

RELIGIOUS SOCIETY

Qualifications, Requirements and Necessary Documentation



Texas Administrative Code Rule §402.420

This guide is to be used to assist organizations in completing an original application to conduct bingo.
Submittal of information does not guarantee approval.

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DEFINITIONS

By-laws are a standing set of rules governing the regulation of an organization's internal affairs.

A constitution is the set of fundamental principles according to which an organization is governed.

Articles of Incorporation are documents that set forth the basic terms and purposes of an organization and are the official recognition by the Secretary of State.

A **Certificate of Formation** is a document filed with the Texas Secretary of State, to create a nonprofit corporation under the provisions of the Texas business Organization Code (BOC).

Nonprofit organization means an unincorporated association or a corporation that is incorporated or holds a certificate of authority under the Texas Non-Profit Corporation Act.

The following chart provides the terms used by the Texas Non-Profit Corporation Act and the terms used to describe the same filing instrument under the BOC.

CONTRACTOR NAME	TEXAS BUSINESS ORGANIZATIONS CODE	
ARTICLES OF INCORPORATION	<i>now</i>	CERTIFICATE OF FORMATION
ARTICLES OF AMENDMENT	<i>now</i>	CERTIFICATE OF AMENDMENT
RESTATED ARTICLES OF INCORPORATION	<i>now</i>	RESTATED CERTIFICATE OF FORMATION
ARTICLES OF CORRECTION	<i>now</i>	CERTIFICATE OF CORRECTION
ARTICLES OF DISSOLUTION	<i>now</i>	CERTIFICATE OF TERMINATION
ARTICLES OF MERGER	<i>now</i>	CERTIFICATE OF MERGER
ARTICLES OF CONSOLIDATION	<i>now</i>	CERTIFICATE OF MERGER
APPLICATION OF CERTIFICATE OF AUTHORITY	<i>now</i>	APPLICATION FOR REGISTRATION

INTRODUCTION

To qualify under the RELIGIOUS SOCIETY status (Bingo Enabling Act §2001.002 (26):

“Religious society” means a church, synagogue, or other organization organized primarily for religious purposes.

Your organization has decided it wants to conduct bingo to fund a charitable purpose, and needs to be licensed to legally operate.

Listed below are a few questions to consider before your organization begins the application process:

1. Is your organization a non-profit unincorporated association or corporation?
2. Is the conduct of bingo legal in the municipality, county, or justice precinct where your organization has its primary business office?
If not, you may be able to play in an adjacent county where bingo is legal. Check the adjacent counties.
3. Has your organization been organized in the state of Texas for at least three years?
4. Does your organization have a bona fide membership list/roster?

If you answer “NO” to any of these questions, you are not currently qualified for a license to conduct charitable bingo.

If you answer “YES” to all of the questions, proceed with your application and utilize this guide to assist you in the process.

A GUIDE FOR RELIGIOUS SOCIETIES

The applicant must be organized primarily for religious purposes. The name of the applicant organization must match the name of the organization on the organizing instruments.

What is needed:

A signed and dated copy of the most recent version of all of the organization's organizing instrument(s);

Or

A copy of the page from the applicant's parent organization religious directory that lists the applicant organization's information.

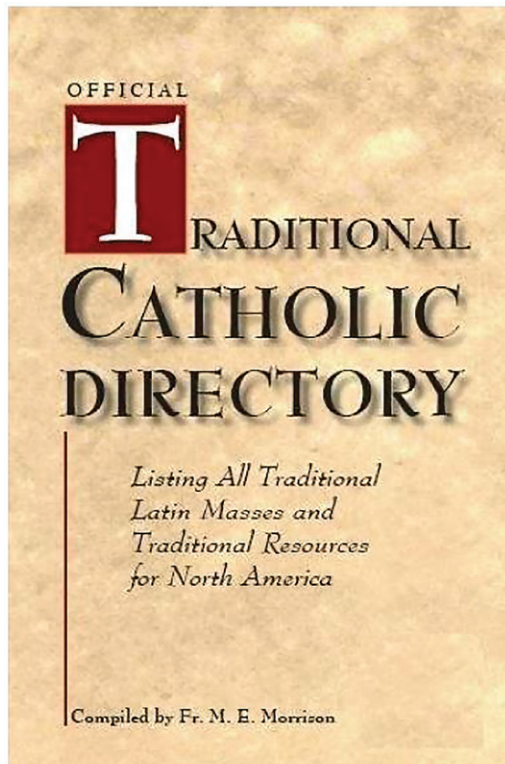
Submit one of the following:

- ☐ Signed copy of the organization's organizing instruments have been enclosed.

Or

- ☐ Copy of parent organization directory with applicant's name included.

