

Meetings: The 4-H Way



4-H Officers Handbook



*This publication was prepared to help officers
in 4-H clubs and groups
conduct orderly meetings
that encourage the participation
of all members.*

*It is not intended as a manual of parliamentary law,
but it does provide some essentials for
conducting a meeting in a businesslike way.*

Table of Contents

How Can You Have Better Meetings	4
Planning Club or Group Programs	4
Club or Group Goals.....	4
Preparing for Meetings	5
Meeting Outline	5
Responsibilities of Officers	6
Responsibilities of Members.....	9
Meeting Rules.....	9
Making Motions	9
Election of Officers	10
Committees	11
Glossary	12
Suggested Form for a 4-H Constitution and Bylaws.....	13
4-H Meeting Evaluation Sheet.....	14

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MEETINGS THE 4-H WAY

Have you thought of your 4-H club or group as a small democracy? A democracy is a form of government in which the people have a say in making the decisions that affect them. Members of your club need to have a part in the decision making in the same way decisions are made in a democracy.

Ask yourself: Does everyone take part in your club or group activities? Do some people sit back and let others do what needs to be done? Are members having fun? Do they like to come to meetings? Do members get “charged up” at meetings?

Everyone has a part to play in the club or group. Each member can be on a committee, run for an office, make a motion or do countless other things. Group or club members can participate in good citizenship through 4-H. Citizenship is learning how to work with others and how to make decisions.

Why Hold Meetings?

Meetings give people a chance to think and act together, and plan and do things together. Working on all your 4-H projects alone or planning or holding a party by yourself wouldn't be very much fun. You need other club or group members thinking and acting together to really get things done.

How Can You Have Better Meetings?

- Elect officers who can and will do the job.
- Be sure officers and members know their responsibilities and carry them out.
- Know and understand “Meetings the 4-H Way.” Everyone needs to do his or her share, pull together and use basic parliamentary procedures to govern business meetings.
- Plan for business, education and recreation at most meetings. Interesting meetings start and stop on time.
- Give everyone in your club or group a chance to be on the program sometime during the year.

Planning the Club or Group Program

In most 4-H clubs or groups, annual goals, monthly meeting plans and special activities are determined at the beginning of the 4-H year. A committee of members, leaders and parents needs to meet to plan the program for the year and set group goals that show the interest of the total group.

Club or group goals and program plans give direction to the group. The executive committee can refer to the club goals when making decisions about specific programs and activities. Leaders and parents can identify special opportunities and resources so goals can be achieved more easily.

When a group begins a planning session, review the committee's responsibilities and take a quick look at everything the club or group is going to do during the year. Include as many parents as possible in the planning session. As the group plans for the year, try to include all parents in the program sometime during the year. Parents might assist by hosting the club, providing transportation, assisting with activities, etc.

Effective club or group programs:

- Provide an opportunity for members, parents and leaders to be actively involved
- Are preplanned to include a balance of business, education and recreation
- Provide an opportunity for each member to be involved in the program as often as possible
- Stimulate interest in individual and group projects
- Include community service opportunities
- Meet the needs of members and their families
- Provide for parent involvement



What Are Club or Group Goals?

Goals are statements that provide direction to the club's or group's program. They tell what the group plans to do, and to what extent and when. Many groups plan only two or three goals each year.

Examples – Our group's goals are:

- Use basic parliamentary procedure rules each meeting
- Provide recognition for each member, parent and leader at least once during the year

As you plan your club or group program, remember to involve every member in the program as often as possible. Members can be involved by giving demonstrations or illustrated talks, serving as a host or hostess, serving on a committee or serving any other way that fits the activities of your club or group. Assign demonstrations or talks

according to age level and interest of the member. Most beginning members need to attend a few meetings before they are given a program assignment.

Plan meetings so they can be finished in two hours or less. Most meetings need three parts: business, education and recreation. A suggested guide is business, 15 to 20 minutes; program, 30 to 45 minutes; and recreation, 20 to 25 minutes. The parts of the meeting can be planned in any sequence that fits your club or group interest and needs.

