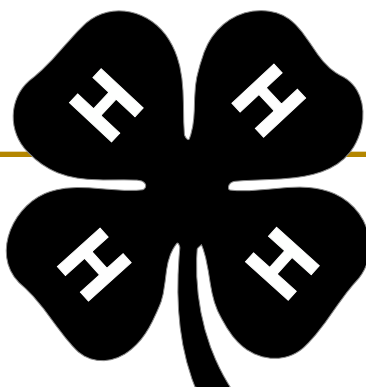




Texas Agricultural Extension Service

The Texas A&M University System

4-H 1-5.012  
8-99



# 4-H Club Secretary's Record Book

**Dear 4-H Secretary:**

Congratulations on being selected by your 4-H club for the office of secretary. This is an important position. Your good work will help your club be successful.

Here are a few suggestions to help you get started. First, look through the Secretary's Record Book. Note your own duties, the 4-H Club Bylaws, the section for club goals and the Standard of Excellence section.

- Use the contents listing to find specific sections.
- Complete or revise the Bylaws as directed by the club.
- Enter your club's goals.
- After each meeting send a club report to your County Extension office.
- At the end of the year complete the 4-H Club Standard of Excellence Report. Submit it for recognition.

A main part of your job is taking, recording and reading minutes of the meetings. Take time to learn this main duty. This job will require some work on your part. Give it your prompt attention and complete each task to the best of your ability. Then you'll find that being a 4-H secretary is a respected and rewarding position. Good luck!

Sincerely,

Martha Couch  
Asst. Director for 4-H & Youth

MC:jy

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# 4-H Club Secretary's Record Book

## Club Information

Club Name \_\_\_\_\_

County \_\_\_\_\_

Secretary's Name \_\_\_\_\_

Year \_\_\_\_\_

## Club Goals

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



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# 4-H Secretary's Guidelines

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## Duties of the 4-H Club Secretary

- Keep an accurate up-to-date roll of all members in the club.
- Call the roll and check attendance at each meeting.
- Keep complete and accurate minutes of all meetings.
- At each meeting, read minutes of the last meeting.
- Take care of club correspondence including reading letters of information or other correspondence to the club and writing letters for the club.
- Complete the Monthly Secretary's Report and submit it to the county Extension office.

## Begin the 4-H Year

- Obtain last year's Secretary's Record Book from the previous secretary. The minutes of the last meeting of the club written by last year's secretary should be the first minutes read for the new year.
- Use the roll from the past year as a guide, but do not add members to the club roll until they enroll for the current year.
- Obtain a complete and accurate roll of club members from the club manager as members enroll. Write all members' names in the Secretary's Record Book.
- Meet with the executive committee to make club meeting plans for the year. Members will be assigned responsibility for different parts of the meetings. Record these assignments in the Secretary's Record Book.
- Suggest to the club that a membership committee be appointed to recruit members and enroll them at each meeting. By serving on the committee, the secretary can keep the roll up-to-date.

## Prepare for Each 4-H Meeting

- Have the roll complete and up-to-date at all times.
- Decide on a topic for roll call. Members can answer roll call with their favorite hobby, New Year's resolution, a program idea for the coming year, a current news item, 4-H project information, or other topic.
- Have the minutes of the last meeting written and ready to be read.
- Be prepared to read any club correspondence.

## At the 4-H Meeting

- Announce roll call topic and call the roll. Mark members present with a 'P' or check mark.
- Stand and read the minutes for the last meeting. Speak clearly and loudly enough for all members to hear. Have the president sign the minutes after they have been approved.



- Take notes using the 4-H Club Meeting Notes form or use tablet paper during the meeting. Be sure to include:
  - ✓ place, date and time of meeting.
  - ✓ who presided and who was secretary.
  - ✓ number attending and names of new members and/or guests.
  - ✓ whether the minutes were read and approved.
  - ✓ summary of the treasurer's report, if given.
  - ✓ brief summary of reports and announcements.
- Record all motions made, the full name of the person who made the motion and whether the motion passed, failed, was referred to a committee, etc.
- Give names of members appointed to committees.
- Give the subject of the program and who was on the program.
- Report on who led recreational activities and who provided refreshments.

