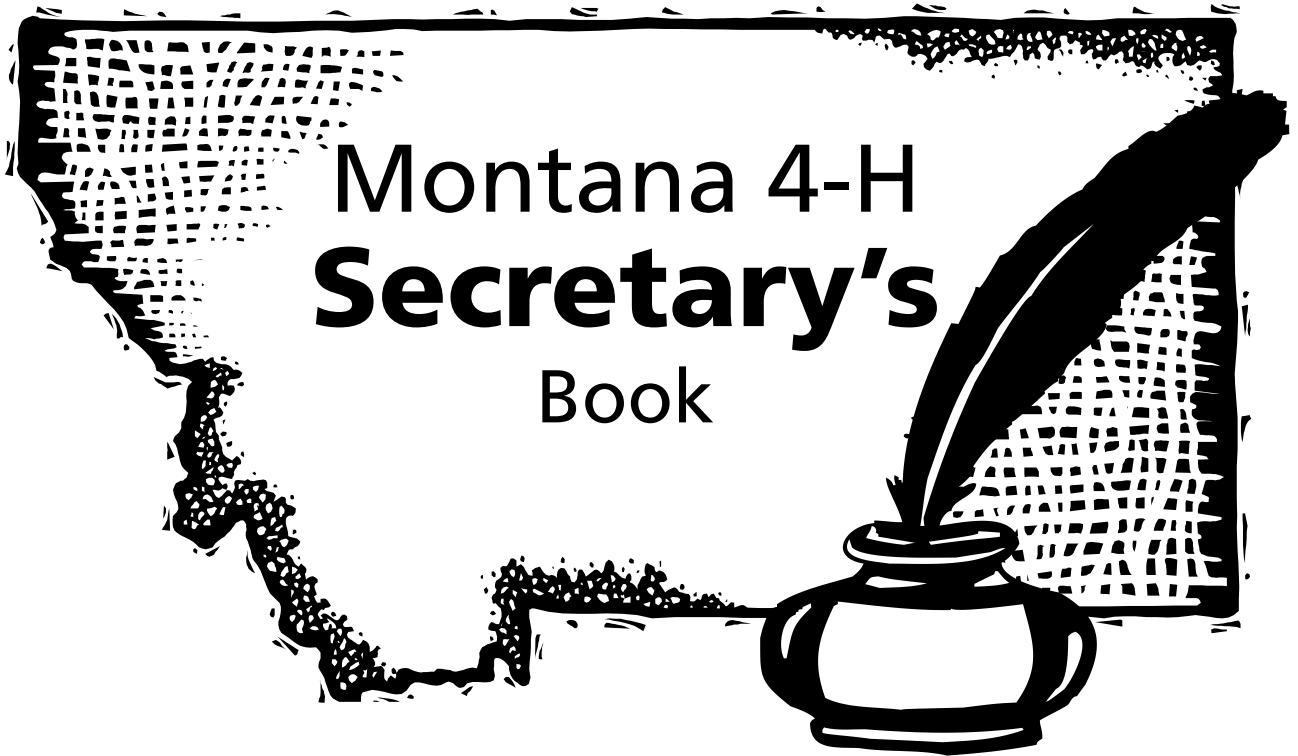




Montana 4-H Center  
FOR YOUTH DEVELOPMENT



County \_\_\_\_\_

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

Name of Club Secretary \_\_\_\_\_

Year \_\_\_\_\_

# MONTANA 4-H IS....

4-H is a part of the Montana State University Extension System which is a part of the U. S. Department of Agriculture and your local county government. 4-H members are youth who chose to participate in Extension sponsored educational programs which are open to all youth.

The goal of Montana 4-H is to develop citizenship, life skills and educate youth and adults for living in a global and changing world by using the resources of the Land-Grant Universities and the U.S. Department of Agriculture.

