

WYOMING 4-H CLUB SECRETARY'S HANDBOOK

YEAR 20 _____



CLUB NAME _____

COMMUNITY _____

COUNTY _____

CLUB SECRETARY _____

CLUB TREASURER _____

JUNIOR LEADER _____

ADULT LEADER _____



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TO THE 4-H CLUB SECRETARY

Secretary is a very important office in the 4-H club. Having an efficient secretary plays a large role in the success of a club. You can be an efficient secretary by following these guidelines.

1. Take charge of this secretary's book. Keep it in a specific place, along with all correspondence and other records belonging to your 4-H club.
2. Use this book to help you keep club information.
 - a. Complete page 3 naming the officers, leaders and junior leaders, and committees for this year.
 - b. Write a complete, up-to-date list of all members in your club on pages 4 through 7. Call the roll at each meeting and keep a record of who attends.
 - c. Write a list recording any property belonging to your club on page 8. Also, list any items you purchase during the year.
 - d. Take minutes of all meetings. Blank pages are provided beginning on page 16. (Note: See suggestions for writing minutes on page 15.)
 - e. Write a summary of your activities at the end of the year (see pages 13). Look at the Summary Report page at the beginning of the year so you will know what type of information to include in your minutes.
3. Take care of all club correspondence, and keep a file of letters received and copies of letters sent out.
4. Read letters to club members at meetings.
5. Help the other officers and the leaders of your club prepare a yearly program and keep a copy of this program with your secretary book.
6. Remind members of special meetings — by phone, postcard, or in person. (Sometimes you might want to use a calling committee to help you with this job.)
7. Act as chairman of meetings when both the president and vice-president are absent. When you do this, you will need to appoint someone else to take minutes.
8. Keep the club constitution, charter, and other documents.
9. Using the previous minutes, prepare a list of unfinished business for the president before each meeting.
10. If you do not have a club historian, keep newspaper clippings and photos of the club with this book or in a looseleaf notebook.
11. Turn in the completed secretary's book to your 4-H leader at the end of the year.

OFFICERS

PRESIDENT _____

VICE PRESIDENT _____

SECRETARY _____

TREASURER _____

SONG LEADER _____

RECREATION LEADER _____

REPORTER _____

HISTORIAN _____

ADULT LEADER OR DIRECTOR OF COMMUNITY CLUB

NAME _____

ADDRESS _____

ADULT PROJECT LEADERS

PROJECT _____ **NAME** _____

ADDRESS _____

PROJECT _____ **NAME** _____

ADDRESS _____

PROJECT _____ **NAME** _____

ADDRESS _____

JUNIOR LEADERS

NAME _____ **PROGRAM** _____

NAME _____ **PROGRAM** _____

STANDING COMMITTEES (4-H MEMBERS)

PROGRAM COMMITTEE

FINANCE COMMITTEE

OTHER COMMITTEE

OTHER COMMITTEE

MEMBERSHIP ROLL		ROLL CALL							
		DATES OF MEETINGS							
NAME	ADDRESS								
1		1							
2		2							
3		3							
4		4							
5		5							
6		6							
7		7							
8		8							
9		9							
10		10							
11		11							
12		12							
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15		15							
16		16							
17		17							
18		18							
19		19							
20		20							
21		21							
22		22							
23		23							
24		24							
25		25							
26		26							
27		27							
28		28							
TOTAL NUMBER PRESENT									

ROLL CALL

DATES OF MEETINGS																							TOTAL MEETINGS ATTENDED
1																							1
2																							2
3																							3
4																							4
5																							5
6																							6
7																							7
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27																							27
28																							28

MEMBERSHIP ROLL		ROLL CALL							
		DATES OF MEETINGS							
NAME	ADDRESS								
29		29							
30		30							
31		31							
32		32							
33		33							
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35		35							
36		36							
37		37							
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51		51							
52		52							
53		53							
54		54							
55		55							
56		56							
TOTAL NUMBER PRESENT									

ROLL CALL

DATES OF MEETINGS																							TOTAL MEETINGS ATTENDED		
29																							29		
30																								30	
31																								31	
32																								32	
33																								33	
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56																								56	

PROPERTY OF 4-H CLUB

(List all items that belong to your club at the beginning of the year and those that were purchased during the year.)

