



**South Dakota 4-H Club
Secretary's Record of Minutes**

YD4H218



South Dakota 4-H Club Secretary's Record of Minutes

year _____

Name of 4-H Club: _____

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Reporter: _____

Historian: _____

Recreation: _____

Music: _____

Photographer: _____

Other Officers: _____

Junior Leaders: _____

Leaders: _____

Other Members: _____

4-H Pledge: I PLEDGE
My HEAD to clearer thinking,
my HEART to greater loyalty,
my HANDS to larger service, and
my HEALTH to better living,
for my club, my community,
my country, and my world.

4-H Motto: To Make the Best Better

<http://4h.sdstate.edu>
<http://sdces.sdstate.edu>

South Dakota 4-H Club Secretary's Record of Minutes

The minutes of the 4-H club meetings are the official record of all that happens in club meetings and should be carefully written after each meeting. Completing the record of minutes helps the secretary keep proper records of club activities.

4-H Club Secretary:

Your Role as the 4-H Club Secretary

You and all the officers of your 4-H club are representatives. You represent not only the local club, but also the whole program throughout the state. Your skills and abilities, standards and ideals, grooming, speech, and even smiles represent the South Dakota 4-H members. How you represent 4-H is one of your most important responsibilities, because it exists at all times—not just when you are at the 4-H meetings. People who are not acquainted with the 4-H program judge it by its officers.

Suggestions for Writing Minutes of Meetings:

The minutes of a meeting should be neatly written in ink or done with word processor on a computer and contain at least the following:

1. Name of the club, date, time, and place of meeting.
2. Whether the meeting was "regular," "special," or "project".
3. Who presided at the meeting, number of members and guests present, and who was the featured speaker.
4. A statement that the minutes of the previous meeting were read and approved.
5. A statement that the Treasurer's report was given.
6. Report of officers, committees, and their members should be given.
7. Complete motions, with name of the person making the motion, name of person seconding motion and record if the motion carried or failed.
8. Important points discussed if needed for future reference.
9. A statement of who presented the featured program and what the topic was.
10. Acknowledgement of services to the club such as refreshments or transportation provided, etc.
11. Secretary's signature.

Order of Business Meeting:

The Secretary should know the order of a business meeting for regular scheduled club meetings. The Secretary can provide a helpful role by assisting the 4-H officers and 4-H leaders in planning the Club President's meeting agenda.

1. Call to order.
2. Flag Pledge of Allegiance and the 4-H Flag Pledge.
3. Roll call.
4. Minutes of last meeting and approval.
5. Treasurer's report.
6. Correspondence.
7. Bills outstanding.
8. Committee reports.
9. Unfinished business.
10. New business.
11. Leader's report.
12. Announcements to include next meeting date and location.
13. Adjournment.
14. Educational program/project work such as demonstrations, speaker, and program.
15. Recreation.
16. Refreshments.

Checklist for Secretaries:

- I arrive at the meeting place ahead of time.
- I discuss items of business with the 4-H Leaders and the President.
- I sit next to or near the President during the business meeting.
- I inform the President and Leaders if I am going to be absent.
- I work cooperatively with officers.
- I call roll and keep an accurate record of attendance.

- I read minutes of the previous meeting and make corrections if necessary.
- I take accurate notes of the events at each meeting.
- When called upon by the President, I state any unfinished business left from the previous meeting.
- I assist the President during the meeting by writing the motions as stated and restating the motion if necessary.
- I read correspondence directed to our club and write letters sent from the club.
- I maintain a record of all officers and committees.
- I cooperate with the Reporter by giving information needed to prepare articles for the newspaper.
- I use the notes taken at each meeting to write an accurate and precise record of the meetings in the 4-H Secretary's Record of Minutes.

How to Prepare the 4-H Club Meeting:

Arrange all correspondence (letters, cards, etc.) received since the last meeting in convenient order and take to the meeting.

Be sure you have an up-to-date roll of members for convenient checking of attendance. It is your responsibility to keep accurate membership records.

Have a list of standing and special committees with the duties of each. The list should include names of individuals serving on the committees.

Check the minutes of the last meeting or old business such as tabled or postponed motions. Be prepared to call old business to the attention of the President and the members.

If you cannot attend a club meeting, notify the President, who will designate a member as acting secretary. Your Secretary Record of Minutes will be needed in the meeting, so give it to someone who will take it to the meeting.

