



AKH-00011

Alaska 4-H SECRETARY'S BOOK



To The 4-H Secretary

This is the record of your 4-H club.

Each project group may also want to keep a record of its own. If so, a separate secretary's book should be used for this purpose.

The general club story should tell about the activities of the project groups as well as those of the entire club.

The minutes will be more accurate and complete if you write them up as soon as the meeting is over. This is the permanent record of the club and should be written in ink.

WHAT WE PLAN TO DO THIS YEAR

Develop a club program that:

1. Is planned for the year and announced in advance of each meeting or activity.
2. Is based on the real interests and needs of club members.
3. Includes a variety of activities.
4. Gives every member a chance to participate.
5. Develops leadership in members.
6. Provides opportunities for members to make decisions.
7. Meets the approval of parents and gives them an opportunity to participate in the club program.
8. Contributes to the community.

4-H groups can have success by:

1. Having a planned program.
2. Planning one or more club events, such as a tour, a program for parents, an achievement program or a fun night
3. Developing a plan to get new members or help others start a new club. The plan should include ways to reach all eligible boys and girls to encourage them to join.
4. Participating in a community service project.
5. Giving each member an opportunity to participate in the club program.

Club name: _____

Community: _____

Secretary: _____

4-H year: _____

OFFICERS

President _____

Vice President _____

Secretary _____

Treasurer _____

Reporter _____

Other _____

COMMITTEES

Program _____

Membership _____

Recreation _____

Community Service _____

Other _____

LEADERS

Club Leader

Activity Leaders

Project Leaders

MINUTES

Date _____ **Place of Meeting** _____

Number of Members Present _____ **Number of Visitors** _____

Write what you did at the meeting, e.g., officer and committee reports, new and old business discussed, elections, names of guests, etc. If decisions were made by the club, indicate (1) what was decided, (2) what needs to be done, (3) who will do it and (4) when it will be done.

SIGNED _____
Secretary

Balance on hand last treasurer's report _____
Receipts since last treasurer's report _____
Treasurer's balance as of this date _____

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Horizontal lines for writing minutes.

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Secretary

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A series of 28 horizontal lines for writing.

WE MAKE NEWS

Paste in photographs or newspaper articles that tell what the club did.

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CONSTITUTION

Article I. The name of this organization shall be the _____ club.

Article II. The purpose of this club is _____.

Article III. Membership is open to all boys and girls in the third grade and above without regard to race, creed, color, income level, disability or national origin.

Article IV. The officers shall be a president, vice president, secretary, treasurer and reporter. Officers shall be elected by a majority vote of members at a meeting with one week prior notification.

Article V. This constitution may be amended by a majority vote of the members present at a designated meeting following the meeting at which any amendments were proposed.

BYLAWS

Article I. The officers shall be elected by ballot.

Article II. The club shall meet regularly _____ a month. Other meetings shall be at the call of the president.

Article III. Meeting consist of: (1) opening; 2) business; 3) educational program; and 4) recreation.

Article IV. Those bylaws may be amended by a vote of _____ (usually two thirds) of the members present at any meeting.

Article V. Payment of club expenses by check will be completed by the treasurer, with two signatures per check. Expenses over _____ will be voted on at a regular club meeting.

Article VI. Duties of officers:

President

1. Presides at meetings.
2. Serves as discussion leader for questions brought before the group.
3. Appoints committees with the help of the club leader.
4. Works with leaders and club members to plan the club program for the year.
5. Meets with leader and the other officers to plan order of business for each meeting.

Vice President

1. Performs all duties of the president in case he or she is absent.

Secretary

1. Keeps the minutes of all meetings.
2. Writes letters and reports.
3. Sends or posts notices of meetings.
4. Acts as presiding officer if both the president and vice president are absent.
5. Completes secretary's book and gives it to the leader at the end of the year.

Treasurer

1. Accepts and deposits all money received by the club.
2. Keeps accurate account in treasurer's book of all money received and disbursed.
3. Pays all bills on action by the club.
4. Gives a complete financial report at each business meeting.

Reporter

1. Writes articles to turn in to district agent and/or newspapers and radio stations.

Constitution and bylaws adopted as read or with the following amendments:

ADOPTED _____, 20____ SIGNED: _____

President

Secretary

OUR CLUB'S ACCOMPLISHMENTS

Include at least one example for each category below and provide details in "Our Club Story" on page 16.

Check Here

- | | |
|--|-------|
| Had a planned program..... | _____ |
| Held one or more club events such as a tour, program for parents or sponsors,
trip, picnic or similar activity..... | _____ |
| Developed a plan to get new members or help others start a new club..... | _____ |
| Contacted all eligible boys and girls to invite them to join 4-H | _____ |
| Participated in a community service project..... | _____ |
| Gave each member an opportunity to participate in the club program..... | _____ |

Signed:

President

Secretary

www.uaf.edu/ces or 1-877-520-5211

Darren Snyder, Extension Faculty, 4-H and Youth Development. Revised from a publication by Dennis L. Crawford, Washington State University Cooperative Extension, 1992.



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