



Active 20-30 US & Canada National Charter Manual

Updated November 5, 2018 by Wayne Ingraham

How to Charter an Active 20-30 Club



TABLE OF CONTENTS

The Fundamentals of Active 20-30 US & Canada	3
The Objectives	3
The Code	3
The Emblem	3
The Mission	3
The Motto	3
The Slogan	3
The Official Colors	3
Obligations Of Each Club	4
Why A National Association?	4
What Is A National Association?	4
The National Office	4
History Of Active 20-30	5
New Charter Quick Check List	6
Chartering A New Club	7
New Club Bell, Banner, and Gavel	9
Chartering Club Size	9
New Member Fee And Dues	9
Weekly/Bi-Weekly Meeting Expenses	10
ATTACHMENT #1 - Petition To Become A "Club-In-Formation"	12

The Fundamentals of Active 20-30 US & Canada

Success comes only to those who have a definite objective for which they are working. Our members can be proud of Active 20-30's objectives, and if our aim is true, we shall develop into the highest type of citizens.

The Objectives

- To develop members, by precept and example, into a more intelligent, aggressive and serviceable citizenship, and to create in them a desire to participate actively in civic and welfare work in their respective communities;
- To create in every member a personal desire for knowledge and self-improvement, and to develop trust, friendship and understanding between people in their professional and social activities;
- To provide a practical means of forming enduring friendships and good-will among its members in their communities, their country and throughout the world;
- To hold and promote entertainment, instructions, programs and social gatherings in and for the furtherance of the purposes of "Active 20-30 United States & Canada".

The Code

With the productive years of my life before me, with ambitions and ideals to be realized, I accept the following principles necessary in their attainment:

- To show proper appreciation for my community, and to do everything in my power to contribute to its growth and development;
- To recognize that friendship is reciprocal and that friendly cooperation is the foundation of society;
- To offer sincere service to Active 20-30 and to fulfill to the best of my ability any task that the organization may assign me;
- To recognize the intrinsic worth of the objectives of Active 20-30.

The Emblem

The Emblem of the Active 20-30 United States & Canada shall be an insignia designated in the form of a Buzz Saw, encircling an Hourglass, and inscribed "Active 20-30 International".

The Mission

"Providing young adults an opportunity for personal growth, friendships, and leadership development while improving the quality of life for the special needs of children in its community."

The Motto

"Youth, to be served, must serve."

The Slogan

"One never stands so tall as when kneeling to help a child."

The Official Colors

The official colors shall be red, blue and yellow.

Obligations of Each Club

In accepting an Active 20-30 Club and issuing a charter, Active 20-30 United States & Canada vests in that club all rights, privileges and authority of an affiliated Active 20-30 Club. By the acceptance of a charter, a Club has assumed all obligations imposed by the National Bylaws and National Policies. These may be briefly summarized:

- To create new Active 20-30 Clubs and to supervise existing Clubs;
- To maintain a cross section of members and a balance in the age bracket between 20 to 40 years of age;
- To hold regular meetings;
- To be represented at all National Conventions;
- To pay Active 20-30 United States & Canada membership dues for each and every member, paid annually on September first and pay appropriate dues and new members fees for each new member who joins during the term;
- To maintain the Active 20-30 plan of organization and submit regular reports as required by the National organization.

Why A National Association?

In the beginning, there was but one club and it operated much as it pleased because it was just a local proposition. However, as Active 20-30 began to expand and the number of clubs increased, it was necessary to form some kind of central controlling body for the following purposes:

- To plan and direct a definite program of expansion;
- To form an enforcement body to assure all clubs that every club was meeting the basic requirements;
- To establish a central clearing house where the best ideas and thought originating in the various clubs might be disseminated and made available for the use of all clubs.

What Is A National Association?

Each year at the annual convention, club delegates elect officers who adopt or reject throughout the following year various laws and policies for the general welfare of Active 20-30 United States & Canada. Thus, the National Association is not a superior body which dictates to the club, but is the machinery set up to carry out the wishes and desires to each club and every member. The National Association is not a body forced upon each club; it is the correlation of the force and power of all Active 20-30 Clubs and their members.