Montana 4-H Educational programs are 4-H Clubs, after-school programs, 4-H camps, school enrichment, community service, events and activities for young people and adults as they work towards attaining the five Life Skills:

- Fostering positive self concept
- Learning Decision Making Skills and responsibility for choices
- Developing an inquiring mind
- Relating to self and others
- Acquiring a concern for communities – local and global

The emblem of the 4-H program is a green four-leaf clover with a “white H” in each leaf. The four “H”’s stand for Head, Heart, Hands, and Health and represent ways to develop the five life skills.

**HEAD:** Learning to think, make decision, understand the ‘whys’, gain new and valuable insights and knowledge

**HEART:** Being concerned with the welfare of others, accepting communities, determining values and attitudes by which to live and learning how to work with others.

**HANDS:** Learning new skills, improving skills already developed, instilling pride in works, and respect for work accomplished.

**HEALTH:** Practicing healthful living, protecting the well-being of self and others, making constructive use of leisure time.

This four-fold development is vital to every individual. All four of the “H’s” should be an important part of the goals youngsters identify as they participate in 4-H sponsored programs and educational activities.

## Material adapted by:

Carol Benesh  
4-H Curriculum & Outreach Specialist  
Montana State University

## Adapted from:

Ohio 4-H Secretary’s Handbook  
Ohio State University Extension, 2003.

4-H Secretary’s Record Book  
Kansas State University, 2005

Secretary, Ohio 4-H Club Officer’s  
Guide  
Ohio State University, 2002.

## Designed by:


David Ashcraft  
Montana State University Extension



The Montana State University  
Extension Service is an ADA/EO/AA/  
Veteran’s Preference Employer and  
Provider of Educational Outreach.

## TABLE OF CONTENTS

Montana 4-H is....	ii
Duties of the Secretary .....	1
Guidelines for Secretaries.....	1
Club Roll.....	1
Leader, Officer and Committee Lists....	2
Meeting Minutes.....	2
Club Program.....	4
Club Constitution and By-laws .....	4
<b>CHECK YOURSELF AS AN OFFICER.....</b>	<b>6</b>

ongratulations! Your fellow club members have elected you to serve as secretary for the coming year. This is both an honor and a responsibility. As a 4-H club officer, you represent not only your club, but also the 4-H program throughout the state. Are you ready to assume the important office of secretary? This guide will help you understand what your role is as an officer and how to carry out your many official duties.

---

## **Duties of the Secretary**

As secretary, your responsibilities include:

- Keeping an accurate record of proceedings of all meetings and special activities.
- Maintaining a list of all members and their attendance at meetings and activities.
- Calling the role of members at the president's request.
- Completing the minutes and signing them prior to the next meeting.
- Standing to read complete and accurate minutes at every meeting.
- Correcting minutes as directed by the president.
- Having the president sign the minutes after they are approved.
- Recording the treasurer's report and other officers' reports in the minutes.
- Recording committee reports in the minutes.
- Restating motions and looking up items in the minutes at the president's request.
- Reminding the president of unfinished business.
- Sharing correspondence with the club.
- Writing letters as directed by the club.
- Keeping a record of all officers and committees.
- Plan for the next meeting using the Meeting Agenda form.
- Keeping a copy of the 4-H club annual plan
- Maintaining a current copy of the club's program, constitution and by-laws.
- Conducting meetings when the president and vice president are both absent.
- Turning in the completed book at the end of the year for the club's permanent records

## **Guidelines for Secretaries**

Before each meeting, gather all correspondence received since the last meeting so you can present it to the club. Be sure to have an up-to-date roll of members for easy attendance taking. Check the minutes of the last meeting for old business, such as tabled or postponed

motions, and make a note to bring each item to the attention of the president. Use the 4-H Club Meeting Agenda form to plan for the next meeting; noting all important information.

After the meeting, write the minutes as soon as possible. Your minutes will be much more accurate and complete if you do them right away. If handwritten, be sure the final minutes are neat, legible and written in ink. If using a word processor, be sure the final minutes are in a font that will be easy to read. Sign the completed minutes. The person who is presiding when the minutes are approved will also sign. Write any necessary business letters or thank you letters on behalf of the club.