EXAMPLE of National Church Directory



*Official Traditional Catholic Directory - 22nd Annual Edition (2017)
June 2017 Monthly Revised Edition - www.tradinfo.com/nat.htm*

Chapel of Our Lady of the Seven Sorrows
34 W. Hillside Place, Trophy Club, TX 76262, ntmcmmission.blogspot.com
No celebrant announced, (619) 600-2266, traditionalcatholic@gmail.com
Independent (Traditional Resistance), SU 10:30 am

Our Lady of Fatima Church
209 Peach St., Sanger, TX 76266
Fr. Boumaud, (940) 458-7344, (972) 420-6604
NSSPX, SU 8 am, 1st SA 5 pm

Sacred Heart Chapel
303 Hunter John Dr., Copperas Cove, TX 76522
Fr. Anton Trinh, (682) 201-8146
Independent, 1st/3rd/5th SU 10 am, Holydays 5 pm

San Sabba Mission
Rollins Brook Hospital, 608 N. Key Ave., Rm. 5, Lampassas, TX 76550
Fr. Anton Trinh, (682) 201-8146
Independent, 2nd SU 10 am (occasionally)

St. Louis Church
2001 N. 25th St., Waco, TX 76708
Presb. John Guzaldo, (254) 754-1221, www.stlouiswaco.com
Diocese, SU 7:30, 9:30, 11:30 am, 5:00 pm

Annunciation Church
1618 Texas St., Houston, TX 77003, (713) 222-2289, annunciationecc.org
Presb. James Golasinski, sma1@ev1.net
Diocese, SU 8 am (Cantata), TU-TH 12:10 pm

St. Michael the Archangel Chapel
24001 Aldine Westfield Rd., Spring, TX 77373
Fr. Simonot, (281) 376-5845
NSSPX, SU 4 pm, 1st SA 9 pm

St. Jude Shrine
3101 N. Main, Stafford, TX 77477
Fr. Campbell, (832) 512-9993(281) 499-1813

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EXAMPLE of Articles of Incorporation and Bylaws

Articles of Incorporation First Church of Someplace, Texas A Texas Nonprofit Corporation

Article 1. Entity Name and Type. The name of the entity is First Church of Someplace, Texas. It is hereinafter sometimes referred to as “the Church.” The entity being formed is a nonprofit corporation.

Article 2. Organizer. The name and address of the Organizer is Paul Baptist, 100 Residence Road, Someplace, Texas _____ .

Article 3. Registered Agent and Registered Office. The initial registered agent is an individual resident of the state whose name is John Baptist. The business address of the registered agent and the registered office address is: 100 Church Street, Someplace, Texas _____ .

Article 4. Members. The Church shall be a nonprofit corporation which has members.

Article 5. Governance. The Church is organized and is operated under a congregational system, and the management of the affairs of the corporation is to be vested in the Church’s members.

Article 6. Purpose. The Church is organized for religious purposes. No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for service rendered and to make payments and distributions in furtherance of its purpose. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this Certificate, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Articles of Incorporation (cont'd)

Article 7. Winding Up. Upon the winding up of the corporation, after all liabilities and obligations are paid, satisfied, and discharged, the property of the corporation shall be applied and distributed as follows: (1) property held by the corporation on a condition requiring return, transfer, or conveyance because of the winding up or termination shall be returned, transferred, or conveyed in accordance with that requirement; and (2) the remaining property shall be distributed for one or more exempt purpose within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article 8. Amendment. An amendment to this Certificate of Formation must be submitted to a vote of the members in a regular or special meeting. Notice containing the proposed amendment or a summary of the changes to be effected by the amendment shall be given to the members within the time and in the manner provided by the Bylaws for giving notice of a meeting. The vote required for adoption of an amendment shall be at least two-thirds of the votes of members present at the meeting at which the action is submitted for a vote.

Article 9. Effective Date. This document becomes effective when the document is filed by the Secretary of State.

The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument.

Date: _____

Signature of Organizer

Bylaws for First Church of Someplace, Texas

These Bylaws constitute the rules adopted by First Church of Someplace, Texas, (hereinafter sometimes referred to as, “the Church”) for the regulation and management of its affairs.

Article 1. Purpose of the Church. (Optional. Elaborate, if desired, on the religious purpose statement in the certificate of formation, but do not contradict, or provide for anything inconsistent with, the certificate of formation.) Example:

1.1. The Church exists to worship God, to proclaim the Word of God, and to be in service to God.

Article 2. Doctrine of the Church. (Optional. A doctrinal statement may be included in the bylaws at the option of the church.)

Article 3. Polity of the Church. (Optional but legally desirable.) Example:

3.1. The Church is an autonomous body, governed by its congregation, subject solely to the Lordship of Jesus Christ.

Article 4. Cooperation. (Optional but legally desirable.) Example:

4.1. The Church seeks to identify associations and conventions with which the Church may cooperate for the great objects of the Kingdom of God. In every instance, cooperation shall be voluntary on the part of the Church and no association or convention or any other body or person shall have any authority over the Church.