After the 4-H Meeting:

Write the minutes in the space provided as soon as possible after the meeting. First write a draft on scratch paper, then transfer to your Secretary's Record of Minutes. Minutes should be neat, legible, and written in ink. You may want to use a computer word processor.

Sign at the end of the minutes. The person who is presiding when the minutes are approved also signs at the end of the minutes.

Inform absent officers or committee chairmen of action that concerns them. Notify all absent members on their appointments to committees.

Keep all records in a place known by and convenient to others in case of your absence.

Write all necessary business letters and letters of thanks for the club.

Guidelines for Secretaries on Attendance Record:

It is the responsibility of the Secretary to keep an accurate record of each member's attendance. Enter names of members in your roll call list at the beginning of your club year. List them alphabetically. When new members join, enter their names at the end of the list. During the business meeting, the President will ask the Secretary to take roll call.

President says: "The secretary will please call the roll."

Secretary remains seated, announces roll call topic, and then calls the names of the members.

Mark an X after the name when present and leave the box blank when absent. Additional information about each member (address, years in 4-H, etc.) has been previously recorded.

What is a Gold Seal?

Chartered clubs are eligible to receive a gold seal and affix it to their official 4-H Club Charter at the end of each 4-H program year. The gold seal signifies that the 4-H club completed the following requirements:

- Maintained charter requirements.
- Held a minimum of 6 meetings.
- At least 75% of members were eligible for a completion certificate by attending 4 meetings, giving a public presentation,

completing their journal and showing project accomplishment, participating in judging, and attending a county event or participating in junior leadership.

- Each member shows project accomplishment in at least one area.
- The club provided instruction in judging.

How to Obtain a Gold Seal:

At the end of the 4-H program year, the 4-H club secretary and leader(s) need to provide the county Extension office with the required information as stated and the Extension educator will order a gold seal from the Family and Youth/4-H Department.

What is a 4-H Club Charter?

A 4-H Club Charter is an official document issued to a new 4-H club. The 4-H Club Charter is presented on behalf of the United States Department of Agriculture and State Land-Grant Universities in recognition of the 4-H club agreement to meet the requirements outlined by the Cooperative Extension Service. The 4-H club is authorized to use the 4-H name and emblem for educational purposes in accordance with law and regulations established by the Congress of the United States and the Secretary of the United States Department of Agriculture. The club must have:

- A minimum of 5 enrolled members.
- One or more leaders.
- A written club program for the year.
- A club Constitution and Bylaws, including a dissolution statement.
- A copy of IRS Form SS-4 if the club plans to have a treasury.

How to Apply for a 4-H Club Charter:

The 4-H Club Secretary and the leader must complete the following information and have their county Extension office approve and send it to Family and Youth/4-H Department at Ag Hall, Box 2207E, SDSU, Brookings, SD 57007.

To obtain 4-H Club Charter, an application must contain the following information:

- 4-H club name, leader(s), and officers.
- A copy of Constitution and Bylaws.
- A copy of IRS Form SS-4.
- A copy of the club program for the year.
- A completed version of this statement:

We, the members of _____ 4-H Club, apply for a charter under the South Dakota State University Cooperative Extension Service.

The Club President, Leader(s) and Extension educator must sign and date this statement. When the application has been received, the 4-H Club Charter will be sent to your county Extension office.

4-H Club Constitution and Bylaws:

A 4-H club needs to have a Constitution and Bylaws. The 4-H Club Secretary should have a copy of the club's Constitution and Bylaws at the meetings for reference. The Constitution and Bylaws consist of articles and sections such as the following:

- The 4-H club name.
- Membership rules, including eligibility, re-enrollment, responsibilities, and voluntary dues.
- Guidelines for meetings, specifying date and location, quorum, order of the business meeting, and reference to parliamentary procedure rules to govern the club.
- Rules for election of officers.
- List of officers and their roles.
- List of committees such as standing, audit, and fiscal operations.
- Amendments.
- Dissolution.
- Date adopted and date revised.