INVENTORY AT THE BEGINNING OF THE YEAR

ITEM	WHERE STORED	REMARKS

If any item is disposed of during the year, indicate how, where, and when in the remarks column.

PURCHASED DURING THE YEAR

DATE	ITEM	WHERE STORED	REMARKS

4-H CONSTITUTION

(Detach if necessary for historical record.)

Date Adopted _____, 20 _____

ARTICLE I. NAME

The name of this organization shall be _____ Club of _____ community, _____ County, Wyoming.

ARTICLE II. OBJECTIVES

The educational objectives of this Wyoming 4-H Club are to assist youth to:

- Develop initiative and assume responsibility
- Develop leadership and be of service to others
- Develop the ability to live and work cooperatively with others
- Acquire knowledge and skills, explore careers
- Achieve satisfaction from work and accomplishments
- Choose alternatives and plan satisfying lives

These educational objectives can be accomplished by our members through carrying projects, holding meetings, participating in community service and community pride, promoting recreational and social efforts, presentations, and other individual and group-oriented endeavors.

ARTICLE III. MEMBERSHIP

Section I. **MEMBERS.** All boys and girls living in the _____ Community between the ages of 8 and 19 years, inclusive, and who agree to follow the requirements of the 4-H project shall be eligible for membership. The membership of this club is open to all youth irrespective of race, color, national origin, sex, religion, or social economic level.

Section II. **DUTIES OF MEMBERS.** It shall be the duty of each member to become fully acquainted with the club rules and requirements, to attend meetings regularly, to perform such duties of office or committees as may be put upon the member to help make each meeting interesting, and to do everything possible to make this the best club in Wyoming.

Section III. **CHARTER MEMBERS.** Those members present at the meeting at which this Constitution is adopted will be known as charter members.

ARTICLE IV. OFFICERS

Section I. The **OFFICERS** of this club shall be President, Vice President, Secretary, and Treasurer. They shall be elected annually and shall serve throughout the year, unless excused or removed for just cause. If members desire, they may elect a reporter, song leader, and recreation leader.

Section II. **ELECTION OF OFFICERS.** All votes for officers shall be by ballot unless otherwise ordered by the club. Before candidates can be declared elected, they must receive a majority of all votes cast.

Section III. **NEW OFFICERS** shall take up their duties immediately after election and when old business has been completed.

Section IV. **DUTIES OF OFFICERS.** The President shall preside at meetings, preserve order, appoint committees, call special meetings when necessary, and perform other duties as may be prescribed in the by-laws keeping in mind at all times the best interest of the club.

The Vice President shall perform the duties of the President if the President is absent or unable to act as such. The Vice President should assist the President in leadership of the club and be active at all times.

The Secretary shall keep the minutes of all meetings, send reports of all meetings and activities on the forms provided to the University of Wyoming Cooperative Extension Service Extension Educator, keep an accurate record of attendance of all club members, and carry on all official correspondence for the club.

The Treasurer shall keep any money collected for the club and record all financial transactions.

Section V. This club shall be organized and managed under the direction of a local leader in cooperation with the University of Wyoming Cooperative Extension Service of the College of Agriculture.

ARTICLE V. MEETINGS

Section I. This club shall hold at least six regular meetings during the club year. Club members or a committee will decide dates and places for meetings. General arrangements for the following meetings, such as time and place, will be made before the motion to adjourn is in order. Special meetings may be called by the President.

ARTICLE VI. AMENDMENTS

Section I. The constitution may be amended only if two-thirds vote of membership is present at any regular meeting, provided there be a quorum present. Notice of any amendment must be read at a regular meeting before the meeting at which it is acted upon.

Section II. The club may adopt any by-laws for the regulation of the club or of the members that may conform with the constitution.

BY-LAWS

ARTICLE I. RULES OF ORDER

Robert's Rules of Order shall be the official guide for all meetings.

ARTICLE II. QUORUM

A quorum at any meeting shall consist of a majority of the members of the club and is the number necessary to hold a business meeting.