The National Office

Active 20-30 United States & Canada maintains a National Office in Sacramento, California, through which the affairs of the National organization are administered.

History Of Active 20-30

Active 20-30 International had its beginnings in 1922 when young men in two widely separated communities of the United States saw the need for a service club for young men. They found that established service clubs were dominated by older men, run by older men and whose officers were invariably much older men.

This realization led those groups of ambitious young men to stray away from existing groups and organize a club of their own -- a club wherein young men would have a chance to engage actively in service to their communities; a club where young ideas, backed by enthusiasm and the energy of youth, could share in civic responsibilities on an equal basis with clubs composed of older men.

These pioneers of two young men's service clubs were located in Aberdeen, Washington where Active International was formed and in Sacramento, California, where 20-30 International had its beginnings.

Both 20-30 International and Active International were charter members of the World Council of Young Men's Service Clubs. John Armenia, Joe Crowe and Arnie Scheldt of Active and Dr. James Verneti, Henry Heyl and Ray Fletcher of 20-30 were among those who fostered the World Council movement up to its formal beginning in 1945.

In 1959 President Norm Morrison of 20-30 and President Ken Helling of Active exchanged a letter and renewed the long standing proposal that these two almost identical young men's service clubs should merge.

Throughout 1959 and 1960 meetings were held between the two groups, culminating in the proposed Constitution, and resolution to be presented to the 1960 conventions of each organization. In addition to Morrison and Helling, there were Jack Kummert, Doug Martin and Clint McClure of 20-30 and Victory W. "Bill" Smith, Owen Barnes and Jim Robertson of Active, all of whom participated in the early negotiations.

At the 20-30 International Convention held in Santa Cruz, CA in 1960, the delegates unanimously adopted the merger proposal and the Constitution. One month later, the delegates at the Active international Convention in Calgary, Alberta, also unanimously adopted the propositions.

Therefore, on August 1, 1960, Active and 20-30 became Active 20-30 International. Each organization maintained its separate administrative structure, officers and National Office through its convention year, while the mechanics of the merger were being formulated. In October of 1960, the first combined magazine, *Active 20-30* made its appearance. The first convention of Active 20-30 International was held in Tucson, AZ, July 10-14, 1961, where the Constitution and Bylaws were officially adopted.

In 1982, seven national associations were formed and the Active 20-30 United States & Canada was created. In 1988, the National Organization voted and approved the admittance of women into the association as regular members.

New Charter Quick Check List

The following items should be done in order to assure completion prior to chartering.

_____	1.	Petition letter
_____	2.	Set meeting date, time and location
_____	3.	Set temporary board of directors and return Club Information Sheet to the National Office
_____	4.	Obtain Federal Employer Identification Numbers
_____	5.	Organize with your state
_____	6.	Determine your Organizational Structure
_____	7.	Create Club Bylaws <i>[60-90 days before charter]</i>
_____	8.	Obtain two checking accounts (General Operating Fund and Benevolent Charity Fund) <i>[45-60 days before charter; state ID# will be needed]</i>
_____	9.	Establish club yearly dues and initial budget
_____	10.	Send membership applications with dues to National Association <i>[no less than 30 days before charter]</i>
_____	11.	Obtain \$1 million in General Liability insurance and submit proof of insurance to the National Office <i>[Proof of Insurance due no less than 30 days before charter; the policy's effective date can be charter date]</i>
_____	12.	Complete and submit to the National Office the Application for Charter <i>[no less than 30 days before charter]</i>
_____	13.	The National Office will order a bell, banner and gavel <i>[3 weeks lead time required from vendor]</i>
_____	14.	Confirm location, date and time for charter night

Chartering A New Club

Petition letter to National Association & Charter Application

The letter and application are needed to recognize your future charter as a "Club in Formation" - see the sample forms in the back for templates.

Meeting Dates, Time and Location

Your meetings will be dependent on what works for your specific group of members. Some clubs use weekly lunch meetings, while others have biweekly early evening meetings. Regardless of the timing, you are required to have at least two meetings a month.