After the last club meeting, give your completed notebook containing the club roll, communications, committee lists, leader list and meeting minutes to your leader. Be prepared to deliver all the secretary's supplies to your successor.

## **Club Roll**

It is the secretary's responsibility to keep an accurate record of each member's attendance. Enter the names of your club's entire membership in your Club Roll list at the beginning of the club year. List the names alphabetically by last name. When new members join, simply add them to the bottom of the roll.

When the president asks you to take roll at the meeting, you should stay seated. Keep roll calls interesting by asking for various responses. This also lets members get to know each other a little better. Some possible answers could be:

- favorite ice cream flavor
- dream vacation destination
- project work accomplished so far
- your middle name
- favorite cartoon character
- what you like best about Montana
- a hobby you have
- a characteristic of a good leader
- something you are thankful for
- a safety goal

Another way to vary roll call is to have members guess the number of candies (or jelly beans, peanuts, etc.) in a jar. After roll call, the person with the closest guess claims the prize!

When a member is present, mark an x in the correct box; when a member is absent, leave the box blank.

## Leader, Officer and Committee Lists

Keep a list of all club volunteer leaders including their phone number and email address. Also list all officers of the club. Having this information all together in one place will help you be able to quickly contact the leaders of the club. You may also want to copy the list for other Leaders and officers when it is complete.

Keep a list of committees. These include standing committees of the club as well as any special committees formed during the year. A worksheet is available to help you organize this information.

## Meeting Minutes

***The minutes of the meeting are the secretary's most important job.*** The official minutes of the meeting are a permanent record of the 4-H club's activities and actions. Minutes need to be neat and easy to read. They should always be written in ink or typed. In the minutes, you will need to include the following:

- Type of meeting (regular or special).
- Name of your club.
- Place and date of the meeting.
- Name of presiding officer.
- Time the meeting began.

- Number of members, leaders, parents, and guests present.
- A statement that the minutes were approved as read or corrected.
- An accurate treasurer's report that shows previous balance, money received since last meeting, payments made after the last meeting and current balance.
- Reports of other officers and committees.
- Complete motions including:
  - *Name of the person making the motion.*
  - *Exact wording of the motion.*
  - *Who seconded the motion.*
  - *Whether it passed or failed.*
- Committee appointments and assignments of members.
- Type of program and presenter's name.
- Record of all members giving demonstrations and their topics.
- Acknowledgement of services to the club such as who provided recreation, refreshments, etc.

Two worksheets are provided for you to take notes on at the meeting. Pick the one that works best for you. Make copies of the form so you have a new one to use at each meeting. Additional forms are available online.

After the meeting is over, transfer the information into a narrative summary on the *Official Minutes Form* (either the word processing form or the handwritten form). You will sign the bottom and the president (or presiding officer) will sign after the minutes have been approved. This document should be kept as your official club record.



Secretary's Minutes  
Mountaineers 4-H Club  
January 20, XXXX

The Mountaineers 4-H Club meeting was called to order at 7:00 p.m. by President Green Thumb. The meeting was held at the Community Building.

**Pledges**

Pledges to the flags were led by Silver Star and Waving Hand.

**Roll Call**

Roll call was to name your favorite color of Jelly bean and why? There were 24 members, 3 leaders, 5 parents, and 6 guests present.

**Secretary's Minutes**

Minutes of the December 18 meeting were read and approved.

**Treasurer's Report**

Treasurer's report showed a beginning balance of \$543.89; income of \$15 from the fair booth; and expenses of \$95.20 for pizza and pop at the Christmas party; for a current balance of \$463.69.

**Other Officer's Reports**

Scoop Writer, news reporter, sent a news article to the Firelands Farmer and local news paper about the Christmas Party.

**Committee Reports**

Red Clover, chairman of the Christmas Party Committee, reported that 14 members attended the annual event. Gifts were exchanged among those present. \$95.20 was spent on pizza and pop for the party. Sammie Fields moved to accept the committee report. Shawn Sand seconded the motion. Motion passed.