Article 5. Ordinances. (Optional) Example:

5.1. Baptism.

5.2. The Lord’s Supper.

Article 6. Membership. (This area is legally important.) Example:

6.1. The membership shall be composed of Baptized believers who have been accepted for membership by profession of faith in Jesus Christ as his or her Savior and Lord and as a candidate for baptism by immersion, or by promise of a letter from another church of like faith and order, or by statement that he or she is or was a member of a church of like faith and order and his or her records, for any reasonable cause, are no longer available.

6.2. Candidacy.

6.3. Acceptance by the Church.

Bylaws for First Church of Someplace, Texas (cont'd)

6.4. Privileges of Membership. Each member shall be entitled to one vote on each matter submitted to a vote at a regular or special meeting of Church members.

6.5. Member's Right to Inspect Books and Records. A member, on written demand stating the purpose of the demand, is entitled to examine and copy at the member's expense, in person or by agent, accountant, or attorney, at any reasonable time and for a proper purpose, the books and records of the corporation relevant to that purpose.

6.6 Discipline.

6.7. Termination of Membership.

Article 7. Watchcare. (Optional. May be helpful to differentiate from membership.)

Article 8. Meetings. (This area is legally important.) Example:

8.1. Act of the Membership. The membership may act only at a properly called meeting of the membership where a quorum is present.

8.2. Quorum. Members present at a meeting for which notice has been given shall constitute a quorum.

8.3. Voting. At such a meeting, a member may only vote in person. A vote of a majority of the members in attendance shall be an act of the membership, except that a two-thirds majority of the members in attendance shall be required for the Church to take the following actions: dissolution of the corporation, merger or consolidation with another corporation, sale of substantially all of the corporation's assets, amendment to the corporation's Certificate of Formation or of its Bylaws.

8.4. Regular Meetings. A regular meeting of members shall be held _____.

8.5. Special Meetings. A special meeting of the members may be called by _____, or by members having not less than one-tenth of the votes entitled to be cast at the meeting.

8.6. Notice. Notice of regular and special business meetings shall be given by oral announcement at a regularly scheduled worship service before the meeting, or by _____.

8.7. Location. All meetings shall be held at _____ (for example, "the church.").

Bylaws for First Church of Someplace, Texas (cont'd)

Article 9. Parliamentary Authority. (Optional but desirable.) Example:

9.1 The rules contained in the then current edition of *Robert's Rules of Order* not inconsistent with the Certificate of Formation or the Bylaws, are adopted by the Church.

Article 10. Officers. (A church may have any officers it chooses. The Bylaws should identify the officers and their functions, provide for the manner of election of officers, and specify the term of office, not to exceed three years. Typical officers include Pastor, Moderator, Clerk and Assistant Clerk, and Treasurer.)

Article 11. Committees. (Optional but desirable.) Example:

- 11.1. Standing Committees.
- 11.2. Special Committees.
- 11.3. Task Forces and Ministry Teams.

Article 12. Deacons. (Optional but desirable.) Example:

- 12.1. Purpose and Function.
- 12.2. Qualifications.
- 12.3. Election.
- 12.4. Deacon Officers.

Article 13. Amendment. (Some rule should be declared. The Code allows total flexibility. Normally some “supermajority” is required to amend the bylaws.) Example:

13.1 These Bylaws may be amended at any regular meeting or at any special meeting, if the notice of the meeting contained notice of the proposed amendment, upon the adoption of the amendment by the vote of two-thirds of the members present.

ORGANIZED IN TEXAS FOR THREE YEARS

The applicant must have been organized in Texas for at least three years. Additionally, the document submitted must reflect the applicant's name, Texas address and either be dated three years prior to the applicant date or establish the date the organization was founded.

What is needed:

If the applicant is affiliated with a state or national organization, **Verification by Parent for Charitable Organization Conductor FORMID 110**, can be completed. If the applicant is not affiliated with a state or national organization, a copy of a listing in a publication such as a national roster or newspaper article naming the organization;

Or

A letter to the applicant from a government agency.

Submit one of the following:

- ☐ Organization possesses a letter from a government agency.

Or

- ☐ Verification by parent organization.

Or

- ☐ Copy of a listing in a publication such as a national roster or newspaper article naming the organization.

DEMONSTRATION PROCESS

The applicant must demonstrate significant progress toward the accomplishment of the organization's purposes during the twelve months preceding the date of application. All documents must be dated and indicate the name of the organization.

What is needed:

At least three (3) different types of acceptable documents as proof that organization was engaged in furthering its charitable purpose for the time period beginning one year prior to the date the application was signed.

Examples of acceptable documentation:

1. A letter from the diocese
2. Notices of church services, and/or church bulletins
3. Canceled checks for clergy salaries, religious books, materials and/or supplies, maintenance of religious building(s)
4. Records of marriages performed, or records of funerals performed.

