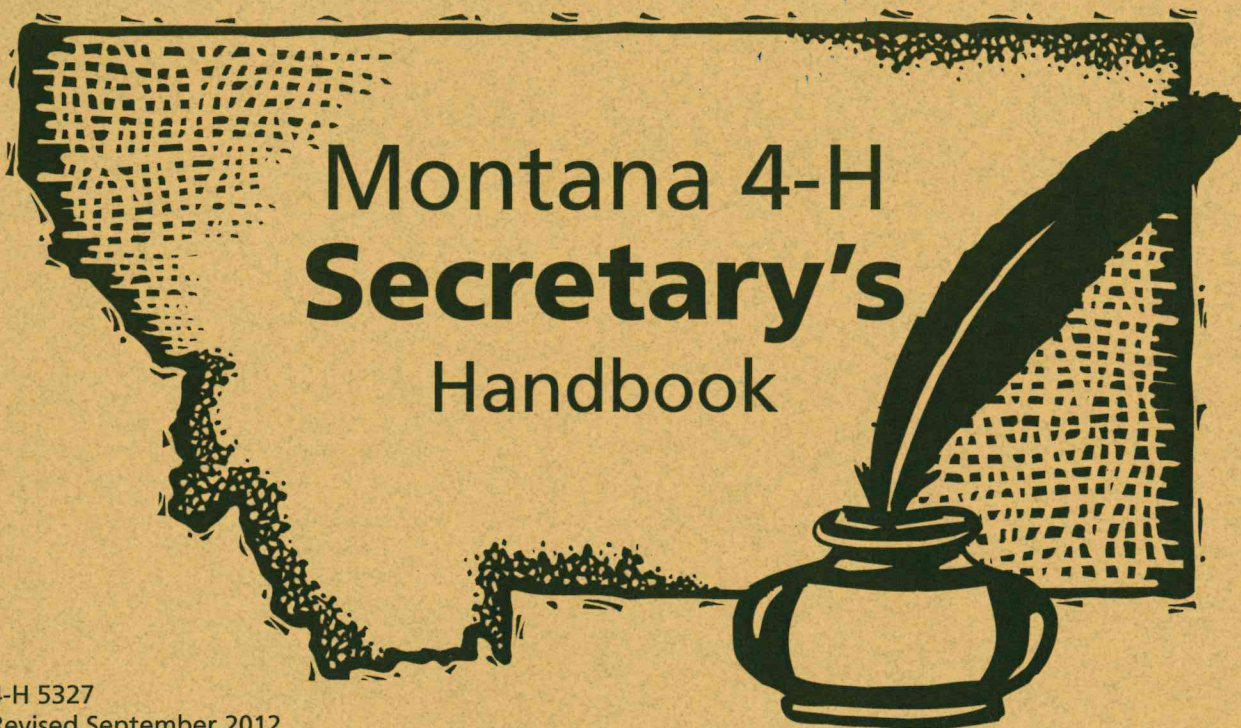




Montana 4-H Center
FOR YOUTH DEVELOPMENT



Montana 4-H Secretary's Handbook

4-H 5327
Revised September 2012

County _____

Name of Club _____

Name of Club Secretary _____

Year _____

Montana 4-H is....

4-H is a part of Montana State University Extension 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 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, and other events and activities for young people and adults as they work towards attaining life skills such as:

- Fostering positive self-concept
- Learning decision-making skills and taking responsibility for choices
- Developing an inquiring mind
- Relating to self and others
- Acquiring a concern for communities – both 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 development of life skills.

HEAD: Learning to think, making decisions, understanding 'why', gaining new and valuable insights and acquiring knowledge.

HEART: Being concerned with the welfare of others, 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 earning respect for work accomplished.