**Unfinished/Old Business**

There was no unfinished business.

**New Business**

Sammie Fields moved to sell candy bars for the annual fund raiser. Sandy Helper seconded the motion. After much discussion, Larry Helper moved to refer the motion to a committee of three to be appointed by the president and report back at the next meeting. Chris Clover seconded the motion. Motion passed. President Green then appointed Sammie Fields, Silver Star and Waving Hand to the committee. The committee will meet and present their suggestions for a fund raiser at the next meeting.

John Brush moved to donate \$100.00 to the Fair Board to use for stone under the Cloverbud Barn. Chris Clover seconded the motion. Motion passed.

Misty Rain moved to have a Valentine's Party. Motion died for lack of second.

**Advisor's Report**

Mrs. Helper borrowed project books from the Extension Office so members may look at the different project books available.

Larry Helper moved to adjourn the meeting. John Brush seconded the motion. Motion passed and the meeting was adjourned.

**Educational Program or Community Service Preparation**

The Educational Program for the evening was members talking about the projects they took last year and what projects they might take this year. Everyone was given a Family Guide to 4-H and then looked through the project books Mrs. Helper brought to the meeting.

**Recreation and/or Refreshments**

The Hand family served punch and cookies. There was no recreation.

**Next Meeting**

The next meeting will be held at the Community Center on Feb. 20th, XXXX at 7:00pm.

Respectfully submitted,

*John Anderson*

Secretary

*Joe Smith*

President

(have president sign after being approved)

## Club Program

It is important that every 4-H club prepare a program of activities at the beginning of the year. This program may be prepared by the Executive Committee (the officers), a special program committee, or any variation that works in your club. The proposed program always needs to be adopted by the club. The secretary must include in the minutes the person who moved to adopt the program of activities for the year, who seconded the motion and whether the motion passed or failed. Keep a copy of the adopted club program in the secretary's book.

A club program of activities may take on many forms. (See appendix.) The club program should include:

- Meeting dates, times and locations
- Special meeting topics (safety, health, achievement, etc.)
- Special activities planned (community service, project work, field trips, etc.)
- Demonstration dates, who is providing refreshments, etc.



## Club Constitution and By-laws

Every 4-H club is required to develop a constitution and bylaws. This document reflects the organization of the club and contains any special club rules.

The entire 4-H club is responsible for writing the constitution and bylaws. These documents should be reviewed by the club each year. There should be a motion, second and passing vote recorded in the minutes adopting the constitution and bylaws each year. Changes to the constitution must be approved by a 2/3 majority vote of the club. Bylaws may be changed with a standard majority vote any time throughout the year.

Each member should sign a copy of the approved constitution and bylaws each year. This signifies that every member accepts and is bound by the terms included.

A constitution contains the basic operating premise of the club. It will not change very often. A club constitution should include:

- The official name of the club.
- The objective or purpose of the club.
- Who is eligible for membership. (It must include state 4-H guidelines and be nondiscriminatory.)
- What officers shall be elected.
- Rules for amendments.
- The date of adoption and the current year of approval.

Bylaws are the club's operational rules. They may change throughout the year. Bylaws may include:

- Order of business for a club meeting.
- How officers are nominated and elected.
- Duties of the officers
- List of standing committees.
- How special committees are set up.
- What is expected of members.
- Rules regarding the completion of projects.
- Meeting attendance rules and consequences if rules are not met.
- How bylaws may be amended.
- How club assets will be distributed if the club disbands.