To establish the beginning date, an organization may submit documentation dated up to three months prior to the year before the application was signed in furthering its charitable purpose throughout the past twelve months.

Documentation Included:

- ☐ 1. _____
- ☐ 2. _____
- ☐ 3. _____

EXAMPLE of Church Bulletin

SUNDAYS AT FIRST CHURCH

WORSHIP OPPORTUNITIES

Traditional Worship | 9:30 & 11:00 am | Sanctuary
 *First Sunday of month | 9:40 am | Chapel | 11:00 am | Sanctuary
 Disciple Church | 7:15 am | Community Breakfast | Wesley Hall
 8:30 am | Worship | Chapel
 The Gathering | 9:30 am | Wesley Hall | 11:00 am | Justin Youth Building
 eleven:eleven celebration | 11:11 am | Wesley Hall
 Children First | First Sunday of month | 9:45 am | Sanctuary

OTHER OFFERINGS

Chapel Communion | 10:35 am | Chapel
 Connections | 10:30 - 11:00 am & noon - 12:30 pm | Garden & Wesley Hall

SUNDAY MORNING NURSERY (3 MONTHS - PRE-K)

9:30 am - noon | Children's Wing
 Contact: Paula Wagstaff | pwagstaff@myfmc.org | 817-546-4414

CHILDREN'S ACADEMY SUNDAY SCHOOL (K - 5TH)

9:30 am - noon | Children's Wing
 Contact: Mark Burrows | mburrows@myfmc.org | 817-339-5097

CONFIRMATION (6TH GRADE)

September - May | 9:15 - 10:45 am | Justin Youth Building
 Contact: Rev. Casey Orr | corr@myfmc.org | 817-339-5067

YOUTH SUNDAY PROGRAMMING (7TH - 12TH GRADE)

Sunday School | 9:30 - 10:30 am | Justin Youth Building
 Cornerstone Youth Choir Rehearsal | 4:30 - 5:30 pm | Choir Room
 The Refuge | 5:30 - 7:30 pm | Justin Youth Building
 Contact: Andrew Mochrie | amochrie@myfmc.org | 817-339-5070

ADULT SUNDAY SCHOOL

First Talk | All ages | 9:30 am | Room 350
 Wesley Bible | All ages | 9:30 am | Room 340 - 341
 Veriditas | All ages | 9:45 am | Foundation Building, Room 272
 Quest | All ages | 11:00 am | Room 333
 Foundations | Age 30s - 40s | 9:30 am | Room 335
 Genesis Couples | Age 30s - 40s | 9:45 am | Room 351
 Aldersgate Couples | Age 40s - 60s | 9:30 am | Room 333
 Good Neighbors | Age 40s - 60s | 11:00 am | Room 334
 New Horizon Singles | Age 50s - 60s | 9:30 am | Room 231
 Kolonia | Age 60s - 70s | 9:30 am | Room 224
 Loyalty | Age 60s - 70s | 9:30 am | Room 334
 Sojourners | Age 60s - 70s | 9:30 am | Room 335
 Creative Couples | Age 60s - 70s | 9:45 am | Room 321
 New Passages | Age 60s - 70s | 11:00 am | Room 352
 Covenant | Age 70+ | 9:30 am | Room 331
 Inquirers | Age 70+ | 9:30 am | Room 352
 Twosome | Age 70+ | 9:30 am | Room 154
 Contact: Rev. Chuck Graft | cgraft@myfmc.org | 817-339-5065

CHOIRS

Contact: Robert Sloval | rsloval@myfmc.org | 817-339-5074

USHERS & GREETERS

Contact: Lisa Helm | lhelm@myfmc.org | 817-339-2403

MORE WAYS TO WORSHIP

Live Stream | Join us live online on Sunday mornings at fmcw.org/live at 9:30 am for The Gathering, 9:45 am for Children First (first Sunday of each month), 11:00 am for Traditional, and 11:11 am for eleven:eleven celebration.
 WRR Radio | Listen to each previous week's sermon and music on Sunday mornings at 7:30 am on WRR 101.1 FM.

GET THE NEWS

Get your FMCW Weekly newsletter and CONNECT Magazine here at the church. Read the news online and sign up for emails at fmcw.org/news.



HEALTHY PLATE DISCIPLESHIP
 WORSHIP | SERVE | GIVE | LEARN | PLAY | PRAY

As disciples, we are devoted followers of Jesus Christ, committed to practices that will encourage growth in faith. Discipleship is the process of being shaped by the Holy Spirit through spiritual practices to become more like Jesus.

The Healthy Plate Discipleship framework will use a variety of practices to help you more faithfully follow Jesus Christ. Try all six areas to grow strong in faithful discipleship. Some of these practices will comfort you, some will challenge you, and all will completely nourish you.

Your plate may be too full or too empty, and we want to help you have a well-balanced experience when it comes to your life of faith.