Meetings seem to go better if each meeting or program is centered around one area of study. For example, the talks, demonstration and roll call might be about health. Cover a variety of topics during the year. A variety of teaching methods (videos, demonstrations, outside speakers, etc.) help make meetings more interesting. A presentation by a member, leader, teen leader or a resource person should be a part of each meeting.

The plan for the year needs to include the following whenever appropriate at each meeting:

date of meeting	education program
host or hostess	topics (demonstration, etc.)
place of meeting	recreation
roll call topic	other items
business	

Some plans may change or more details may be added as you go through the club year, but you do need a basic plan from which to work.

Preparing for Meetings

A club or group that gets things done, enjoys being together and plans things carefully has officers and leaders who accept their responsibilities. For clubs or groups to work together, they must do two things:

- Know enough about the members so the officers and leaders are aware of talents and skills of each member
- Use group discussions so that each member can have some part in decisions that are made

Group atmosphere is very important. Plan for a friendly and informal atmosphere that helps every member feel welcome and secure. Members need to be allowed to express their ideas without hurting others' feelings. Club or group members need to feel free to participate, make suggestions and sometimes disagree with others. To form a strong club or group, everyone needs to feel he or she is a part of the group.

The room also needs to be comfortable. Check to see that it is not too hot or cold. Try to provide a seat for everyone. Arrange the room so that everyone can be seen and heard. Chairs arranged in a circle or semicircle work well for small groups. The president and secretary need to see the total group.

Meetings are important to clubs and groups. The officers and leaders need to plan the details before each meeting. Begin planning early so that every person on the program is notified and has plenty of time to prepare. If possible, give every person who attends a copy of the agenda or put it on a poster, large sheet of heavy paper or a chalkboard.

The following outline could be used for your club or group to follow in planning a program for the next meeting:

Possible Meeting Outline

Call to order – President

Pledge of allegiance, 4-H pledge, singing
(optional)

Roll Call – Secretary

Introduction of visitors – President

Minutes of previous meeting read and approved –
Secretary

Reading of correspondence, if any

Treasurer's report

Reports of officers and leaders – list reports to
be presented

Committee reports – Used to streamline business
meetings and keep members involved

Old Business (taken from minutes of previous
meeting – business acted upon through motions,
seconds and voting)

New Business

Announcements – Announce the place, date
and program topic for the next meeting

Adjournment of business meeting

Education

Study lesson
Talk
Demonstration

Project discussion

Recreation

Games, singing, etc.

*Good planning is a key to a successful
business meeting.*



What are the Responsibilities of Officers?

Not every club or group has the same elected officers. Most groups elect a president, vice president, secretary, treasurer and reporter. Additional offices may include song leader, recreation leader, historian or any other office to fit the needs of your group.

Officers need to be proud of their jobs, do their best and get things done on time. They need to work with members, parents and leaders to plan and carry out the club or group program.

PRESIDENT

The president is the presiding officer, the leader of the organization and the spokesperson for the group. The president conducts the meetings. The president sometimes is called the chair.

Areas of responsibility

- Presides over all regular meetings
- Calls regular and special meetings
- Appoints all committees and may serve as an ex-officio member
- Serves as representative and contact person for the club or group whenever necessary
- Assists the group by helping set goals, coordinating activities and evaluating results
- Helps plan an agenda for the meetings
- Works with leaders and other members to plan yearly club or group programs
- Delegates tasks and responsibilities to other officers and leaders
- Arranges to have the vice president take over if he/she cannot attend the meeting
- Supports other officers
- Serves on executive committee

Specific duties of the president

- Begins the meeting on time
- Makes sure a quorum (majority) is present before beginning to handle business at a meeting
- Conducts the meeting using basic parliamentary rules
- Keeps the meeting under control. Limits discussion by any one person to keep the meeting on a subject.