ARTICLE III. ORDER OF BUSINESS AT CLUB MEETINGS

The order of procedure for the regular meeting shall be as follows:

PART I. THE BUSINESS MEETING

The Club President is in charge.

- (1) Meeting is called to order by the President.
- (2) Club members join in club pledge or song, while standing.
- (3) The secretary calls roll. (Members answer by reporting progress on projects or the special topic assignments.)
- (4) The secretary reads the minutes of the last meeting and calls for their approval.
- (5) Old business
 - a. Discuss unfinished business from the previous meeting.
 - b. Give reports of committees.
 - c. Give reports of project meetings.
- (6) New business
 - a. New committees are appointed.
 - b. The floor is open for any suggestions for the benefit of the club.
- (7) Club members join in songs and yells with song and yell leader in charge (optional).
- (8) The meeting is adjourned.

PART II. INSTRUCTION

A junior or adult leader in charge

- (1) The leader inspects and approves 4-H record books.
- (2) The leader discusses lessons or subjects for the 4-H meeting, gives a presentation of the practical problem under consideration, offers a field trip or a judging session.

PART III. SOCIAL AND RECREATIONAL PERIOD

The program for this period may include songs, recitations, debates, stunts, hikes, etc.

PART IV. WORK ON PROJECTS

ARTICLE IV. COMMITTEES

Section I. The standing committees of this club shall be:

1. Executive Committee
2. Program Committee
3. Social and Recreation Committee

Section II. **THE EXECUTIVE COMMITTEE** shall consist of the President, Vice President, Secretary, and Treasurer. This committee shall have supervision over matters of general interest to the club and over the general club program. A junior or adult leader shall be an ex-officio member of the executive committee.

Section III. **THE PROGRAM COMMITTEE** shall be appointed by the President from the membership of the club.

Section IV. **THE SOCIAL AND RECREATION COMMITTEE** shall consist of two or three members appointed by the President to serve for a month at a time or for the entire year. This committee shall arrange the details of the social and recreational programs to be carried out at each meeting. The Recreation Leader should be a member of the committee.

Section V. **SPECIAL COMMITTEES** should be appointed from time to time. These committees can include history, year book, etc.

Section VI. **THE CLUB PRESIDENT** shall advise with the executive committee in the appointment of all permanent committees.

ARTICLE V. PROGRAM OF WORK

The club shall adopt a program of work each year to show the activities in which the club will participate. The secretary will keep a copy and shall forward a copy to the UW Cooperative Extension Service Extension Educator soon after the club is organized for the year's work.

ARTICLE VI.

These by-laws may be amended by two-thirds vote of the members present at any regular meeting, provided there be a quorum present.

ARTICLE VII.

This constitution and by-laws, together with amendments, shall govern the club throughout its life and shall, along with the club charter, constitute a permanent possession of the club, to be kept by the Club Secretary and turned over by this secretary each year to the new secretary following the annual election of officers.

ARTICLE VIII. SPECIAL CLUB RULINGS

Section I. **CLUB FINANCES.** Individual assessments may be made. Money may be raised by the 4-H club or through community enterprise.

Section II. Pins. A 4-H member who has successfully completed one 4-H project shall be privileged to wear the official national 4-H pin. Members who advance in 4-H work will be entitled to wear the appropriate 4-H pin, according to the number of years of 4-H work completed.

This Constitution and by-laws were adopted by this club on _____, 20_____.

President

Secretary

Leader

List of Members:

SUMMARY REPORT

CLUB _____ 4-H Year: 20_____

MEMBERSHIP

Number of members enrolled this year _____ Number in school _____ Not in school _____

Number of members completing work for the year (all projects carried) _____

Number of last year's members re-enrolled for this year _____

ORGANIZATION

Date election was held _____ Date yearly program was planned _____

MEETINGS HELD

Number of regular club meetings _____ Total attendance _____

Number of special club meetings _____ Total attendance _____

Number of project or work meetings _____ Total attendance _____

Number of parents attending club meetings _____ Number of other visitors _____

LOCAL CLUB EVENTS

Number of members attending: local club tour _____ picnic _____ 4-H Sunday _____ party _____
achievement day _____ other events _____

COUNTY EVENTS

Number of members attending: officers' training _____ county picnic _____ 4-H Sunday _____
county camp _____ county fair _____ achievement day _____ county or district judging day _____