President's Meeting Agenda

Meeting date _____ Time _____ Place _____

Parliamentary order:

- 1. Call to order** _____
- 2. United States Flag Pledge of Allegiance leader** _____
 4-H Flag Pledge leader _____
- 3. Roll call: answered by** _____
- 4. Reading and approval of minutes** _____
- 5. Treasurer's report, questions, "accepted as read"** _____
- 6. Correspondence** _____
- 7. Bills outstanding (approve bills with motion)** _____
- 8. Committee reports** _____
- 9. Unfinished business** _____
- 10. New business** _____
- 11. Leader's report** _____
- 12. Announcements (check with leaders)** _____
- 13. Adjournment** _____
- 14. Demonstrations** Names _____
 Topics _____
- 15. Speaker** _____
- 16. Program** _____
- 17. Recreation** _____
- 18. Refreshments** _____

Treasurer's Report

For year beginning _____ and closing _____

Money on hand at beginning of year _____ \$ _____

Income	Expenses
1-10 dues for 15 members @ \$1.00	1-American & 4-H Flag set (National 4-H Source Book) \$5.95

Total receipts \$ _____ Total expenditures \$ _____
(including money on hand) Money on hand at end of year \$ _____

Membership Roll

(alphabetically as nearly as possible)

	4-H member name	Date of birth	Year in club work	Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				

Sample Minutes of 4-H Club Meeting

Date April 14, 2004 Time 7:00 p.m. Place John Aldrich

Number enrolled 26 Attendance of members 24 Number of visitors 2

Minutes of business meeting: – The Tip Top 4-H Club met on April 14 at the John Aldrich home with 24 members present. Jack Olson, President, called the meeting to order. Sally Allen led the Pledge of Allegiance and the 4-H Pledge. Roll call topic was “Fire Safety Practices in Our House and Garage.”

The minutes of the previous meeting were read and approved. Mary Smith, Junior Leader, introduced Janice Franklin and Don Wilson as new members. Both had recently moved into the community from other areas of the state.

Alice Harrison, Chair of the “Toy” Committee, reported that the committee members had purchased 30 new toys to be given to the Child Care Center. Members of the club are to meet at the home of our Leader on April 28 to gift wrap the toys. The Committee will deliver the toys to the Center on May 1st after school at 4:00 p.m. and have supper with the residents.

Our Leader reminded us that the 4-H picnic is May 27. Jane Smith moved that we invite the Hills 4-H Club to join us at Look-Out Point. Mary Ivers seconded. Motion was approved. The President appointed the following 4-H Picnic Committee: Susan Slade (Chair), James Peavey, and Beth Teuton. This committee is to contact the President of the Hills 4-H Club to plan the picnic and recreation.

Mr. Krill, 4-H Horticulture Project Leader, announced that there would be a horticulture project meeting in Johnny Jones’ garden on May 3 at 4:30 p.m. We are encouraged to bring a friend and a parent.

John Smith moved that the meeting adjourn at 7:45 p.m. Seconded by Alice Harrison. Motion carried.

Program:

Demonstrations, illustrated talks, project why, or public speaking

Topic “Safety in the Home” By Cal McIntyre

Topic “Equipping the First Aid Kit” By Sally Slade

Topic “Why Test Seeds” By John Peavey

Speakers, discussions, readings, skits, movies, etc.: Mr. Krill, 4-H Horticulture project leader, spoke about preparing the garden and showed us vegetable seeds packets that we will be planting in Johnny Jones’ garden in May.

Judging: Mary Smith prepared a class of blue jeans for us to judge. She asked Main Street Clothes and they let her borrow the newest fashions for spring. We judged and discussed the style, fiber content, care instructions, seams, and workmanship.

Recreation and music: Beth Teuton led us in an outdoor game. Mary Ivers led us in music. John Aldrich and Mrs. Aldrich served us lunch.

4-H Club Secretary signature: Don Smith

(Reminder: The 4-H Club Secretary or 4-H Club leader should mail a copy or email a report of this meeting to the county Extension office.)

Minutes of 4-H Club Meeting

Date _____ Time _____ Place _____

Number enrolled _____ Attendance of members _____ Number of visitors _____

Minutes of business meeting: _____

Program:

Demonstrations, illustrated talks, project why, or public speaking

Topic _____ **By** _____

Topic _____ **By** _____

Topic _____ **By** _____

Topic _____ **By** _____

Speakers, discussions, readings, skits, movies, etc.: _____

Judging: _____

Recreation and music: _____

4-H Club Secretary signature: _____

(Reminder: The 4-H Club Secretary or 4-H Club leader should mail a copy or email a report of this meeting to the county Extension office.)

Roll Call:

Why Roll Call?

There are many benefits to having the 4-H club members participate in roll call. It holds interest, it permits every member to take part in the program, and it builds confidence. A roll call topic in the proper setting encourages members to be attentive and discuss their ideas during the 4-H club meeting.

Announce the roll call topic at the beginning of the meeting or give the topic to be shared at the next 4-H club meeting. Do not make it difficult and insist that responses be brief.