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

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

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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:

Montana State University Extension



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Congratulations! 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 committee members
- Planning for the next meeting using the 4-H Club Meeting Worksheet
- Keeping a copy of the 4-H club annual plan
- Maintaining a current copy of the club's program, constitution and bylaws
- Conducting meetings when the president and vice president are both absent
- Turning in the completed book at the end of the year as the club's permanent records

Guidelines for the Secretary

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 Worksheet to plan the 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 the club membership in the 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 the roll call 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 together in one place will help you be able to quickly contact the club leaders. 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 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 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). Sign the bottom. 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 \$15.00 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, chair 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

Green Thumb
President
(have president sign after being approved)

Club Yearly Program of Activities

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 program of activities should outline the meetings, events and educational programs that will focus the members on the goals the club has set for the year. (See the *Montana 4-H President and Vice President's Handbook*, 4-H 5244, for more on setting club goals.) The program of activities needs to be reviewed and adopted by the club. The Secretary should keep a copy of the adopted club program in the Secretary's book and make copies for all the members. Members who know the club has a plan and is following it tend to be more active and make more of an effort to attend activities.

A club program of activities can take many forms. There is a sample form in the appendix or the club can make up their own form. 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 Bylaws

Every 4-H club is required to develop a constitution and bylaws in order to apply for a charter. 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. A sample is in this handbook and more can be found online at montana4h.org. These documents should be reviewed each year by the club. There should be a motion, second and passing vote recorded in the minutes adopting the constitution and bylaws. There should be a clause in both the constitution and bylaws that directs the club on when to review their club and when and how they can be amended.

Each member should be given a copy of the approved constitution and bylaws when they

join the club and be asked to sign them.

This signifies that every member accepts and understands the rules by which the club is governed. Each time the constitution or bylaws are amended the whole club should receive an amended copy.

The constitution contains the basic information about the club. It will not change very often. A club constitution should outline the following:

- 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 found in *Montana 4-H Program Policies and Procedures* 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 include very basic explanations or get very detailed. It is up to the club to decide the amount of detail that the bylaws contain.

- 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

4-H qualifies for 501(c)(3) tax exempt status and because of this the bylaws need to include the following clauses:

- How members, leaders and volunteers are reimbursed
- How members, leaders and volunteers are protected if they believe something is not being done right and they voice their objection, commonly called a whistleblower clause
- How long records for the club will be kept, who keeps them and how they will be destroyed
- How club assets will be distributed if the club disbands

SAMPLE CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I Name

This Club shall be known as the _____ 4-H Club of _____ County.

ARTICLE II Purpose

The purpose of this organization shall be to provide a fun, learning experience for member through citizenship, leadership and life skill-building activities during club and project work meetings. Focus shall be centered on the four H's: **Head** – sound thinking and good judgment; **Hands** – Effective Social Skills and community involvement; **Heart** – a set of values and beliefs which give meaning and purpose to life; and **Health** – for a sound, healthy body and lifestyle.

ARTICLE III Membership

- i. The 4-H Club shall consist of at least 5 members from 3 families and at least one (1) adult organizational leader.
- ii. Any youth between the ages of 6 and 19 by the end of the club year (September 30) may become a member regardless of race, color, sex, disability, religion, political beliefs, sexual orientation, national origin, or marital or family status.

Cloverbud Membership - Youth 6 to 8 years of age by the end of the club year are Cloverbud members and can enroll only in the Cloverbud project.

4-H Membership - Youth who turn 9 by the end of the club year (September 30) may join 4-H as a 4-H member and enroll in projects listed in the 4-H Clover.

ARTICLE IV Officers and Leaders

- i. The officers of this club shall be: Rresident, Vice President, Secretary, Treasurer, Reporter, Recreation Leader, Parliamentarian and _____.
- ii. Officers shall be elected annually at the second meeting of the new 4-H year (usually October) and shall serve until their successors are elected and installed.
- iii. The adult leadership of this club shall consist of one or two volunteer organizational leaders and as many other volunteer leaders as are needed to carry out general or specific responsibilities. Volunteer leaders will be screened according to Montana 4-H policies.

ARTICLE V Meetings

There shall be a minimum of six minimum (six meetings are required in the State 4-H Policies, a club can choose to have more) meetings of the club each year. Regular club meetings shall be presided over by the president when attending, by the vice president when the president is absent and by the Secretary if the president and vice president are both absent.

ARTICLE VI Amendments

It shall require a majority of the members present at any regular meeting to amend this constitution.

BYLAWS

ARTICLE I Elections

All officers of the club shall be elected by a majority vote at the second meeting of the 4-H year.

