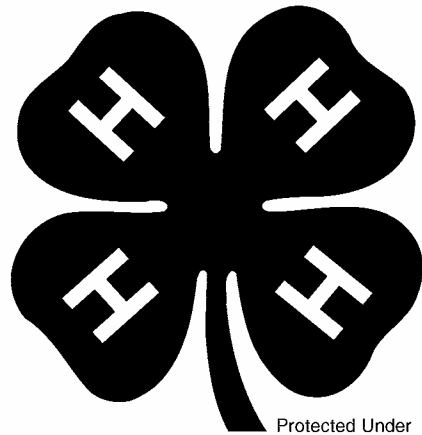
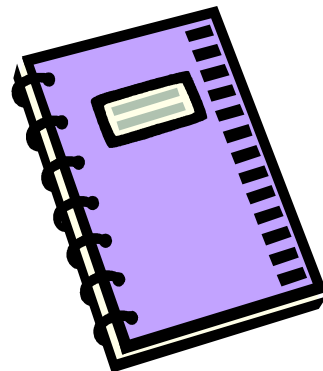


Boone County 4-H Club



Protected Under
18 U.S.C. 707

Secretary's Record Book



Bareilly
4H Club
Secretary's Record Book

Club Name _____ Township _____

Name of Secretary _____

Secretary's Address _____

Name of Club Leader _____

Club Leader's Address _____

Name of Club Leader _____

Club Leader's Address _____

Name of Club Leader _____

Club Leader's Address _____

Covers Period Beginning _____ Ending _____

Signature of Secretary _____

Signature of Club Leader _____

Duties of Officers

President

1. Preside at club meetings
2. Handle all the business of the club meeting.
3. Help keep order during the meeting.
4. Appoint committees and delegate responsibilities to members.

Vice President

1. Take charge of meeting when President is absent.
2. Serve as chairman of the program committee.
3. Oversee all standing and special committees.

Secretary

1. Keep complete report of all meetings.
2. Keep record of attendance of all members.
3. May send out notices of meetings.

Treasurer

1. Keep accurate financial records of the club's finances.
2. Pay bills and make a financial report at each meeting.
3. Have the financial records audited each year.

Reporter

1. Be responsible for club news and report to the community about 4-H.
2. Get acquainted with the editor of the local newspaper.
3. Have charge of the club's scrapbook.

Recreation Leader

1. Be responsible for planning and carrying out the recreation program for the club.

Song Leader

1. Have charge of music and lead songs at each meeting.

Health and Safety Leader

1. Be responsible for promoting health and safety for the club and making sure a program is presented at each meeting.

Devotions Leader

1. Be responsible for presenting or having a devotion presented at each meeting.

The 4-H Club Emblem and Colors

The 4-H Club emblem is a four-leaf clover with the letter “H” on each leaf. The four “H’s” stand for Head, Heart, Hands, and Health. The leaves of the clover are green and the “H’s” are white. The white is for purity. Green is nature’s most common color.

The 4-H Pledge

I pledge

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

The 4-H Motto

To make the best better.

The 4-H Creed

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

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

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

I believe in the training of my Hands for the ability 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, to resist disease, and to work efficiently.

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

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

How to Write 4-H Club Minutes

Minutes are the record of what a club does at its meeting. Minutes of your 4-H Club should include the following facts:

1. Kind of meeting, whether regular or special.
2. Name of your club.
3. Number of members present and names of special guests.
4. Statement that minutes of the last meeting were or were not read and approved.
5. A record of all business carried on, including motions made, who made them, and whether motions passed or failed.
6. Record of committees appointed and committee reports presented.
7. Names of persons taking part and what they did on the program.
8. Record of demonstrations presented, project work done, special features on the program and recreation.
9. Time and place of next meeting.
10. Minutes may be handwritten, typewritten, or computer printed.

Sample Minutes

Secretary's Minutes
Helping Hand 4-H Club
January 20, 1997

The Helping Hand 4-H Club meeting was called to order at 7:00 pm by President Green Thumb. The meeting was held at the 4-H Community Building with 24 members and 8 adults present.

Pledge to the flags were lead by Silver Star and Waving Hand.

Minutes of the December 18, 1996 meeting were read and approved.

Red Clover, Treasurer, reported a balance of \$543.89. The Treasurer's report was approved and filed subject to audit.

Unfinished Business

There was no unfinished business.

Committee Reports

Hairy Vetch, chairman of the Christmas Party Committee, reported that 14 members attended the annual event and everyone seemed to have a good time. Gifts were exchanged among those present. Minnie Mouse moved to accept the committee report. The motion was seconded and passed.

New Business

Chocolate Bar moved that we sell candy again this year as the annual fundraiser. After much discussion the motion was seconded and passed.

John Brush moved that we paint the bleachers in the show arena at the fairgrounds as our community service project this year. Sally White moved to refer this to a committee. The motion was seconded and passed. Committee members are Joe Black, Red Shelter, and Misty Rain.

There being no other business the meeting was adjourned at 7:33 pm and members participated in recreation led by Basket Ball.

Respectfully submitted,

Cramped Hand
Secretary

Green Thumb
President

4-H Club Meeting Minutes

Date: _____

Location: _____

Members Present _____ Guests Present _____ Time of Meeting: _____

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Sample Constitution and By-Laws

Article I - Name

The name of this club shall be the _____ 4-H Club.

Article II - Affiliation

This club shall be affiliated with the Boone County 4-H Club, Indiana 4-H, and National 4-H. As such, the motto shall be "To Make the Best Better", and the emblem shall be a green four-leaf clover bearing a white letter "H" in each leaf and used in accordance with all copyright regulations. This club shall be under the direction and guidance of the Boone County Extension Office.

Article III - Purpose

The purposes of this club are to interest young people in opportunities for learning through 4-H Club projects and to help them to work and play together.

Article IV - Membership

A club member must be enrolled in Grade 3 through age 19, inclusive, and must be a member in good standing with Boone County 4-H. Membership is open to all these youth regardless of race, color, religion, sex or national origin.

Article V - Officers

The officers of this club shall be President, Vice President, Secretary, Treasurer, Reporter, Recreation Leader, Song Leader, Health & Safety Leader, and Devotions Leader. All officers shall be elected by a majority of members present in _____ (month) _____ and serve a term of one year. Any officer may be removed from office for failure to execute his/her assigned duties by a two-thirds majority vote of the club's membership.

Article VI - Duties of Officers

All officer duties are listed on page 4 of this book.

Article VII - Committees

Committees for special purposes may be appointed by the President or elected by the membership at any meeting. The Vice President will oversee the functions of each committee.

Article VIII - Adult Leaders

The club shall be under the direction and guidance of a local club leader approved by the Boone County Extension Office and Boone County 4-H Club, Incorporated 4-H Council.

Article IX - Meetings

The regular meeting of this club will take place at _____ on the _____ of each month. The order of business for all regular meetings will be as follows:

1. Call to order by President
2. Roll call
3. Approve minutes of last meeting
4. Treasurer's report
5. Devotions, songs, etc.
6. Unfinished business
7. Committee reports
8. New business
9. Special programs, recreation, etc.
10. Adjournment

Robert's Rules of Order shall govern the meetings of this club.

Article X - Amendments to Constitution and By-Laws

The Constitution and By-Laws of this club may be amended by a two-thirds majority vote of those members present at a regular meeting provided the amendment was presented to the membership at a regular meeting at least 30 days prior to being voted on.