AREAS OF DISCIPLESHIP

WORSHIP Gathering to focus on God together SERVE Being God's people in the world GIVE Putting God first in all things	LEARN Discovering and understanding who God is PLAY Enjoying the good life God gives PRAY Talking and listening to God's direction
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LOVE GOD. SERVE PEOPLE. TRANSFORM LIVES.



"Let Us Become More Aware..."
 Dr. Mike Marshall
 John 16:12-15
 Traditional Worship
 11:00 am
 May 7, 2017

Welcome to First United Methodist Church of Fort Worth — we're so glad that you are worshipping with us today! Let us know you're here by filling out an attendance registration card. Just grab one from the pew pocket in front of you and then place it in the offering plate. If you would like to join our church family, fill out the How to Join card and bring it with you during the closing hymn.

Large-print bulletins, hearing enhancement devices, and children's activity packets are available. Our ushers would be happy to assist you at any time. Please silence your cell phone as we prepare our hearts and minds for worship.

Coming Next in Traditional Worship
 8:30 & 11:00 am | Sanctuary

May 14
 Rev. Lance Marshall

May 21
 Dr. Tim Bruster
 Confirmation Sunday

May 28
 Dr. Tim Bruster

EXAMPLE of Acceptable Letter from IRS

Internal Revenue Service
 P.O. Box 2508
 Cincinnati, OH 45201

Date: July 12, 2010

Person to Contact:
 Roger Mayer
 Toll Free Telephone Number:
 877-828-5500

United States Conference of Catholic Bishops
 3211 4th Street, NE
 Washington, DC 20017-1194

Employer Identification Number:
 53-0106617

Group Exemption Number:
 0528

Dear Sir/Madam:

This responds to your July 9, 2010, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(ii).

With your request, you provided a copy of the Official Catholic Directory for 2010, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinate organizations do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the Official Catholic Directory for 2010 are recognized as exempt under section 501(c)(3) of the Code under GEN 0028.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2108, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Most subordinate organizations are not separately listed in Publication 78 or the EO Business Master File. Donors may verify that a subordinate organization is included

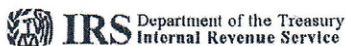
ACCEPTABLE GROUP LETTER

Letters are from the IRS and must include:

- 1) Group's EIN
- 2) Group Exemption Number is listed.
- 3) Group's name and address.
- 4) The IRS considers your organization a 501(c)(3) organization.

Must provide a photocopy of the directory cover and the page with your organization highlighted.

EXAMPLE of Government Agency Letter



OGDEN UT 84201-0038

In reply refer to: 0443289478
Mar. 17, 2014 LTR 147C 0
2 8 000000 00
00003163
BODC: SB

ST CATHOLIC



AVE
SAN ANTONIO TX 78

032283

Employer Identification Number: 2 8

Dear Taxpayer:

Thank you for your inquiry of Mar. 06, 2014.

Your Employer Identification Number (EIN) is 2 8. Please keep this letter in your permanent records. Enter your name and EIN on all federal business tax returns and on related correspondence.

If you need forms, schedules, or publications, you can obtain them by visiting the IRS web site at www.irs.gov or by calling toll free at 1-800-TAX-FORM (1-800-829-3676).

Please call our toll-free telephone number at 1-800-829-4933 with any questions you may have.

You also can write to us at the address shown at the top of this letter's first page.

When you write to us, please attach this letter and, in the spaces below, give us your telephone number with the hours we can reach you in case we need more information. You also may want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____

We apologize for any inconvenience we may have caused you, and thank you for your cooperation.

ORGANIZATION'S MEMBERS AS OPERATORS

The applicant may appoint only the organization's members to serve as operators.

What is needed:

A current membership list that includes officers and director noted. Officers would include a priest, pastor, rabbi, or other head of the church. Membership list will be compared to the persons listed on the application to confirm that only members have been named as operators.

Submit the following:

- ☐ Current membership list.

CRIMINAL HISTORY INVESTIGATION

The applicant must ensure that none of the organization's officers, directors and operators have been convicted in any jurisdiction of a gambling or gambling related offense; and, have not been convicted of a criminal fraud offense, with the exception of a criminal fraud offense that is a Class C misdemeanor.

The Commission will compare the number of officers and directors included in the documents to the application to ensure all officers and directors have been disclosed.

A criminal history check on all officers, directors and operators will occur.

Any officer, director, or operator listed on the application not meeting the criminal history background requirement must resign before a license may be issued.

The guidelines and factors used by the Charitable Bingo Operations Division related to bingo workers can be found at: http://www.txbingo.org/export/sites/bingo/Documents/Guidelines_for_Current_Licensees_Registered_Workers_and_Applicants.pdf.

What is needed:

A signed, dated copy of the most recent version of all of the applicant organization's organizing instrument(s) that list the officer and director positions;

Or

If officers and/or directors are not listed in organizing instruments, a current membership list identifying officers and directors.

