlined in the 2020-2021 Texas 4-H Chartering Instructions published by Texas A&M AgriLife Extension Service, as it relates to:
  - Charter Application
  - Charter Agreement
  - Bylaws or Standing Rules
  - Employer Identification Number
  - Banking and Financial Institutions
  - Financial Accountability & Reporting
  - Other Club/Group Charter Requirements
- Secure adequate and appropriate meeting facilities for the club/group to facilitate the implementation of the 4-H program of this Chartered Organization.
- Surrender all financial assets held in financial institutions and property/inventory assets upon dissolution of the Chartered Organization to the county Extension agent or representative.

**Club/Group Agreement:** This Club/Group Charter may be revoked at any time by an official representative of Texas A&M AgriLife Extension Service directly responsible for administering the 4-H program covered by this Charter. This authorizes the Texas A&M AgriLife Extension Service employee (below) or their representative full access to retrieve banking records, funds and authority of any financial institution accounts (checking, savings, investments) held by this Chartered Organization. Furthermore, by submitting this charter agreement, we understand and agree that the Chartered Organization will follow the Standard Texas 4-H Club Bylaws.

We further agree that our Club/Group bylaws can in no way contradict or change the Texas 4-H Club Bylaws, nor can they violate the Texas 4-H Rules and Guidelines.

Signature: Patrice Shade Printed Name: Patrice Shade Title: Club Manager Date: 6/8/2020  
Chartered Organization Adult Volunteer Leader

Signature: J.K. Goveas Printed Name: J.K. Goveas Title: Signer Date: 6/2/2020  
Signature Authority of Financial Accounts Held by Chartered Organization

**Approved by:**

Signature: Kary West Printed Name: Kary West Title: CFA-4H/4D Date: 6/8/2020  
Texas A&M AgriLife Extension Service Representative

ALL SIGNATURES ARE REQUIRED BEFORE SUBMITTING ONLINE

## Texas 4-H Club Bylaws

These bylaws are to serve as an example for 4-H clubs/group, and can be used as a guide for bylaw development. However, the items in bold must be present (unedited) in all club/group bylaws.

4-H Club Name: Sharp Shooters 4-H Club

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

### ARTICLE I: NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the SharpShooters 4-H Club.
- Section 2. **This shall be a nonprofit organization exclusively for the purpose of promoting 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.**

### ARTICLE II: 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 III: 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 IV: 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 V: 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 benefiting 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 names as the need arises.

#### **ARTICLE VI: MEETINGS**

Section 1. Regular meetings of this organization shall be held on the 2nd Sunday of each month.

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

## ARTICLE VII: 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

## ARTICLE VIII: FISCAL ACCOUNTABILITY

**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 IX: 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 or other extension designees.**

## ARTICLE X: 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 or the Texas 4-H Club/Group Charter Agreement. These amendments are effective upon the affirmative vote of the members present.**

TEXAS 4-H ANNUAL CLUB/GROUP FINANCIAL REVIEW  
Review Of Year: 2019-2020



All 4-H clubs or groups with a bank account under the Texas 4-H Inc 501c3 umbrella, must complete an annual financial review in order to maintain their charter status. This form should be completed and submitted to the County Extension Office during the chartering process. This annual review should be based on the past twelve-months at time of review because of the chartering timeline. 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.

Club Name: **Sharp Shooters 4H Club**

EIN: **61-1571982**

ACCOUNT INFORMATION

BANK ACCOUNT #1	Type: <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other	Bank Name: <b>The First National Bank of Central Texas</b>	Signers On Account: <b>Jaye Muerer, Joseph Coates</b>	Balance at the time of Review: \$ <b>2,409.91</b>
BANK ACCOUNT #2	Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other	Bank Name:	Signers On Account:	Balance at the time of Review: \$
BANK ACCOUNT #3	Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other	Bank Name:	Signers On Account:	Balance at the time of Review: \$

The signers on the account(s) above must be from two different families.

Is there a debit card associated with this club/group?  NO  YES  
If yes, who has possession of it? \_\_\_\_\_

List Online Payment Systems (i.e. PayPal, Eventbrite, Bloom, etc.) being used and the email address associated with them:

FINANCIAL REVIEW

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

Comments or Suggestions for Improvement:

CERTIFICATION

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

IN ORDER  
 Select One:  NOT IN ORDER  
 IN ORDER, BUT IN NEED OF BETTER ORGANIZATION OR RECORD KEEPING.