If you cannot attend a meeting, send your copy of the Secretary's Record Book to the president who will appoint a secretary to serve for that meeting. The substitute will check the attendance, write the minutes and sign the minutes as secretary pro tem.

### **After the 4-H Meeting**

- Promptly write the minutes
- Write thank you notes, if needed, to speakers or others.
- Follow other instructions given by the president.

#### ***Writing the Minutes***

Minutes are written in a standard form. It is the secretary's job to see that the Secretary's Record Book is filled with facts of each meeting written in the proper form. If properly written, the minutes are more than just a handy reference. They become a written history of the club.

Minutes are a record of what was done, not what was said. They should not contain discussion, personal opinion, adjectives or interpretations.

The secretary signs the minutes when they are written. The president signs them after they are approved.

Corrections to the minutes are made by marking through the word or words to be corrected and writing the correction above or in the margin.

The forms in this book are samples. You may photocopy these or use other paper for recording the club's official minutes. Use tablet or other paper for notes during the meeting.

### **Other Responsibilities**

The secretary is actually the president's secretarial assistant. Be ready at any time to explain what business is pending, who was appointed to committees, etc.

As secretary, you have all rights of membership. You may introduce motions, discuss them and vote on all business.



You need to be present at all meetings of the club. If you are unable to attend, send the record book with completed minutes to the president.

It is the secretary's responsibility to send to the county 4-H coordinator each month a short report describing what the club has done and what its future plans are (refer to page 22 for instructions and sample card).

At the end of the year, the secretary should turn in completed records of the club and the 4-H Standards of Excellence report to the county 4-H coordinator.

## Sample Club Minutes

Minutes include: Name of club, kind of meeting (regular, special, etc.), date, place, hour

The regular meeting of the Highland 4-H Club was held at the Community Center on September 23, 1999, at 7:00 p.m.

Who presided, who was secretary, number present, names of guests or new members

President Jane Ellis called the meeting to order. Kevin Jones, secretary, called the roll. Twenty-one members answered the roll call with a place visited during the summer. Steven Smith was welcomed as a new member.

Summary of activities and reports and members presenting them

Ruth Smith led the members in the 4-H Motto and pledge and John Clayton gave the inspiration.

Minutes read and approved

The secretary read the minutes of the August 21 meeting. The minutes were approved as read.

Summary of activities and reports and members presenting them

Treasurer Shannon Cockrell reported a balance of \$125.60 in the bank. Social committee chairman Brian

Names of members appointed to committees

Brian suggested forming a committee in charge of decorations. Vickie Smith, Jim Adams and Jane Cook were appointed to be on the committee.

Windsor reported on the recruitment party plans. The party will be on October 2 at 7:00 p.m. at the Community Center. Everyone was asked to bring cookies for refreshments. Mrs. Windsor and Mrs. Jones will be the adult advisors for the party.

Jim Adams gave a report on the foods project meeting, Janis Graham on National 4-H Week plans, Kim Barnett on County 4-H Council, and Beth Adams on the Livestock Judging Contest.

Record of motion, who made it and whether it passed or failed.

Jim Adams moved that the club meet at 7:30 instead of 7:00 next month. The motion was seconded and passed.

Brief summary of program.

Charles Gentry introduced the program, which was a slide set on "Selecting a 4-H Project." After the program, all members signed up for next year's projects.

Brief summary of recreation and refreshments, and who was responsible.

The president announced the next meeting would be October 21. The meeting was adjourned for recreation led by Jennie Jones and refreshments provided by the Adams family.

Minutes signed by secretary when written.

\_\_\_\_\_  
Secretary

Minutes signed by president when approved.

