



# SECRETARY'S BOOK



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This is the record of your 4-H club.

If project groups want to keep a record of their own, they must use separate secretaries' books.

The general club story should include 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 club's permanent record; write in ink.

## WHAT WE PLAN TO DO THIS YEAR:

### Our Club Program Should . . .

- Be planned for the year and announced in advance of each meeting or activity.
- Be based on the real interests and needs of club members.
- Include a variety of activities.
- Give every member a chance to participate.
- Develop leadership in members.
- Provide opportunities for members to make decisions.
- Meet the approval of parents and give them an opportunity to participate in the club program.
- Contribute to the community.

### Receive a Seal for Our Charter By . . .

- Having a planned program.
- Planning one or more club events, such as a tour, a program for parents, an achievement program, or a fun night.
- 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.
- Participating in a community service project.
- Giving each member an opportunity to participate in the club program.

# 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 kindergarten and age 5 and above without regard to race, creed, color, income level, or national origin.

ARTICLE IV. The officers shall be a president, vice president, secretary, treasurer, and reporter. A majority vote shall constitute an election.

ARTICLE V. This constitution may be amended by a vote of \_\_\_\_\_ (usually 2/3) of the members present at any regular club meeting.

# BY-LAWS

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. Meetings consist of: (1) opening, (2) business, (3) educational program, and (4) recreation.

ARTICLE IV. These by-laws may be amended by a vote of \_\_\_\_\_ (usually 2/3) of the members present at any meeting.

ARTICLE V. Duties of officers.

## President:

- presides at meetings;
- sees that the room is ready and that the meeting starts on time;
- arranges to have the vice president take over if he or she can't be there;
- appoints committees with the help of the leader;
- works with members and the leader to plan the program for the year;
- meets with the leaders and the other officers to plan the order of business for each meeting;
- serves as discussion leader for questions brought before the group;
- casts the deciding vote if there is a tie;
- helps other officers with their jobs.

### Vice President:

- presides at meetings when the president is absent;
- handles other jobs, such as chair of the program committee;
- records the club's plans for the year in the *4-H Program Planning Book* (C0227).

### Secretary:

- keeps minutes of all meetings;
- keeps a complete list of all members and calls the roll;
- reads letters to the club at meetings;
- reminds members of special meetings—by phone, by postcard, or in person; makes sure each member knows when and where the next meeting will be;
- writes the club's letters, such as thank-you notes and requests for information;
- acts as chair if both the president and vice president are absent;
- fills out, with the help of members, "Our Club's Application for a Seal";
- turns in the completed *4-H Secretary's Book* (C0240) to the club leader at the end of the 4-H year.



### Treasurer:

- receives all money;
- keeps a record of the amount received in the *4-H Treasurer's Book* (C0231);
- puts the money in a special club bank account or keeps it in another safe place;
- pays out money only when approved by the club;
- records the amount paid in the *4-H Treasurer's Book*;
- reports at club meetings on money received, money paid out, and the amount of money on hand;
- gives the new treasurer complete and accurate records.

### Reporter:

- talks with the leader about how to handle club stories;
- writes articles about club meetings for local newspapers;
- sends advance information to local papers or radio stations when a special event is planned, such as a demonstration day or a community service project;
- writes a follow-up story after a special event.

\_\_\_\_\_  
Constitution and By-laws adopted as read or with the following amendments:

ADOPTED \_\_\_\_\_  
(date)

SIGNED: \_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

# OUR CLUB'S APPLICATION FOR A SEAL

## Our Club . . .



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

To get a seal for the club's charter, fill out this page before you give the secretary's book to your leader at the end of the club year. The club will receive the seal when the leader informs the county extension office that a seal has been earned.



**OFFICERS**

PRESIDENT \_\_\_\_\_

VICE PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

TREASURER \_\_\_\_\_

REPORTER \_\_\_\_\_

OTHER \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMITTEES**

PROGRAM \_\_\_\_\_

\_\_\_\_\_

MEMBERSHIP \_\_\_\_\_

\_\_\_\_\_

RECREATION \_\_\_\_\_

\_\_\_\_\_

COMMUNITY SERVICE \_\_\_\_\_

\_\_\_\_\_

OTHER \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LEADERS**

CLUB LEADER

ACTIVITY AND  
RECREATION LEADERS

PROJECT LEADERS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **CLUB MEMBERSHIP LIST FOR THE ROLL CALL**

Put an "X" for present; and "O" for absent. Also enter date of meeting, such as 10/2, at the top of the sheet.

Name of Member	Date Enrolled	Date of Meeting																		





# MINUTES

Date \_\_\_\_\_ Place of Meeting \_\_\_\_\_

Number of Members Present \_\_\_\_\_ Number of Visitors \_\_\_\_\_

Write what you did at the meeting—officer and committee reports, new and old business discussed, elections, names of guests, etc.

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SIGNED \_\_\_\_\_

Secretary





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SIGNED \_\_\_\_\_ Secretary

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SIGNED \_\_\_\_\_ Secretary



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SIGNED \_\_\_\_\_

Secretary







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Secretary

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SIGNED \_\_\_\_\_

Secretary





## **WE MAKE NEWS**

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



## **WE MAKE NEWS**

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







**CLUB NAME**

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**COMMUNITY**

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**TOWN OR CITY**

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**COUNTY**

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**SECRETARY**

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**YEAR**

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