- Recognizes members who have a desire to speak. Gives everyone a chance to participate. Encourages timid members to speak up.
- Does not permit discussion until a motion is made and seconded
- Is impartial at all times; usually the president does not take part in the discussions
- Does not vote in a voice vote except in case of a tie
- Always states motions clearly before voting so members will know what is being voted on
- Announces the result of the vote after a count has been made
- Closes the meeting on time

VICE PRESIDENT

(or president-elect)

The vice president is in charge of all committee work and acts as backup for the president. Cooperating with other officers and committees is a vital part of this responsibility.

Area of responsibility

- Assists the president and is prepared to assume the president's duties and responsibilities if needed
- Supervises the work of committees
- May serve as chairman of the program committee
- Serves on the executive committee

Specific duties

- Assists committee chairpeople in completing their responsibilities
- Assists the president and presides when the president is absent

SECRETARY

The secretary records the minutes of the meetings and acts as the official group or club correspondent.

Areas of responsibility

- Reminds members when and where all meetings, special events, etc., will be held. Reminders may be in person, or by phone, email or postcard.
- Keeps official records of the organization
- Prepares and reads the minutes
- Does official correspondence for the group, including requests for information, invitations and thank you letters
- Assists in counting votes
- Keeps a record of committee reports and accomplishments

- Keeps and brings to each meeting all official documents and papers of the group, including the secretary's minutes, lists of committees and reports, copies of plan of work, and copy of the constitution and bylaws
- Serves on the executive committee
- Conducts the meeting when both the president and vice president are absent

Specific duties of the secretary

- Records the minutes of all meetings (regular, informal and special)
- Records what is done, not all that is said
- Records the exact wording of motions, whether they are carried or lost, and records the names of people making and seconding the motion
- Stops the meeting if necessary to get the exact wording of the motion, whether it is carried or lost
- Reads correspondence to the club or group at the meetings
- Records in the minutes the names of members appointed to committee work and the name of the chairperson
- Records the minutes, well written, in a permanent secretary's book
- Reads the minutes to the group clearly at the designated time at each meeting. Makes all necessary corrections or additions.
- Calls roll when appropriate and keeps an attendance record of all meetings and events
- Records the program plan for the year in the secretary's book and keeps it up to date
- Advises the president on business items and procedures as requested and needed
- Turns in a secretary's report to the county Extension office after each meeting (if requested by the county)
- Turns in a completed 4-H secretary book at the close of the 4-H year to a leader

Writing and Keeping Minutes

The official minutes of the meeting are a permanent record of the club or group activities and actions. Minutes need to be neat and easy to read. Record the correct or exact wording of all motions and the action taken on them.

Read the minutes to the group at the meeting.

Include essential facts and record what was done in the minutes. Do not include opinions of the secretary.

Well-written minutes are easily understood by anyone whether or not they were at the meeting. Members who make committee reports give a written copy of the report to the secretary.

Minutes of meetings include:

- Name of club or group, hour, date and place of meeting
- Name of presiding officer and roll call, if taken
- Business transacted, including all motions, results of votes and actions to be taken
- Statement about the educational and recreational programming
- Statement that meeting was adjourned

TREASURER

The treasurer is the keeper of the money and financial reports of the organization.

Areas of responsibility

- Assists in preparation of annual budget for the group
- Receives, records and takes care of funds for the club or group
- Collects dues, if applicable
- Keeps neat, up-to-date financial records in the treasurer's record book
- Pays bills for club or group when required
- Serves on the executive committee

Specific duties of the treasurer

- Keeps an accurate, neat and permanent record of all receipts and expenses
- Receives and takes care of all club or group funds
- Issues receipts for all money received. Keeps a copy or duplicate of each receipt issued.
- Gives an accurate, up-to-date treasurer's report at each regular meeting. Your group may decide whether the report should be written or oral.
- Keeps a record of members showing dues paid, if applicable
- Collects all dues early in the year
- Handles checking account if club or group has one

The report given by the treasurer includes the following items:

- Balance (amount of money) on hand at the last meeting
- Itemized and total receipts
- Itemized and total expenses
- Balance on hand and date
- "Respectfully Submitted" and name of treasurer

The treasurer completes a written final report at the end of the year. The president appoints an audit committee to review the financial books and be sure everything is in order before a new treasurer takes office. The financial records need to be correct.