\_\_\_\_\_  
President



# Annual 4-H Club Program and Activity Plan

Club Name \_\_\_\_\_

Regular Club Meeting Date \_\_\_\_\_ Place \_\_\_\_\_

Month	Program	Activities
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		



# 4-H Club Leadership Team

Club Name \_\_\_\_\_ 4-H Year \_\_\_\_\_

Officers	Name	Telephone Number
President:	_____	_____
First Vice President:	_____	_____
Second Vice President:	_____	_____
Third Vice President:	_____	_____
Council Delegate:	_____	_____
Secretary:	_____	_____
Treasurer:	_____	_____
Reporter:	_____	_____
Parliamentarian:	_____	_____
Other:	_____	_____

Leaders	Name	Telephone Number
Club Manager:	_____	_____
Assistant Club Manager:	_____	_____
Project Leaders (List project and name):	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Activity Leaders (List activity and name):	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____





## Leadership (continued)

Teen Leaders:

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Junior Leaders:

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Committees	Name	Telephone Number
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### Program Committee

Chairman:

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Members:

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Advisors:

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### Recreation/Social Committee

Chairman:

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Members:

---

---

Advisors:

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---

### Membership Committee

Chairman:

---

Members:

---

---

Advisors:

---

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## Leadership (continued)

### Finance Committee

Chairman: \_\_\_\_\_

Members: \_\_\_\_\_

Advisors: \_\_\_\_\_

### Other Committees

#### A. Name

Chairman: \_\_\_\_\_

Members: \_\_\_\_\_

Advisors: \_\_\_\_\_

#### B. Name

Chairman: \_\_\_\_\_

Members: \_\_\_\_\_

Advisors: \_\_\_\_\_

#### C. Name

Chairman: \_\_\_\_\_

Members: \_\_\_\_\_

Advisors: \_\_\_\_\_



## Annual 4-H Meeting Agenda Planning Form

Date	Inspiration	Pledges	Demonstrations or Talks	Introduce Program
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
July				
August				



## Agenda Planning (continued)

Date	Recreation	Reports	Other
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			













# 4-H Club Meeting Notes

(Photocopy these two pages to use for each meeting.)

Take notes during the meeting on this page. Members giving reports should give secretary a copy of the written report to file in the secretary's handbook.

Place \_\_\_\_\_ Date \_\_\_\_\_ Hour \_\_\_\_\_

Club Officer Presiding \_\_\_\_\_ Secretary \_\_\_\_\_

Number Members Present \_\_\_\_\_ Number Leaders Present \_\_\_\_\_ Total \_\_\_\_\_

New Members and/or Guests \_\_\_\_\_

Inspiration \_\_\_\_\_

U.S. Pledge \_\_\_\_\_

4-H Motto and Pledge \_\_\_\_\_

Minutes \_\_\_\_\_

Correspondence \_\_\_\_\_

Treasurer's Report \_\_\_\_\_

Other Reports \_\_\_\_\_

Business \_\_\_\_\_

Demonstration \_\_\_\_\_

Program \_\_\_\_\_

Announcements \_\_\_\_\_

Recreation and Refreshments \_\_\_\_\_





*Example*

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# 4-H Club Bylaws

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\_\_\_\_\_ 4-H Club

Adopted \_\_\_\_\_

## ARTICLE I: Name and Objectives

- Section 1. The name of this organization shall be the \_\_\_\_\_ 4-H Club.
- Section 2. This shall be a nonprofit organization for the purpose of promoting education through 4-H Club work.
- Section 3. The objectives of this organization shall be:
- (a) to provide learning situations for the development of leadership, responsibility and effective citizenship.
  - (b) to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
  - (c) to provide information and training in other 4-H projects and activities as members' interests dictate.
  - (d) to help each member experience personal growth and achievement, as well as be of service to others.