- ARTICLE I \_\_\_\_\_ 4-H club shall be the name of this organization.
- ARTICLE II **Object:** The object of this 4-H club is to aid in the development of its members through practical research-based practices, club meetings, demonstrations, judging, tours, fairs and other activities.
- ARTICLE III **Membership:** Members: Youth that turn 6 years of age during the Montana 4-H year (October 1 and September 30) and have not passed their 19th birthday during the 4-H year are eligible for membership irrespective of race, color, creed, age, religion, national origin, sex, marital status, disability, public assistance status, veteran status, sexual orientation, marital status or parental status.
- ARTICLE IV **Officers:** The officers of this club shall be president, vice president, secretary, treasurer, reporter, and recreation leader.
- ARTICLE V **Leaders:** The club will have \_\_\_\_ organizational leader(s) and as many other leaders as necessary to serve as project and activity leaders.
- ARTICLE VI **Meetings:** There shall be a minimum of six (6) meetings of the club held each year.
- ARTICLE VII **Amendments:** It shall require a two-thirds vote of the members present at any regular meeting to amend this constitution.
- BY-LAWS**
- ARTICLE I **Election of Officers:** Officers shall be elected by ballot at the October meeting each year.
- ARTICLE II **Duties of Officers:**
- a. *President* shall preside at all meetings of the club and have in mind at all times the best interests of the club. The president may call special meetings with the consent of the leader.
  - b. *Vice President* shall perform the duties of the president when the president is absent.
  - c. *Secretary* shall keep a record of all proceedings of the club, shall act as club correspondent in matters pertaining to the business of the club, and shall keep a correct enrollment of all members.
  - d. *Treasurer* shall receive and take care of all money belonging to the club, and shall pay out at the order of the president, after club action. The treasurer shall keep an accurate report of all receipts and expenditures
  - e. *Reporter* shall write a news report of each meeting and of club activities for the local newspaper.
  - f. *Recreation Leader* shall be responsible for the recreation period at each club meeting and at special events.
- ARTICLE III **Committees:** Committees standing and special will be appointed by the president as needed.
- ARTICLE IV **Meetings:** The regular meetings of the club shall take place on the \_\_\_\_ of each month. Special meetings may be called by the president with the consent of the leader.
- ARTICLE V **Elections:** A majority vote shall constitute an election.
- ARTICLE VI **Quorum:** A quorum shall consist of a majority of the membership. A quorum is needed to hold an official business meeting.
- ARTICLE VII **Order of Business:** The order of business for regular meetings shall be as follows: Call to order, roll call, reading and approval of minutes, reading of communication, reports of officers, reports of committees unfinished business, new business, announcements, adjournment of business meeting, program and recreation period.
- ARTICLE VIII If a vacancy occurs during the year, members will vote on a replacement.
- ARTICLE IX **Amendments:** These By-laws may be amended by a majority vote of the members present at any regular meeting.
- ARTICLE X **Dissolution:** If this club disbands, all assets, and club materials will be turned over to the County 4-H Extension Office and/or the County 4-H Foundation.

# CHECK YOURSELF AS AN OFFICER

## A 4-H Group needs officers who will:

- Serve the group best during the coming year—not ride on success
- Work with all members and give everyone a chance to participate
- Share leadership by giving others an opportunity to accept responsibility and develop their leadership skills.
- Be dependable
- Help to plan a program for the year that is in the best interest of all the members of the group.
- Work well with other officers, committee members, leaders, and parents.
- Try to make the meetings worthwhile and interesting.

## Rate Yourself as an officer and group Member – Check the ones that apply to you.

- I know that being a good leader means I need to understand myself and try to know and understand the people with whom I work with.
- I know the duties and responsibilities of my office
- I attend meetings regularly
- I am willing to learn more in order to be a better officer
- I am on time for meetings
- I try to spend some time at meetings with everyone in the group during the course of the year.
- I accept responsibilities willingly and enjoy doing more than just what is required of me.
- I work cooperatively with other officers and the leaders.
- I am willing to give credit to others.
- I encourage new members to join and do things with them at meetings to make them feel welcome.
- I listen to ideas and suggestions from others.
- I am willing to help conduct and take part in the meeting.
- I try to keep irritations from becoming big problems.
- I am ready to try new ideas.
- I feel good enough about myself that I can admit that I don't know everything.

LEADERSHIP MEANS  
HELPING OTHERS TO DO THINGS,  
NOT DOING THEM YOURSELF.