STATE AND NATIONAL EVENTS

Number of club members and leaders attending: State Leaders' Conference _____ State Fair _____
Youth Leadership Conference _____ District 4-H meeting _____ Natural Resources Camp _____
Other State 4-H meetings _____

PRESENTATIONS

Number given at 4-H meetings and local events _____
Number given to the public (not contests) _____
Number given in county and state contests _____

FINANCIAL SUMMARY FOR YEAR

Balance on hand from
previous years _____
Total receipts _____
Total expenses _____
Net balance _____

JUDGING

Number of 4-H members participating in judging practice _____

PUBLICITY

Number of news stories written for publicity _____
Number of members and leaders on radio programs _____

COMMUNITY SERVICE ACTIVITY: Explain briefly.

OTHER ACTIVITIES: List other club activities you have completed this year.

Leader visited _____ homes of 4-H members.

Leaders from your club attending county leaders' meetings:

county 4-H leaders' council meetings _____

4-H leader training meetings _____

Secretary

Leader

SUGGESTIONS FOR WRITING CLUB MEETING MINUTES

The record of proceedings for an organization is usually called the “minutes.” The record of minutes should contain:

1. Date and place of meetings, attendance, and names of visitors and special guests
2. Business — A record of all business transacted, all the motions made, names of person who made and seconded the motions, committees appointed, committee reports made, and time and place for the next meeting
3. Program — List topics discussed, names of person on the program and presentations given
4. Recreation — Make a statement explaining the games that were played and who led the games

Write the minutes immediately after each meeting.

The minutes should show what was **DONE** rather than what was **SAID**. In general, they should cover the business part of the meeting, the instruction period, and the social and recreational period.

When reading the minutes, rise and address the President.

SAMPLE MINUTES

The Busy Bees 4-H club of Prairie Ridge Community met November 18, 1998, at the home of Betty Brown. The meeting was called to order by the President, Jim Jackson. Martha Johnson led the club in repeating the pledge to the flag and the 4-H pledge.

Betty Brown led the singing of “Five Hundred Miles,” “Wyoming State 4-H Song,” and “Country Road.”

Twenty members and three leaders were present and answered roll call by “One health habit I am trying to establish for myself.” Six parents were visitors at the meeting.

The minutes of the last meeting were read. One correction was made regarding the plans for the Christmas party to be given for the children of the new families in the community.

Jack Smith, chair of the program committee, reported that the highway patrolman had agreed to come to the January meeting to talk about safe driving on the highways and show a highway safety video. Jack moved that the entire community be invited to attend this meeting. Seconded by Mary Ross, motion carried. The president appointed a host committee to invite all organizations and families and to welcome all who came to the meeting. Those appointed to the committee were: George Barton, Mary Ross, and Bob Rice.

Mary Jackson gave a presentation on “How to Use Sharp Knives Safely.” Roy Evans presented “Painting the Gasoline Can Red.”

The meeting adjourned for recreation. Members of the recreation committee led the games: Donkey Ring on a String, O Susanna.

The meeting closed by all members standing in a circle with hands joined and singing “Vive L’Amour.”

Marilyn Barron
Secretary

MINUTES OF _____ **MEETING DATE** _____, **20** _____
(First, Second, etc.)

Project groups within a community club will report on a separate form.