## ARTICLE II: Membership

- Section 1. Membership in this organization shall be open to youth who have reached 9 years of age or have entered the third grade and are 8 years old and have not reached their 19th birthday before September 1 of current 4-H year who reside in \_\_\_\_\_ County regardless of socioeconomic level, race, color, sex, national origin or handicap.
- Section 2. Prospective new members must complete a 4-H Enrollment Form at a regular club meeting before being accepted into membership of the club. All members must re-enroll on a 4-H Enrollment Form each 4-H year.
- Section 3. Members are not required to pay dues but will be expected to participate in fund-raising activities of the club.
- Section 4. All members should conduct at least one project and complete and turn in a project record.

## ARTICLE III: Officers and Elections

- Section 1. The elective officers of the club shall be a President, First Vice President, Second Vice President, Third Vice President, Council Delegate, Secretary, Treasurer, Reporter and Parliamentarian.
- Section 2. Officers shall be elected annually. Officers shall serve a term of one year beginning whenever installation is held (June, July, August, or September), and shall not be eligible to have the same office the following year. Any person appointed to fill an unexpired term may be eligible for the same office the following year. The outgoing president shall automatically be the club parliamentarian.
- Section 3. The officers of the club shall constitute an executive committee.
- Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.
- Section 5. The president, with the approval of the executive committee, may appoint up to four members to official roles of leadership as the need arises. Those appointed become members of the executive committee.

## ARTICLE IV: Duties of Officers

- Section 1. Duties of the president shall be
- (a) to preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
  - (b) to appoint standing and special committees.
  - (c) to serve as an ex officio member of each committee, except the nominating committee.
  - (d) to serve as delegate of the club to the County 4-H Council.



Section 2. Duties of the first vice president shall be

- (a) to assist the president.
- (b) to perform the duties of the president in the absence of that officer.
- (c) to serve as chairman of the program committee.
- (d) to plan all club educational programs one year in advance.

Section 3. Duties of the second vice president shall be

- (a) to assist the president.
- (b) to perform the duties of the president in the absence of the president and first vice president.
- (c) to serve as chairman of the recreation/social committee.
- (d) to plan recreation and refreshments for each club meeting and plan special social events of the club.

Section 4. Duties of the third vice president shall be

- (a) to assist the president.
- (b) to perform the duties of the president in the absence of president, the first vice president and the second vice president.
- (c) to serve as chairman of the membership committee.
- (d) to enroll members into the club and be in charge of promotion and recruitment of new members.

Section 5. Duties of council delegate shall be

- (a) to serve as official delegate to the County 4-H Council.
- (b) to keep the club informed of county 4-H activities and assist in the coordination of local and county activities.
- (c) to encourage all 4-H members to become involved in county 4-H activities.

Section 6. Duties of the secretary shall be

- (a) to keep a full and correct record of all proceedings of the club.
- (b) to have charge of club correspondence.
- (c) to keep the roll and read the minutes at each meeting.

Section 7. Duties of the treasurer shall be

- (a) to prepare a budget for approval by the club.
- (b) to receive, hold and pay out all moneys of the club as designated by the adopted budget. Any expenditures over \$\_\_\_\_\_not included in the budget, must be approved by the executive committee.
- (c) to keep an accurate record of the receipt and expenditures of all funds.
- (d) to present a financial statement when requested to do so.
- (e) to serve as chairman of the finance committee.

Section 8. Duties of the reporter shall be

- (a) to report activities of the club to local news media.
- (b) to report activities to the county Extension agent and/or in the county newsletter.

Section 9. Duties of the parliamentarian shall be

- (a) to provide advice to the presiding officer on parliamentary procedure.
- (b) to instruct members in correct parliamentary procedure.

## **ARTICLE V: Leaders and Duties**

Section 1. Adult leaders of the club shall be

- (a) the club manager and assistant club manager recruited by a special committee, or nominated by the nominating committee during April or May of each year.