If officer and/or director positions are unfilled, a statement signed by an officer indicating which positions are vacant.

Submit one of the following:

- ☐ Copy of organizing instruments that list officers and directors.

Or

- ☐ Copy of current membership list noting all officers and directors.

LICENSE APPLICATION REQUIREMENTS, SECTION 2001.102(a)(b)(c)

An applicant for a license to conduct bingo must file with the commission an application on a form prescribed by the commission. (***Application for an Original License to Conduct Bingo FORM ID 1***).

What is needed:

Most recent copy of IRS Form 990, if the organization is required to file it. Indicate on the application (FORMID 1, item 11), if the organization is not required to file IRS Form 990;

And

If the organization is organized under the law of this state, the organization must be in good standing with the Texas Secretary of State (SOS).

The Commission will request additional documentation from the applicant if unable to validate good standing directly with the SOS.

This documentation may include a copy of "Tax Clearance Letter for Reinstatement" from the State Comptroller of Public Accounts and a stamped, filed copy of an "Application for Reinstatement" from the Secretary of State.

Submit the following:

- ☐ IRS Form 990 or indication on the application that organization is not required to file Form 990. (FORMID 1, Item 11).
- ☐ Proof that the applicant is in good standing with the Texas Secretary of State. (The right to do business in Texas).

EXAMPLE of Proof of Good Standing

Corporations Section
P.O.Box 13697
Austin, Texas 78711-3697



Carlos H. Cascos
Secretary of State

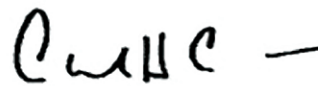
Office of the Secretary of State

Certificate of Fact

The undersigned, as Secretary of State of Texas, does hereby certify that the document, Certificate of Formation for ^{***Redacted***}, a Domestic Limited Liability Company (LLC), was filed in this office on June 18, 2012.

It is further certified that the entity status in Texas is in existence.

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on May 23, 2016.

A handwritten signature in black ink, appearing to read "Cascos", followed by a horizontal line.

Carlos H. Cascos
Secretary of State

Phone: (512) 463-5555
Prepared by: SOS-WEB

Come visit us on the internet at <http://www.sos.state.tx.us/>
Fax: (512) 463-5709
TID: ^{***Redacted***}

Dial: 7-1-1 for Relay Services
Document: ^{***Redacted***}

EXAMPLE of IRS Form 990

Form 990-EZ Department of the Treasury Internal Revenue Service	Short Form Return of Organization Exempt From Income Tax Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations) ▶ Do not enter social security numbers on this form as it may be made public. ▶ Information about Form 990-EZ and its instructions is at www.irs.gov/form990 .	OMB No. 1545-1150 <div style="font-size: 2em; font-weight: bold; text-align: center;">2016</div> <div style="background-color: black; color: white; text-align: center; padding: 5px; font-weight: bold;">Open to Public Inspection</div>
A For the 2016 calendar year, or tax year beginning , 2016, and ending , 20		
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending		
C Name of organization Number and street (or P.O. box, if mail is not delivered to street address) Room/suite City or town, state or province, country, and ZIP or foreign postal code		D Employer identification number E Telephone number F Group Exemption Number ▶
G Accounting Method: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) ▶		H Check <input type="checkbox"/> if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).
I Website: ▶		
J Tax-exempt status (check only one) — <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)() (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
K Form of organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other		
L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$		
Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I) Check if the organization used Schedule O to respond to any question in this Part I <input type="checkbox"/>		
Revenue	1 Contributions, gifts, grants, and similar amounts received 2 Program service revenue including government fees and contracts 3 Membership dues and assessments 4 Investment income 5a Gross amount from sale of assets other than inventory 5a b Less: cost or other basis and sales expenses 5b c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) 5c 6 Gaming and fundraising events a Gross income from gaming (attach Schedule G if greater than \$15,000) 6a b Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) 6b c Less: direct expenses from gaming and fundraising events 6c d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) 6d 7a Gross sales of inventory, less returns and allowances 7a b Less: cost of goods sold 7b c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) 7c 8 Other revenue (describe in Schedule O) 8 9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶ 9	1 2 3 4 5c 6d 7c 8 9
Expenses	10 Grants and similar amounts paid (list in Schedule O) 10 11 Benefits paid to or for members 11 12 Salaries, other compensation, and employee benefits 12 13 Professional fees and other payments to independent contractors 13 14 Occupancy, rent, utilities, and maintenance 14 15 Printing, publications, postage, and shipping 15 16 Other expenses (describe in Schedule O) 16 17 Total expenses. Add lines 10 through 16 ▶ 17	10 11 12 13 14 15 16 17
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9) 18 19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) 19 20 Other changes in net assets or fund balances (explain in Schedule O) 20 21 Net assets or fund balances at end of year. Combine lines 18 through 20 ▶ 21	18 19 20 21

For Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 106421 Form **990-EZ** (2016)

EXAMPLE of IRS Form 990 (cont'd)

Part II **Balance Sheets** (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II ☐

		(A) Beginning of year	(B) End of year
22	Cash, savings, and investments		22
23	Land and buildings		23
24	Other assets (describe in Schedule O)		24
25	Total assets		25
26	Total liabilities (describe in Schedule O)		26
27	Net assets or fund balances (line 27 of column (B) must agree with line 21)		27

Part III	Statement of Program Service Accomplishments (see the instructions for Part III)
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Check if the organization used Schedule O to respond to any question in this Part III ☐

What is the organization's primary exempt purpose?