ARTICLE II Quorum

A quorum is half of the club membership. The club may transact business when a quorum is present.

ARTICLE III Committees

The president shall appoint all committees unless otherwise ordered by the club.

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 and with reasonable notice to members.

ARTICLE V Replacement of an Officer

Should one of the clubs offices become vacant for any reason, a new officer will be appointed by the president and serve the remainder of the 4-H year or until the next election.

Should the office of the president become vacant, the vice president will become president and appoint a new vice president to serve for the remainder of the 4-H year or until the election of new officers.

ARTICLE VI Amendments

These bylaws may be amended by a majority vote of the members present at any regular meeting.

ARTICLE VII Compensation and Conflicts of Interest

All persons associated with this chartered group are volunteers.

No adult or youth will use their position with 4-H or the knowledge gained from their position in 4-H for personal financial benefit.

ARTICLE VIII Whistleblowers Protection

To maintain the highest standards of conduct and ethics, the _____ 4-H program will investigate any suspected fraudulent or dishonest use or misuse of resources. Any allegations of dishonesty will be handled with sensitivity, discretion and confidentiality to the extent allowed for by law. The 4-H organization will use its best efforts to protect whistleblowers against retaliation.

ARTICLE IX Document Retention and Destruction

The following procedures for the retention and destruction of Records will be followed.

Charter	permanent
Bylaws	permanent
EIN Paperwork	permanent
990 tax returns	7 years
Annual Reports, Financial Reviews and/or Audits	7 years
Bank Records	3 years
Donor Records and Acknowledgement Letters	3 years
Grant paperwork	3 years after completion of the grant
Minutes	3 years
Correspondence	3 years
Yearly Program Plans	3 years

Copies of all permanent records will be kept on file at the local Extension office. The Extension offices, in collaboration with the organizational leader, are the designated persons to identify the records that have met their required retention time and will oversee the destruction. All destruction will be by shredding.

ARTICLE X Dissolution

If this chartered group disbands, all assets, including: money and club property will be turned over to the county 4-H Council or county Extension office within 60 days of a dissolution vote. Note: Any items purchased in the name or using the emblem of 4-H (such as guns for a shooting sports club or clippers for an agricultural club), are considered property of the club and should also be taken to the county extension office. Property or money of the 4-H club cannot be given to individual club members. The 4-H Center must be notified in writing of a change in club status.

.....

This Constitution and Bylaws for _____ Club have been reviewed and adopted by a majority vote of the quorum present on _____ (month day, year).

President _____ Signature _____

Vice President _____ Signature _____

Secretary _____ Signature _____

Treasurer _____ Signature _____

Leader _____ Signature _____

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 plan a yearly program 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.

Montana 4-H
Secretary's
Forms



Year:

CLUB ROLL

Name of Member	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone	Email
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
10.																
11.																
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22.																
23.																
24.																
25.																
26.																
27.																
28.																
29.																
30.																

Lists of Leaders & Officers

Leaders

Name of Advisor	Leadership Area	Phone #	E-mail

Officers

Member Name	Office Held	Phone #	E-mail

List of Committees

When a committee is formed, write the names of the committee and the names of members appointed to the committee.

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

4-H Club Meeting Worksheet

Take notes during the meeting here. Copy neatly or print and staple on the next page before the next meeting.

Place _____ Date _____ Time _____

Club Officer Presiding _____ Regular or Special Meeting (circle)

Pledges Lead By: _____

Roll Call _____

Number of: Members Present _____ Advisors Present _____ Guests Present _____ Total _____