- (b) leaders in specific project or activity areas such as judging, crafts, clothing, swine, poultry, demonstrations, records, etc., who shall be appointed by the club managers and the executive committee.
- (c) committee advisors or leaders who shall be appointed by the executive committee and club managers.

Section 2. Duties of the club managers shall be

- (a) to be responsible for the overall year's program of the club.
- (b) to work as close advisors and leaders with the executive committee, other committees and adult and junior leaders to see that the club's program and activities are well-planned and executed.
- (c) to work closely with county Extension agents and other adult leaders to coordinate local and county activities.
- (d) to keep the best interests of each member foremost in the plans of the club.

Section 3. Duties of the project and activity leaders shall be

- (a) to be responsible for planning and directing activities and programs in their specific area.
- (b) to work closely with club managers to coordinate their projects with other club activities. (c) to use junior leaders to assist them in their areas.

Section 4. Duties of the committee advisors or leaders shall be

- (a) to provide leadership and guidance to individual committees.
- (b) to help committee members assume as much responsibility as they are capable of and to have successful experiences in carrying out responsibilities.

Section 5. Junior leaders of the club shall be members who are 13 years of age or older who have been members for at least one year. Their duties shall include

- (a) assisting adult leaders in all phases of the 4-H program.
- (b) providing leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise.
- (c) helping individual club members.

### **ARTICLE VI: Committees and Duties**

Section 1. The standing committees of the organization shall be finance, membership, program and social. These committees shall be appointed by the president at the beginning of the year for a one-year term.

Section 2. Duties of the standing committees shall be

- (a) Finance-The finance committee shall have the responsibility of presenting a proposed budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects during the year.
- (b) Membership-The membership committee shall encourage every eligible boy or girl in the neighborhood or community to become a 4-H member. The committee will also be responsible for securing and enrolling new members for the club, welcoming visitors and prospective members at club meetings and providing new members with 4-H club information.
- (c) Program-The program committee shall be responsible for all of the programs at the regular meetings. This includes planning the year's programs at the beginning of the club year and being responsible for each program during the year.
- (d) Social-The social committee shall be responsible for providing recreation at each club meeting, for all special social activities during the year and for appointing families to provide refreshments and be hosts and hostesses for each regular meeting.

Section 3. The nominating committee shall be appointed by the president at least 30 days before the election of officers. It shall consist of three to seven members and one to two advisors. This committee shall secure the consent of each nominee before placing his or her name on the proposed slate of officers.

Section 4. Other committees may be named as the need for them arises.



## **ARTICLE VII: Meetings**

- Section 1. Regular meetings of this organization shall be held on the \_\_\_\_\_ of each month.
- Section 2. Special meetings may be called by the president.

## **ARTICLE VIII: Procedure**

- Section 1. Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's bylaws.
- Section 2. The order of business for regular meetings is:
- Call to order
  - Inspirational
  - Roll call
  - Reception of new members and recognition of guests
  - Reading and approval of minutes
  - Reports officers, committees, project groups, special activities, leaders
  - Unfinished business
  - New business
  - Program
  - Adjournment
  - Recreation

This order of business may be altered for the convenience of a speaker giving the program.

## **ARTICLE IX: Club Dissolution**

- Section 1. Upon the disbandment of the club, all real property, including money, equipment and land, shall become the property of the County 4-H Program Development Committee for care and disposition. The last official duty of the club's leader shall be to effect the transfer of club property and to turn over club records to the county Extension agent.

## **ARTICLE X: Amendments**

- Section 1. These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous regular meeting of the club.



# Monthly Secretary's Report

As club secretary, you conduct correspondence on behalf of your club. A special type of correspondence is the Secretary's Monthly Report. This is sent to the county Extension office to help Extension agents know what is happening in the 4-H club.

Immediately after each monthly club meeting, fill out the report card and mail it to the county Extension office. You will be provided with a supply of the report cards upon your request.

