

# United Methodist Church Chartering Options

Quick Reference Guide for Units	Traditional Chartered Organization	New Chartered Organization with/ Approved Facilities Use Agreement	Parent of/Group of Citizens Charter
<b>Key Steps</b>  ✓ Meet with UMC /Unit Leadership to determine best local option moving forward	<ul style="list-style-type: none"> <li>Identify New Charter Partner or continue with the UMC</li> <li>Work with current UMC to transfer Unit assets to new CO</li> <li>New Chartered Partner works with Unit to Approve Unit Leadership</li> <li>All new charter paperwork completed and Submitted to council</li> <li>Unit starts meeting at new Charter Partner</li> </ul>	<ul style="list-style-type: none"> <li>Identify New Charter Partner</li> <li>Unit signs Facilities Use Agreement with UMC</li> <li>Unit Leadership approved by new Chartered Organization</li> <li>All new charter paperwork completed and submitted to council</li> </ul>	<ul style="list-style-type: none"> <li>Identify New Charter Partner</li> <li>Unit signs Facilities Use Agreement with new location</li> <li>New Chartered Partner works with Unit to approve Unit Leadership</li> <li>Unit Leadership approved by new CO</li> <li>All new charter paperwork completed and submitted to Council</li> <li>Council explains the financial obligations of the unit to key leadership. Unit Leadership understands potential IRS implications.</li> </ul>
<b>Key Leadership Requirements</b>	<ul style="list-style-type: none"> <li>Institutional Head</li> <li>Chartered Organization Representative</li> <li>Committee Chair</li> <li>Committee Members (2)</li> <li>Unit Leaders as required</li> </ul>	<ul style="list-style-type: none"> <li>Institutional Head</li> <li>Chartered Organization Representative</li> <li>Committee Chair</li> <li>Committee Members (2)</li> <li>Unit Leaders as required</li> </ul>	<ul style="list-style-type: none"> <li>Institutional Head</li> <li>Chartered Organization Representative</li> <li>Committee Chair</li> <li>Committee Members (2)</li> <li>Unit Leaders as required</li> </ul>
<b>Minimum Required Youth</b>	5	5	5
<b>Unit Finances</b>	<ul style="list-style-type: none"> <li>Unit establishes new checking account Using the new Chartered Organization EIN</li> <li>Unit reports balances as required by new Charter Organization</li> </ul>	<ul style="list-style-type: none"> <li>Unit establishes new checking account using the new Chartered Organization EIN</li> <li>Unit reports balances as required by new Charter Organization</li> </ul>	<ul style="list-style-type: none"> <li>Unit establishes new checking account</li> <li>Unit appoints Treasurer to oversee Finances, consults tax experts as needed</li> </ul>
<b>Employer Identification Number (EIN)</b>	Charter Organization Responsible	Charter Organization Responsible	Unit Leadership to secure
<b>Annual Charter Fee</b>	Paid by Chartered Organization or Unit	Paid by Chartered Organization or Unit	Paid by Unit
<b>Meeting Location</b>	New Charter Organization facility	Unit continues to meet at UMC facility	Unit continues to meet at UMC facility or secures new meeting location
<b>Unit Equipment</b>	<ul style="list-style-type: none"> <li>Title transfers to new Charter Partner</li> <li>Storage at UMC or Unit established storage facility</li> </ul>	<ul style="list-style-type: none"> <li>Title transfers to new Charter Partner</li> <li>Storage at UMC or Unit established storage facility</li> </ul>	<ul style="list-style-type: none"> <li>Title transfers to Parents/Group of Citizens               <ul style="list-style-type: none"> <li>Potential tax implications – contact a tax advisor</li> <li>Storage at UMC or Unit established storage facility</li> </ul> </li> </ul>
<b>Tools &amp; Resources</b> ✓ Affiliation Agreement			