Reviewer's Printed Name	Occupation or Title	Signature	Review Date
1 <b>Casie Velin</b>	<b>Teacher</b>	<i>Casie Velin</i>	<b>6-5-20</b>
2			

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

EXTENSION AGENT REVIEW & CERTIFICATION

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

Printed Name	Title	Signature	Date
<b>Karly West</b>	<b>CEA-4H/MD</b>	<i>Karly West</i>	<b>6/8/2020</b>

ALL SIGNATURES ARE REQUIRED IN ALL SECTIONS BEFORE SUBMITTING ONLINE



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RETURN SERVICE REQUESTED

**Member  
FDIC**

**SHARPSHOOTERS 4-H CLUB  
4224 COBBS DR  
WACO, TX 76710**

**Page Number** 1 of 2  
**Account Number:** 70002019  
**Date** 05/31/20

**Enclosures** 1

**Interest will be compounded monthly and will be credited to the account monthly.**

**At our discretion, we may change the interest rate on your account.**

**70002019**

**GIVING BACK - CHECKING**

**Summary of Activity Since Your Last Statement**

Balance Forward From 05/01/2020	2,359.61	Images Enclosed.....	1
2 Deposits/Credits.....	50.30 +	Minimum Balance.....	2,359.61
0 Withdrawals/Debits.....	0 -	Average Balance.....	2,369.28
Ending Balance As Of 05/31/2020	2,409.91	Average Available Balance.....	2,369.28
Interest Earned From.....	05/01/2020	Interest Paid This Period.....	0.30
Interest Earned Through.....	05/31/2020	Interest Paid YTD .....	1.47
Days In Earnings Period.....	31	Annual Percentage Yield Earned	0.15%

**DEPOSITS**

DATE	AMOUNT	DESCRIPTION	DATE	AMOUNT	DESCRIPTION
05/26/2020	50.00	Regular Deposit			

**OTHER CREDITS**

DATE	AMOUNT	DESCRIPTION
05/31/2020	0.30	Interest Credit

**DAILY BALANCE INFORMATION**

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04/30/2020	2,359.61	05/26/2020	2,409.61		
05/01/2020	2,359.61	05/31/2020	2,409.91		

**NOTES**

DATE	DESCRIPTION
05/01/2020	Effective Interest Rate 0.15%



### Attachment 1: Texas Club/Group Assets

Please list all material assets that the 4-H club/group owns which has a value of more than \$50. Assets are any property the 4-H club/group owns and/or uses. These will vary based on each 4-H club/group. Example: a shooting sports club may own archery equipment whereas a livestock club may own scales for weighing projects. Because these items were purchased by (or donated to) the 4-H club/group, it's important to list and account for them along with any funds in the 4-H club/group treasury.

Please use the table below to list any assets. This information should be included with the Annual 4-H Club/Group Financial Review form.

Description of Asset	Model Number <i>(if applicable)</i>	Serial Number <i>(if applicable)</i>	Estimated Value	Person Responsible for Asset
<i>see attached</i>				

Category	Brand	Model	Serial #	Estimated Value \$
Air Pistol	Crossman	1701P	51120122	150
Air Pistol	Crossman	1701P	51120123	150
Air Pistol	Crossman	1701P	51120125	150
Air Rifle	Daisy	Co2, 3-P	N/A	50
Shotgun	Remington	1187	PC880665	500
Shotgun	Remington	1187	PC881749	500
Shotgun	Remington	1187	PC882482	500
Shotgun	Remington	870	RS00952B	500
Shotgun	Remington	870	RS00956B	500
Pistol	Ruger	P512 MkIII	270-71476	400
Pistol	Ruger	P512 MkIII	271-03196	400
Pistol	Ruger	P512 MkIII	271-60388	400
Pistol	Ruger	P512 MkIII	271-60430	400
Pistol	Ruger	P512 MkIII	271-76675	400
Pistol	Ruger	Charger	490-24096	500
Rifle	Savage	Cub	1535967	400
Rifle	Savage	Cub	1536056	400
Rifle	Remington		ZA220706012	400
Rifle	Winchester	Wildcat	255MP01962	200
Rifle	Winchester	Wildcat	255MR11569	200
Rifle	Winchester	Wildcat	255MR11705	200
Rifle	Savage	MKV	1007777	400
Rifle	Savage	MKV	1007944	400
Rifle	Savage	MKV	1097297	400
Rifle	Savage	MKV	1127437	400
Rifle	Savage	MKV	1127438	400
Rifle	Savage	MKV	1127442	400
Rifle	Savage	MKV	117443	400
Rifle	Anschuetz	1903	3064710	400
8 Bows	Genesis			150 each
Cargo Trailer				2000