Suggested Topics For Roll Call:

Workforce Preparation and Career Exploration

The career I am most interested in.
School courses related to my career goal.
The education and training necessary for a job in my career choice.
The part of my career choice I will like the best.
The part of my career choice I will like the least.
A reward besides money my work will offer me.
The place I hope to get a job.
A personal trait that will help me be successful.
A place where a field trip would be helpful in deciding on a career field.
Where I would like to be in my career field ten years from now.
A person I could talk to for information concerning my career choice.

Energy

Energy saving idea for the home.
Energy saving idea for farm operations.
Types of insulation material and where to use them.
Why conserve energy?
Energy saving idea for your cars.
Energy saving menu or meal.
Source of energy, renewable.
Source of energy, non-renewable.
Career in energy.
Recyclable material.
An energy conservation poster idea.

Community Service

A community service project that I accomplished.
Identify needs in my community.
Local groups that I (we) could assist.
How to be a mentor.
What does it mean to be a peer mentor?
Opportunities to help senior citizens in my community.

4-H Club

The 4-H event I liked best this year.
One way club work has helped me.
What I plan to exhibit at the fair.
Progress I have made in my project.
Why I joined a 4-H club.
One suggestion for the improvement of the club.
Why I find pleasure and pride in my project.
Why I chose my project.
A service project for our club.
How our club can help our community.

Something my projects have taught me.
What 4-H has taught me.
How 4-H has affected my future career plans.

Recreation

Recreational activities appropriate for club members with disabilities.
Recreation "dos" and "don'ts" for 4-H club meeting.
An activity used for Achievement Days to meet people.
A "get acquainted" game.
Equipment for a 4-H camp-out.
Recreational places in South Dakota.
My hobby.
The kind of vacation I like best.
Names of famous athletes.
Where I would like to travel.
A place of interest I have seen.
My favorite movie.
My favorite song.
Quiet game I like to play with family.
My favorite TV program.
Name a South Dakota game bird.
Name a South Dakota game animal.
My most enjoyable summer recreation.
My most enjoyable winter pastime.
A game I learned in 4-H.

Culture and People

A famous explorer.
A United States President.
A Native American/American Indian from South Dakota.
A Native American/American Indian tribe.
A book by a South Dakota author.
A famous person from South Dakota history.
Something about the life of Jonas Salk.
One of William Shakespeare's works.
One of Thomas Edison's inventions.
Famous people from the Gold Rush era.
A South Dakota artist.
A Governor of South Dakota.
Laura Ingalls Wilder books.

History and Geography

A historical site in South Dakota.
A state park in South Dakota.
Tools and equipment used by the pioneers.
Some significant occupations in South Dakota.

Different nationalities in South Dakota.
Old-time signs of weather.
Historical fact about my community.
Why I like South Dakota.
A United States capital.
A state product.

Health

One value of exercise.
A fact about colds.
A suggestion for better community sanitation.
Disease caused by unsanitary conditions.
A fire prevention precaution.
An aerobic exercise.
How cleanliness affects health.
Rules for exercising.
A health career.
How the environment can affect you.
Hazards of smoking tobacco products.
Hazards of consuming alcoholic beverages.
Hazards of consuming non-prescription drugs.
How to eliminate health hazards at home.
Protecting your skin.
How to handle stress.
A basic technique for first aid.
What to do in case of an accidental poisoning.
Equipment for an emergency kit.
Importance of eating well-balanced nutritional meals and snacks.

Safety

A kitchen hazard.
A bathroom hazard.
Holiday safety tip.
A rule for bicycle safety.
Severe weather tip.
Fire prevention tip.
Water hazards.
Hiking and camping safety tip.
Pedestrian rule.

Citizenship

One thing that promotes respect for each individual.
One social responsibility that helps someone.
A skill for working cooperatively.
An issue for a town meeting.
A fact about the flag.
A rule of parliamentary procedure.
How our country is different from others.
A good qualification for a club officer.
A good qualification for an elected official.
A consumer's right or responsibility.
Current events and how they will affect me.
Something that would improve my community.

Revised 3-04 by Carolyn Clagus, Ed.D., Youth Development/4-H Specialist



Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the USDA. Larry Tidemann, director of CES, associate dean, College of Agriculture & Biological Sciences, South Dakota State University, Brookings. South Dakota State University is an Affirmative Action/Equal Opportunity Employer and offers all benefits, services, education, and employment without regard for race, color, creed, religion, national origin, ancestry, citizenship, age, gender, sexual orientation, disability, or Vietnam Era veteran status. YD4H218. March 2004.