Charter Board of Directors

The initial board of directors is absolutely critical, as they will set the tone of your club. Their roles will be determined by your bylaws (see below) and initially keeping the board to a limited number will keep things more manageable as you get started. As your club grows, you will find that the board of directors will likely need to be expanded to fit your club's activities and membership.

Obtain a Post Office Box

You will need a post office box in order to get your club mail. Having a P.O. Box will help prevent mail getting lost in case a member uses their house or office, then move. P.O. boxes are very inexpensive and you can go to the USPS website for additional information:

<http://www.usps.com/receive/businesssolutions/poboxservice.htm>

Getting an Employer Identification Number (EIN)

An EIN is free of charge from the Internal Revenue Service. You can get it on-line by going to <http://www.irs.gov> and clicking "On-Line Services" (on the left side of screen). This process takes about fifteen minutes to complete.

Your specific state may require an additional identification number for reporting purposes.

Organizing in Your State

Many states require that you organize officially with them before you can operate your nonprofit. You can organize as a Nonprofit Corporation or Nonprofit Association, depending on state law. Organizing can be very simple, as most states have template documents online that are simple and straightforward. In addition, there may be some small filing fees required with organization forms. Most states run \$25-\$50 for these initial fees.

Organizational Structure

Nearly all of the 20-30 Clubs in the National Organization are organized as 501(c)(4)s, which is a civic organization organized for social welfare. You may have heard of a 501(c)(3) organization, which is viewed differently than a 501(c)(4).

501(c)(4)

- Donations to a 501(c)(4) are **not** deductible as charitable contributions for tax purposes

- You are not required to file a separate application for nonprofit status with the IRS because the National Association has a group exemption that all clubs may utilize. Our group exemption number is 1760.
- Many 501(c)(4) organizations have reduced reporting with their state, as they are not "charities"

501(c)(3)

- Donations to a 501(c)(3) are deductible as charitable contributions for tax purposes
- You are required to file a form 1023 with the IRS to get recognized as a deductible charity. This process takes time and some money and requires a lot of documentation.
- Additional reporting with your state, attorney general, etc...
- Additional documentation requirements for donors (charity requires acknowledgement letters to gifts over \$250)

Important points

- If you have both types of organizations, you are required to keep separate books for each entity. The IRS is not fond of commingling of funds.
- Each organization requires separate bylaws, articles of incorporation, bank accounts, etc...

A number of clubs have both entities formed for their club. The membership dues and general operations run out of the 501(c)(4), while the charity money and projects are run through the philanthropic 501(c)(3). Some clubs have separate boards for each entity to keep things separate.

Initially, it is probably best to start as a 501(c)(4), then eventually form a separate 501(c)(3) to open up opportunities for additional giving, grants and other benefits. Not having the 501(c)(3) does not preclude you from doing charity work, it just requires more creativity with funding through sponsorships, rather than donations.

Club Bylaws

These are very important to your new club as the bylaws will determine how your club will operate and the roles that your officers will take on. It is better to be specific and as detailed as possible with these, as it will avoid confusion later on. You can utilize the sample bylaws that you can modify to fit your charter.

Obtaining Checking Accounts

Separate bank accounts for your operating funds and charitable funds are required. This is to keep your funds from being commingled and making sure that charity money is being utilized for charity projects. Many banks will provide bank accounts that will not have any fees attached to them, but may not produce interest income. Consult with your local banks for what they offer. You will need the P.O. Box and EIN ready, as they will be required before you can open a bank account. The IRS statement of 501(c)(4) status can be found at the back of this packet under Attachment #6.

Club Information

This form will provide the National Office with critical member contact information. See Attachment #2 for a blank Club Information form.

Establishing Club Yearly Dues and Initial Budget

There are a number of expenses related to operating a club that you will need to accommodate with your dues. There are National dues, club insurance and supplies you will need to run your club. By setting an initial budget, you can determine the amount of income you need to cover your expenses. Dues should accommodate your expenses and some additional amount for unanticipated costs.

