



HAWAII 4-H CLUB
SECRETARY'S RECORD BOOK

From _____ 19____ to _____ 19____

NAME OF CLUB _____

County _____ Community _____

Organizational Leader _____

Assistant Leader _____

Project Leader _____

Project Leader _____

Activity Leader _____

County Extension Agent _____

THE NATIONAL 4-H EMBLEM



The Mission of 4-H

The mission of 4-H is to assist youth in acquiring knowledge, developing life skills and forming attitudes which will enable them to become self-directing, productive and contributive members of society.

The Four-leaf Clover

Represents the fourfold development of Head, Heart, Hands, and Health:

The Head to	The Heart to be	The Hands to be	The Health to
Think	Kind	Useful	Grow
Plan	Sympathetic	Skillful	Glow
Reason	Understanding	Helpful	Go!

THE NATIONAL 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, and my Country.

THE NATIONAL 4-H COLORS

Green and White

White stands for purity, and green for springtime, life, and youth.

THE NATIONAL 4-H MOTTO

To Make the Best Better

THE 4-H CLUB

1. A 4-H club is an organized group of youth with officers and a planned program that is carried on throughout all or several months of the year. A 4-H club should have at least five members enrolled in 4-H projects.
2. A 4-H club receives a charter the first year and a seal for the charter each year thereafter when project work is satisfactory.
3. At the beginning of the club year, the club enrollment (Form 5), the year's program (Form 171), and the Civil Rights (CRH Form) will be sent by the county 4-H to each club. These should be filled out and returned to the agent as soon as the club meets in the beginning of the year.
4. All new members should fill out Form 4, Membership Card.

A GOOD MEETING

Duties of officers are listed in the Officer Handbook, Club Circular 235. The order of business for meetings is listed in the club constitution, Article VII, Section 2. The president should consult with the leader and prepare an agenda for each meeting.

Have good meetings! Remember that the basic rules for a democratic club meeting are courtesy, justice to all, one thing at a time, and the rule of the majority. How do your meetings rate?

1. The president opens the meeting on time and maintains order throughout the meeting.
2. Business is discussed quietly. Only one person speaks at a time.
3. All business is introduced by a motion. The motion is seconded, discussed, and then voted on.
4. Members stand when making a motion.
5. The president is addressed as "Mr. (or Madam) President (or chairman). . . ."
6. Motions are made by saying, "I move that. . . ."

7. Motions are always seconded. Members need not stand or address the president to second a motion.
8. After the motion has been seconded, the president says: "It has been moved and seconded that . . . , is there any discussion?"
9. Club members discuss the motion. If discussion is long, the president may call for order and say, "Are you ready for the question?" If no one wants further discussion, the vote is taken.
10. Only one motion is discussed at one time.
11. If it is necessary to amend a motion, first the amendment is voted on and then the complete amended motion is voted on.
12. There are several ways of voting: (a) By voice. The president says, "All in favor say 'aye,' opposed, 'no'"; (b) By raising hands or standing; (c) By ballot; (d) By asking the secretary to call the roll and having the members answer "aye" or "no." If the vote nears a tie, the president usually asks club members to stand or raise their hands. In elections the vote is usually by ballot.
13. Every club member votes either for or against every motion.
14. A committee chairman reads his or her report and then says: "I move that this report be accepted." The motion is then seconded, discussed, and voted on.

HELPFUL HINTS FOR THE SECRETARY

The secretary is an important officer. Your job is to record all business and activities of the club at regular and special meetings (picnics, parties, special project meetings).

At meetings:

- a. Announce the roll call topic and call the roll.
- b. Write the minutes of each meeting.
- c. Check the attendance of members. (See pages 8 and 9.)
- d. Keep a file of correspondence and read it when asked to do so.
- e. Ask visitors to sign the visitors' page. (See page 10.)
- f. Read the constitution to club members if asked to do so. (See pages 4 and 5.)

Other duties:

- Enter the club program. (See page 7.)
- List the names of the club officers and committee members. (See page 10.)
- List the club's goals, how each is to be reached, and when. (See page 7.)
- Inform members of special meetings and changes of meeting date or place.
- Attach newspaper stories and pictures about the club on pages 34 and 35.
- Write the club history. See page 32. (Unless the club has a historian.)

Learn to write complete minutes which contain all important details. Here is an example:

MINUTES OF MEETING

Date: November 22, 19__
Number of members present: 10

Place: 4-H Club House
Visitors: 2
Leaders present: 2

The meeting was called to order by the president, Clara Kama, at 3:15 p.m. The Pledge of Allegiance and 4-H pledge were given. For roll call, each member donated a canned good for a needy family.

The minutes of the last meeting were read and approved.

The treasurer reported \$2.15 in the treasury.

Robert Tom, chairman of the social committee, told about the plans for the picnic next Saturday. He moved that the plans be accepted. Vivian Yamamoto seconded the motion. Motion carried. The picnic will be held Saturday at 3 p.m. at the Beach Park. Each member is to bring one dish to the prepare outdoors.

Betty and Jean demonstrated how to make fruit salad, using papaya and pineapple. Frances brought some sandwiches to serve with the salad. Yuriko gave a talk: "Eat a Good Breakfast."

Paul Gomes, recreation leader, taught us how to play "Find It." We also played "Rabbit, Elephant."