Name of club _____ Community _____

Number of members in club _____ Number present _____

Place meeting held _____

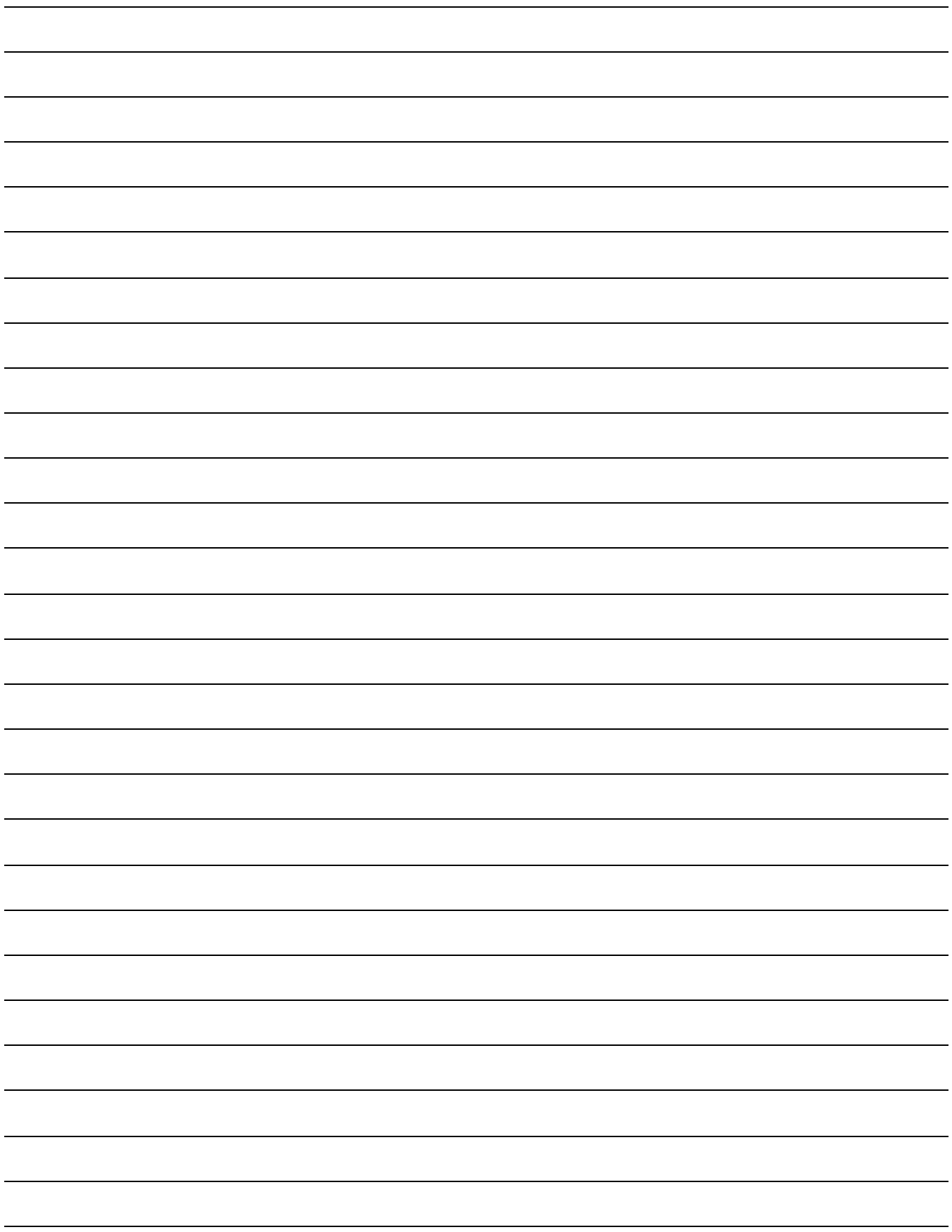
BUSINESS, PROGRAM, RECREATION, ETC.

Next meeting: Date _____ Time _____ Place _____

Write on the next page if more space is needed.

Secretary

A series of 24 horizontal lines spanning the width of the page, intended for writing or drawing.



MINUTES OF _____ **MEETING DATE** _____, 20_____

(First, Second, etc.)

Project groups within a community club will report on a separate form.