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28	----- ----- ----- ----- ----- ----- (Grants \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/>	28a	
29	----- ----- ----- ----- ----- ----- (Grants \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/>	29a	
30	----- ----- ----- ----- ----- ----- (Grants \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/>	30a	
31	Other program services (describe in Schedule O) (Grants \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/>	31a	
32	Total program service expenses (add lines 28a through 31a) ▶	32	

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV ☐

[illegible]

EXAMPLE of IRS Form 990 (cont'd)

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Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V. ☐

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	33	
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)	34	
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a	
b If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	35b	
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c	
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36	
37a Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a		
b Did the organization file Form 1120-POL for this year?	37b	
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a	
b If "Yes," complete Schedule L, Part II and enter the total amount involved	38b	
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9	39a	
b Gross receipts, included on line 9, for public use of club facilities	39b	
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶		
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b	
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	
41 List the states with which a copy of this return is filed ▶		
42a The organization's books are in care of ▶ Telephone no. ▶ Located at ▶ ZIP + 4 ▶		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: ▶ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	42b	
c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: ▶	42c	
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b	
c Did the organization receive any payments for indoor tanning services during the year?	44c	
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45b	

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EXAMPLE of IRS Form 990 (cont'd)

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- 46** Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

- 47** Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

	Yes	No
47		

- 48** Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48		
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- 49a** Did the organization make any transfers to an exempt non-charitable related organization?

49a		
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- b** If "Yes," was the related organization a section 527 organization?

49b		
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- 50** Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

- f** Total number of other employees paid over \$100,000 ▶

- 51** Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

- d** Total number of other independent contractors each receiving over \$100,000 ▶

- 52** Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ☐ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer	Date
Type or print name and title	

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
Firm's name ▶	Firm's EIN ▶			
Firm's address ▶	Phone no.			

- May the IRS discuss this return with the preparer shown above? See instructions ☐ Yes ☐ No

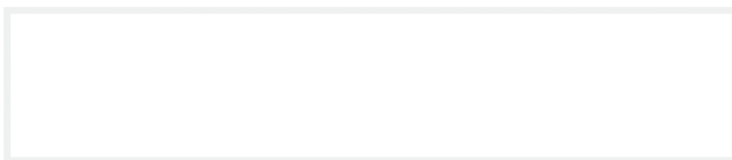
Form **990-EZ** (2016)

EXAMPLE of Tax Clearance Letter for Reinstatement



TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

P.O. Box 13528 • Austin, TX 78711-3528



Tax Clearance Letter for Reinstatement*

To: Texas Secretary of State
Corporations Section

Re:

Taxpayer number: _____

File number: _____

The referenced entity has met all franchise tax requirements and is eligible for reinstatement through _____

** The reinstatement must be filed with the Texas Secretary of State on or before the expiration date of this letter. After this date, additional franchise tax filing requirements must be met, and a new request for tax clearance must be submitted.*

You can file for reinstatement online at www.sos.state.tx.us/corp/sosda/index.shtml. Forms and instructions for reinstatement are available at www.sos.state.tx.us/corp/forms_option.shtml or by calling 512-463-5555. This tax clearance letter must be attached to the reinstatement forms.

EXAMPLE of Application for Reinstatement

**Form 801
(Revised 02/11)**

Submit in duplicate to:
Secretary of State
P.O. Box 13697
Austin, TX 78711-3697
512 463-5555
FAX: 512 463-5709
Filing Fee: See instructions



This space reserved for office use.

Application for Reinstatement And Request to Set Aside Tax Forfeiture

1. The entity name is: _____

The entity is a foreign entity that was required to obtain its registration under a name that differs from the legal name stated above. The name under which the entity is registered is: _____

2. The file number issued to the entity by the secretary of state is: _____

3. The entity was forfeited or revoked under the provisions of the Tax Code on: _____
mm/dd/yyyy

4. The undersigned requests that the forfeiture or revocation of the entity be set aside, and certifies that:

a. The entity has filed each delinquent report that is required by chapter 171 of the Tax Code and has made payment for the tax, penalty, and interest imposed and that is due at the time of this application as evidenced by the attached tax clearance letter; and

b. On the date of forfeiture or revocation, the undersigned person was:

- an officer, director or shareholder of the above-named for-profit or professional corporation; or
- an officer, director, shareholder or member of the above-named professional association; or
- an officer, director, or member of the above-named nonprofit corporation; or
- a member or manager of the above-named limited liability company; or
- a partner of the above-named limited partnership; or
- a trustee or beneficial owner of the above-named statutory or business trust.