Purchase Club General Liability Insurance

General liability insurance is required to protect your members, directors and the National Association in case something happens at a meeting or club event. You can contact a local insurance broker for quotes on the club. The minimum policy is \$1,000,000 of general liability, but depending on your club, you may need more. Also, if you have a special event, you will likely need to have a special event policy, which you can usually include on your general liability policy to save money.

Membership Applications

Each member will need to fill out a membership application to record all of their pertinent contact information with your local club and the National Office. These applications need to be submitted to the National Office with a check for the appropriate dues and fees. Applications must be received by the National Office at least 4 weeks prior to Chartering.

New Club Bell, Banner, and Gavel

At the time each new Active 20-30 Club receives its charter from Active 20-30, the following materials and equipment are to be provided to the new club:

1. Club Banner
2. Club Bell
3. President's Gavel
4. Charter Document
5. Club Operations Manual
6. Copy of the National Constitution, Bylaws and Operating Policies

Charter Night

You will need to determine the date, time and location for your charter night. This is the big event that officially marks your beginnings as an Active 20-30 Club! This is an opportunity to install the new officers, introduce the charter members and meet other Active 20-30 club members from your area, as well as other parts of the country. Representatives of the National Board will be in attendance, as well as members from the sponsor club.

OTHER IMPORTANT INFORMATION

Chartering Club Size

Experience has proven that clubs of less than **20 members** at the time of chartering often run into difficulties in the performance of projects and growth of membership. Currently the approved policy requires at least **10 committed people** before a charter is granted.

New Member Fee And Dues

The National Association charges each newly initiated member a new member fee. This fee is usually collected by the local club either before or at the time of joining. The fee provides for the purchase of a new member packet.

Most clubs also have their own initiation fee, but one is not mandatory. This fee provides for the ongoing expenses of the club.

Dues are set by each individual club. A portion is sent to the National Office for general administration of the National Organization with the rest being retrained by the club for operations. Prorated dues must be paid by each charter member and thereafter National dues are collected each year in September. You should check with the National Office to find out what the official new member fee and dues are for the fiscal year and what will be appropriate for your club to pay prior to charter night.

Weekly/Bi-Weekly Meeting Expenses

All clubs hold weekly or bi-weekly meetings, and each member is expected to purchase their own meal and beverages, if applicable. Pre and post-meeting social and fellowship hours are common among clubs, but participation in these and expenses involved are entirely voluntary.

Sponsor Club

Each charter club will have an existing club act as their sponsor for the National Association. This sponsor's role is to support the new club as it grows and establishes itself in its community. Take advantage of their expertise and experience in order to avoid reinventing the wheel or for support on a charity event where additional manpower or publicity help may be needed. Also look to the other Active clubs for support and guidance – many are more than willing to help.

National New Charter Committee

The National New Charter Committee is available to assist you with the chartering process and to answer any questions you may have. Each region has representatives on the committee and all of them are dedicated to making your chartering process as smooth as possible

National Board of Directors

The National Board of Directors is also available to answer questions. Each club is assigned to a Region and each Region has a National Representative who is elected by the membership at the annual general meeting (AGM). The AGM is typically held the last week of June in conjunction with the National Convention.

ATTACHMENT #1 - Petition To Become A "Club-In-Formation"

Date: _____

Active 20-30 US & Canada
Attention: National Board of Directors
1900 Point West Way, Suite 222
Sacramento, CA 95815-4706
(916) 634-4212

Dear National Board of Directors:

We hereby petition the National Board of Directors for permission to charter an Active 20-30 Club in the community of _____. The name we suggest for the club is The Active 20-30 Club of _____.

If this Application is approved, we pledge ourselves to do our utmost to carry the building of an Active 20-30 Club to this community to a successful conclusion.

Target date for Charter shall be _____ (~ 6 months away)

Sincerely,

Signature of chairperson
Temporary Chairperson

NOTE: This letter must be typed and sent to the National Office. A letter of acceptance granting approval of the club name and the assigned region will be sent.