Name of club _____ Community _____

Number of members in club _____ Number present _____

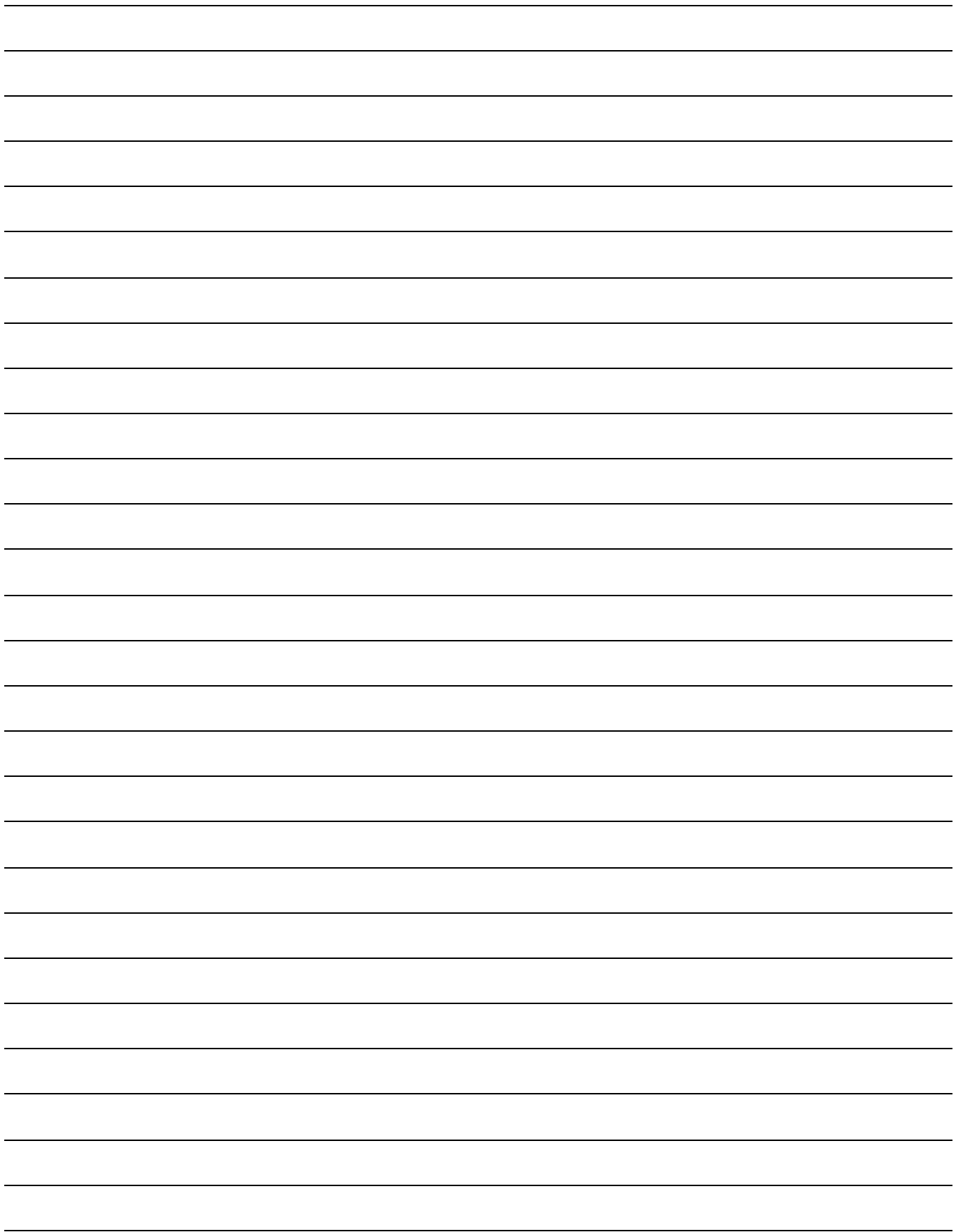
Place meeting held _____

BUSINESS, PROGRAM, RECREATION, ETC.

Next meeting: Date _____ Time _____ Place _____

Write on the next page if more space is needed.

Secretary



MINUTES OF _____ **MEETING DATE** _____ ,20 _____
(First, Second, etc.)

Project groups within a community club will report on a separate form.

Name of club _____ Community _____

Number of members in club _____ Number present _____

Place meeting held _____

BUSINESS, PROGRAM, RECREATION, ETC.

Next meeting: Date _____ Time _____ Place _____

Write on the next page if more space is needed.

_____ Secretary

MINUTES OF _____ **MEETING DATE** _____ , **20** _____

(First, Second, etc.)

Project groups within a community club will report on a separate form.