Minutes from _____ Minutes Approved _____

Minute Corrections _____

Treasurer's Report _____

Other Officer's Reports _____

Committee Reports _____

Unfinished Business _____

New Business _____

Educational Programming (speaker, field trip, etc.) _____

Demonstrations _____

Advisor's Announcements and Report _____

Adjournment _____

Recreation _____

Refreshments _____

Annual 4-H Club Program Plan

Club: _____

County: _____

4-H Year: _____

Program Planning in Your 4-H Club

- | | | |
|--------------------------------|---|---|
| A Good Program Should | ✓ | Start with the interest of members |
| | ✓ | Have a variety of subjects and methods |
| | ✓ | Include educational information |
| | ✓ | Provide for fellowship |
| | ✓ | Get members doing things |
| | ✓ | Add something positive to each person's life |
|
 | | |
| Planning Ahead Helps To | ✓ | Have better club meetings |
| | ✓ | Know what's going to happen |
| | ✓ | Allow time for each member to prepare |
| | ✓ | Avoid other local meetings and events |
| | ✓ | Inform parents about what we are doing |
|
 | | |
| Who Plans? | ✓ | If the club is small, everyone helps. |
| | ✓ | A committee for a large group |
| | ✓ | Officers and leaders |
| | ✓ | Parents when present |
|
 | | |
| The Club Year | ✓ | Runs from October 1 to September 30. |
| | ✓ | Includes an annual organizational meeting in October or November |
| | ✓ | Starts with the election of officers |
|
 | | |
| Regular Meetings | ✓ | Usually contain three parts:
Business.....15-20 minutes
Educational.....30-40 minutes
Recreation.....15-20 minutes |
|
 | | |
| The Program Chairman | ✓ | Reminds members who are on the program for a specific meeting |
| | ✓ | Announces the numbers |
| | ✓ | Announces plans for the next meeting |

Send a copy of your completed plan to your County Extension Office no later than January 1. The club leader, secretary and program chairman should have a copy. If desired, each family may also have a copy of this circular.

Montana 4-H Club Annual Planning

Club: _____

Meeting Location: _____

Meeting Schedule: _____

Officers:

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Reporter: _____

Organizational Leaders:

Club Goals for the Year:

Club Program Plan:

Club	Component Description	Committee or Person Responsible
October Date: Time: Location:	Opening Ideas:	
	Business Items:	
	Program:	
	Fun: Recreation and Refreshment	

Club	Component Description	Committee or Person Responsible
November Date: Time: Location:	Opening Ideas:	
	Business Items:	
	Program:	
	Fun: Recreation and Refreshment	
December Date: Time: Location:	Opening Ideas:	
	Business Items:	
	Program:	
	Fun: Recreation and Refreshment	
January Date: Time: Location:	Opening Ideas:	
	Business Items:	
	Program:	
	Fun: Recreation and Refreshment	

Club	Component Description	Committee or Person Responsible
February Date: Time: Location:	Opening Ideas:	
	Business Items:	
	Program:	
	Fun: Recreation and Refreshment	
March Date: Time: Location:	Opening Ideas:	
	Business Items:	
	Program:	
	Fun: Recreation and Refreshment	
April Date: Time: Location:	Opening Ideas:	
	Business Items:	
	Program:	
	Fun: Recreation and Refreshment	

Club	Component Description	Committee or Person Responsible
May Date: Time: Location:	Opening Ideas:	
	Business Items:	
	Program:	
	Fun: Recreation and Refreshment	
June Date: Time: Location:	Opening Ideas:	
	Business Items:	
	Program:	
	Fun: Recreation and Refreshment	
July Date: Time: Location:	Opening Ideas:	
	Business Items:	
	Program:	
	Fun: Recreation and Refreshment	

Club	Component Description	Committee or Person Responsible
August Date: Time: Location:	Opening Ideas:	
	Business Items:	
	Program:	
	Fun: Recreation and Refreshment	
September Date: Time: Location:	Opening Ideas:	
	Business Items:	
	Program:	
	Fun: Recreation and Refreshment	

Plan for Work Meetings

Club: _____

<i>Date and Time</i>	<i>Place or Host Family</i>	<i>Project and Plans for Meeting</i>	<i>Person in Charge</i>

Reminder to Leaders: It is important for every member to have the experience of serving on a committee, helping to plan a group program, learning how to function, assuming responsibilities, and learning the concept of helping others.

Other Information for Parents: _____

County Events

List county events in which your club plans to take part.

<i>Event</i>	<i>Date</i>	<i>Committee in Charge</i>

Special Events

List special events which your club is planning to have. A beginners' club might select only one special event such as something special for parents

<i>Event</i>	<i>Date</i>	<i>Committee in Charge</i>