Additional Required Documentation or Filings

☐ Comptroller of Public Accounts Tax Clearance Letter

☐ Letter of Consent or Amendment to Certificate of Formation or Registration (Required when entity name is no longer available.)

Execution

The undersigned declares under penalty of perjury, and the penalties imposed by law for the submission of a materially false or fraudulent instrument, that the undersigned is authorized to make this request; that the statements contained herein are true and correct, and that tax clearance was not obtained by providing false or fraudulent information.

Date: _____

BY: _____

Signature of authorized person (see instructions)

Printed or typed name of authorized person

REQUIRED TRAINING

1. The Pre-Licensing Interview Training is required to be completed by the Bingo Chairperson and one operator. The Pre-Licensing Interview is on the website: **txbingo.org**
2. The Bingo Chairperson is required to take the Online Bingo Training located in the Bingo Service Portal: **<https://bsc.txbingo.org/>**

REQUIRED FORMS

1. **Application for an Original License to Conduct Bingo FORMID 1**
2. **Add Individuals to a License to Conduct Bingo FORMID 2**
3. **Bond Information** (Submit one of the following)
 - a. **Assignment of Security for a License to Conduct Bingo FORMID 3**
(Assignment of account, such as Certificates of Deposit/Savings, for the specified amount to the Texas Lottery Commission.)
 - b. **Surety Bond for a License to Conduct Bingo FORMID 4** (Provide a bond from an authorized agent.)
 - c. **Cash Bond** (Send check or money order payable to “TX State Comptroller.”)
 - d. **U.S. Treasury Bonds**
 - e. **Letters of Credit**

All forms are available on the Texas Charitable Bingo Operations Division website:
txbingo.org

SUPPLEMENTAL FORMS

1. **Application for Registry of Bingo Workers FORMID 46** (This form must be completed by a person that will be involved with the conduct of bingo as an operator, manager, cashier, usher, caller, salespersons, bookkeeper, or Bingo Chairperson for an annual license holder.)
2. **Add Designated Member to Conductor License FORMID 62** (This form must be submitted by an applicant for a license to conduct bingo to designate an individual as a member of their organization for the purposes of conducting bingo and other law.)
3. **Verification by Parent for Charitable Organization Conductor FORMID 110** (This form must be submitted by an organization applying for a license to conduct charitable bingo in Texas that is a subordinate organization to a parent organization. The form will verify that the subordinate organization is in good standing with the parent organization and whether the subordinate organization is covered under the 501(c) group exemption letter issued by the Internal Revenue Service (IRS) to the parent organization.)
4. **Military Service Members, Military Veterans, or Military Spouses FORMID 138** (This form is for Military Service Members, Military Veterans, and Military Spouses, applying in their individual capacity for: (1) a commercial lessor license; (2) a distributor license; (3) a manufacturer license; (4) a unit manager license; OR (5) listing on the bingo worker registry.
5. **Return of Organization Exempt From Income Tax IRS Form 990** (This form is used by tax-exempt organizations and nonexempt charitable trusts, to provide the IRS with the information required by section 6033.)

**All forms, except for IRS forms, are available on the
Texas Charitable Bingo Operations Division website;
txbingo.org**

A FINAL-QUICK CHECKLIST

Ensure that all forms, fees and documentation are submitted with the application package.

Submit Now:

1. **Application for an Original License to Conduct Bingo FORMID 1.** Do not leave any item blank. If an item does not apply, enter "N/A."
2. **Non-refundable fee to defray administrative costs.** Make your financial draft payable to "Texas State Comptroller." (Fees are eliminated for Conductor licenses 09/01/17.)
3. **Add Individuals to a License to Conduct Bingo FORMID 2.**
4. **Application for Registry of Bingo Workers FORMID 46.**
5. Ensure all required documentation is submitted.
6. **Pre-License Interview Training** for Bingo Chairperson and one operator. This training must be completed before the license will be issued.
7. **Bingo Training Program** for the Bingo Chairperson must be completed before the license will be issued.

May submit now or when notified:

1. Bond – Submit a check made payable to "Texas State Comptroller" or **Assignment of Security for a License to Conduct Bingo FORMID 3** or **Surety Bond for a License to Conduct Bingo FORMID 4** for the amount calculated.
2. Playing location, days and times of play.
3. License fee balance. This is the license fee for your applicable license class, less the non-refundable fee to defray administrative costs. (Fees are eliminated for Conductor licenses 09/01/17.)

For assistance:
1-800-BINGO77
(1-800-246-4677)

txbingo.org

bingo.services@lottery.state.tx.us