Name of club _____ Community _____

Number of members in club _____ Number present _____

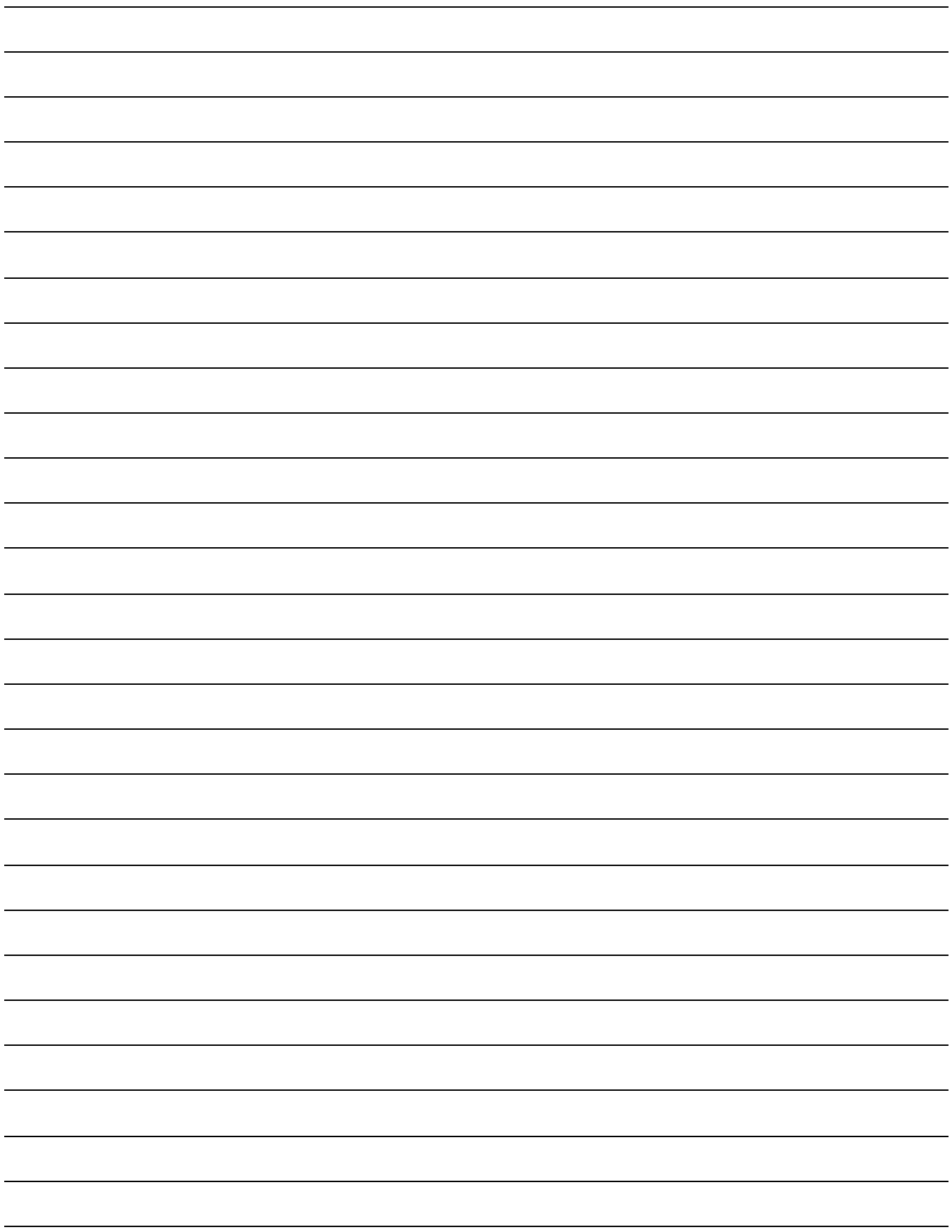
Place meeting held _____

BUSINESS, PROGRAM, RECREATION, ETC.

Next meeting: Date _____ Time _____ Place _____

Write on the next page if more space is needed.

Secretary



PROJECT MEETING MINUTES

MEETING DATE _____, **20** _____

Names of project group _____ Club _____

Number of members in project _____ Number present _____ Place meeting held _____

BUSINESS, PROGRAM, RECREATION, ETC.

Next meeting: Date _____ Time _____ Place _____

Write on the next page if more space is needed.

Project Secretary

A series of 25 horizontal lines spanning the width of the page, providing a template for writing.