Rosaline Bijay led singing. She taught us a new song she learned from the county camp.

The next meeting will be at James's home, December 21. Rose will give an illustrated talk on "The Basic Four", and Ronald will demonstrate how to plant papaya seedlings. Everyone should bring a bathing suit for the swim after the meeting.

The meeting was adjourned at 4:30 p.m.

CONSTITUTION

ARTICLE I — Name

The 4-H Club name shall be _____ 4-H Club.

ARTICLE II — Purpose

SECTION 1. To help members develop personality, build character and self-confidence, and become effective citizens.

SECTION 2. To help members, through 4-H projects and activities, to learn to make decisions; cooperate; gain skills and knowledge, be of service to others.

ARTICLE III — Charter

SECTION 1. Once formed, a 4-H Club becomes a permanent organization. A charter is granted when the club has an adult leader/advisor, the constitution is adopted, officers are elected, and the program and enrollment are sent to the County Extension Office.

SECTION 2. When the enrolled 4-H club members have completed their projects, the club will receive a seal for its charter.

ARTICLE IV — Membership

SECTION 1. Any boy or girl between ages 9 and 19 years may join.

ARTICLE V — Officers

SECTION 1. Elected offices of this club shall be: President, Vice President, Secretary, Treasurer, Reporter, _____.

SECTION 2. Officers shall be elected annually, and shall serve until their successors have been elected and installed.

SECTION 3. The duties of the officers are those usual to the offices.

ARTICLE VI — LEADERS

SECTION 1. The club shall have a club leader/advisor and other leaders (assistant leader, project or activity leaders, teen leaders, junior leaders) as deemed appropriate.

SECTION 2. The club shall have an adult advisory committee.

ARTICLE VII — Order of Business

SECTION 1. Robert's Rules of Order govern the meeting.

SECTION 2. The order for business meetings is as follows:

1. Call to order by the president.
2. Pledge of Allegiance and the 4-H pledge.
3. Roll call. Response as announced.
4. Reading of minutes of last meeting. This includes report of project and recreation meetings.
5. Additions or corrections to the minutes.
6. Old business, reports (treasurer, committees, etc.)
7. New business.
8. Discussions, demonstrations, talks.
9. Discussion of plans for next meeting.
10. Recreation
11. Adjournment

ARTICLE VIII — Committees

The president appoints committees as needed.

ARTICLE IX — Meetings

SECTION 1. Regular meetings will be held on the _____ of each week/month at _____ o'clock.

SECTION 2. The president may call special meetings.

ARTICLE X — Quorum

A majority of the members of the club constitutes a quorum for transacting business.

ARTICLE XI — Amendments

A two-thirds vote of the members present at any regular meeting is required to amend the constitution.

Adopted _____ 19____

Signed _____
President

Secretary

Club Leader

GUIDESHEET FOR PLANNING THE YEAR'S 4-H CLUB PROGRAM

Good planning is a main key to success. Every organization should work out a year's program, based on real thinking about its situation. This guidesheet is a tool to help your group plan. It follows scientific principles of planning for group action. The ideas are only examples. Use the outline as a worksheet, or better, use a chalkboard or large paper so everyone can see.

After outlining the year's program on this form, plan program details on Form 171, "My 4-H Club Program" and send one copy of Form 171 to your County Extension Agent.

Name of club or group

I. Important facts about our situation

FAVORABLE POINTS

Lots of eligible boys and girls in area
Present leaders are liked
Had several good activities last year
Every member gave at least 2 demonstrations

UNFAVORABLE POINTS OR WHERE WE NEED TO IMPROVE

Need greater parent interest
Need better meeting place
Need more recreation and program variety
Ought to include something on health
Part of community doesn't have 4-H

II. Special goals will aim to reach this year

1. Plan everything well ahead of time
2. Give some special emphasis to health
3. Increase membership, or help form new club
4. Have 2 educational tours
5. Develop more communication with community
6. Fellowship at every meeting or event

III. General Plan of Action—suggestions of things to keep in mind

- *Make a poster listing main goals
- *Use outline on opposite page
- *Call attention to plans during the year
- *Clearly define jobs when you start to work on them
- *Make specific assignments
- *Call on resource people to help
- *Publicize results relating to the goals
- *Officers and leaders keep in touch with members who have assignments

[illegible]

CLUB OFFICERS

	Post Office Address	Telephone
President _____		
Vice President _____		
Secretary _____		
Treasurer _____		
Reporter _____		
Song Leader _____		
Recreation Leader _____		

COMMITTEES

VISITORS' RECORD

Ask visitors to sign and comment on the work of the club.

Date	Name	Remarks

MINUTES OF MEETING

Date _____ 19____ Place _____

Number of members present _____ Visitors _____ Leaders _____

Approved: _____ Signed: _____

President

Secretary

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Number of members present _____ Visitors _____ Leaders _____

Approved _____ Signed _____
President Secretary

President

Secretary

CLUB HISTORY

Write a short account of what the club has done this year.

LOCAL LEADER'S REMARKS

Write a short account of the work of the club as a whole or of individuals in the club. Mention special achievement.

Signed _____

Local Club Leader

NEWSPAPER CLIPPINGS AND PICTURES

Attach pictures and news clippings about your club.

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Attach pictures and news clippings about your club.

CORRESPONDENCE

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