4-H 1-5.049

## Sample 4-H Meeting or Activity Report Card

Dear County Extension Agent (s),

Below is a report of our recent 4-H meeting or activity:

Name of 4-H Club \_\_\_\_\_

Type of meeting or activity \_\_\_\_\_

Date of meeting or activity \_\_\_\_\_ Place \_\_\_\_\_

Total present \_\_\_\_\_ Members \_\_\_\_\_ Leaders \_\_\_\_\_ Others \_\_\_\_\_

What we did: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of next meeting \_\_\_\_\_ Place \_\_\_\_\_ Time \_\_\_\_\_

Name of person making report

Title



# Texas 4-H Club Standards of Excellence Report

Club Name \_\_\_\_\_ Year \_\_\_\_\_

Check 'yes' or 'no' for each of the following items that best describes what is happening in your club. Clubs that meet 12 of the 15 Standards of Excellence will be recognized as a 4-H Honor Club.

Yes No

1. ( ) ( ) Have a charter on file in the county Extension office and a membership of 10 or more members.
2. ( ) ( ) Had at least two club managers.
3. ( ) ( ) Officers were elected and they fulfilled leadership roles.
4. ( ) ( ) Reviewed club Constitution/Bylaws this year, updated it if needed, and have copy on file in county Extension office.
5. ( ) ( ) Provided new member packet and orientation for new families.
6. ( ) ( ) Established club goals for the year and turned in a written copy to county Extension office.
7. ( ) ( ) Developed a club calendar for the year and distributed it to members, parents, leaders and county Extension office.
8. ( ) ( ) At least nine meetings or activities were planned and conducted for all members of the club.
9. ( ) ( ) Had an average attendance of 50 percent of membership at eight regular club meetings (divide attendance by current enrollment).
10. ( ) ( ) Seventy-five (75) percent of members participated in a project group and completed a project record form.
11. ( ) ( ) Held a club recognition event.
12. ( ) ( ) Conducted or participated in a community service project.
13. ( ) ( ) Club was represented in three or more county 4-H activities.
14. ( ) ( ) Kept the 4-H program before the public by promoting 4-H through two or more of the following: news stories, radio, television, public presentations, posters and exhibits.
15. ( ) ( ) Kept a record of the club's meeting and activities (completed secretary's and/or treasurer's records and/or club yearbook or directory) and turned it in to county Extension office.





# Successful Programs, Activities and Accomplishments of Our Club and/or Members

1.

2.

3.

4.

5.

We certify that our 4-H club has carried out the items and activities as checked above, during the club year.

Club President \_\_\_\_\_

Club Secretary \_\_\_\_\_

Club Manager \_\_\_\_\_



## **4-H Club Motto and Pledge**

In support of the 4-H Club Motto, To Make the Best Better, I Pledge:

My Head to clearer thinking  
My Heart to greater loyalty  
My Hands to larger service, and  
My Health to better living,  
For my club, my community, my country and my world.

## **4-H Club Prayer**

“Help me, Oh Lord, to live so that the world may be a little better because Thou did’st make me. Amen.”

## **4-H Colors**

Green—nature’s most common color is emblematic of spring, life and youth. White—symbolizes purity and high ideals.

## **4-H Emblem**

The four-leaf clover with the letter “H” on each leaflet, meaning the four-square development of Head, Heart, Hands and Health, is the accepted emblem. The emblem is protected by a United States Department of Agriculture copyright.

## **4-H Creed**

I believe in 4-H Club work for the opportunity it gives me to become a useful citizen.

I believe in the training of my Head for the power it will give me to think, to plan and to reason.

I believe in the training of my Heart for the nobleness it will give me to be kind, sympathetic and true.

I believe in the training of my Hands for the dignity it will give me to be helpful, useful and skillful.

I believe in the training of my Health for the strength it will give me to enjoy life, resist disease and work efficiently.

I believe in my country, my state and my community and in my responsibility for their development.

In all of these things I believe, and I am willing to dedicate my efforts to their fulfillment.

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