REPORTER

The reporter is in charge of the public relations program and activities for the organization. The reporter tells the community what your club or group does.

Areas of responsibility

- Keeps the public informed about activities of the group or club
- Prepares news releases or stories of the group for publication or radio broadcast
- Takes photographs of group or club activities

Specific duties of the reporter

- Contacts and works with local newspapers
- Writes and sends a news story about each meeting to newspapers that agree to print the stories
- Serves as the historian if the organization does not have such an office
- Sends advance information to a local paper or radio station when your group plans a special event such as a picnic or tour
- Collects news clippings and photos for the secretary or historian

SONG LEADER

The song leader uses a variety of songs to help the group have fun and to create a feeling of unity and enthusiasm.

Area of responsibility

- Assists with group singing at regular meetings and special activities

Specific duties of song leader

- Selects songs that encourage participation
- Creates a sense of enjoyment and enthusiasm for singing
- Is prepared
- Selects music appropriate for the occasion
- Considers the ability and interest of the members
- Leads singing or gets others to lead at meetings or special events
- Keeps song books or song sheets for the club or group and passes them out and collects them at each meeting (optional)

RECREATION LEADER

The recreation leader involves all members in a variety of games and physical and mental activities.

Areas of responsibility

- Plans and organizes recreation for each meeting and special activities or events

Specific duties of the recreation leader

- Plans the recreational program to accomplish specific purposes
- Secures the equipment and facilities needed for the activity
- Considers the needs and interests of the members as participants
- Practices a new game or activity before using it with the members
- Teaches the rules as needed
- Stops games while members are enjoying them and before members become bored with the game
- Brings activities to a definite close
- Sees that the meeting room and facilities are cleaned up following a recreational activity

USE OF THE GAVEL

The president may wish to use a gavel. It is used as a symbol of authority to support self-government and an orderly meeting.

Two taps of the gavel usually are used to call a meeting to order.

Three taps of the gavel is often a signal for all members to stand (this could be used for the pledge to the flags, etc.).

A single tap of the gavel of the gavel is a signal to be seated. One tap of the gavel follows the announcement of the result of a motion being passed or defeated. Also one tap of the gavel follows the announcement that a meeting is adjourned.

The gavel is an instrument for maintaining order during the meeting. If at any time returning the meeting to order is necessary, sharp taps of the gavel restores order.

EXECUTIVE COMMITTEE

The executive committee is the leadership team of the organization and is made up of elected officers and may include the chairpeople of major committees and leaders.

Areas of responsibility

- Leadership and direction of the organization
- Plans an agenda for each business meeting
- Conducts installation ceremonies
- Plans and conducts annual program
- Encourages participation of all members in the organization

Specific duties of the executive committee

- Meets before meetings by telephone, in a short meeting or other contact
- Sets the agenda for each regular business meeting
- Plans programs and other activities for all meetings



What Are the Responsibilities of Members

Each member is a leader at one time or another, whether elected to be an officer or not. What each person says and does influences the club or group.

Here are some pointers: Speak up when your club or group is making a plan. Try to say something that makes the plan move forward, such as, "I think it would be a good idea to visit the new club near us and put on a model meeting." Or, "I like Sue's idea, but maybe it would work even better if we did" Volunteer for a job once in awhile.

A 4-H member:

- Attends meetings
- Helps plan program for year
- Helps make the meetings interesting
- Does a good job on his/her projects
- Joins in club or group activities

*4-H members work together
for the good of the club or group
to make it grow and be successful.*

Meeting Rules

The president directs the business of the meeting in an orderly manner. "Parliamentary Rules" are available to help groups conduct business. Understanding those rules is important for the president.

"Robert's Rules of Order" is the oldest and most recognized set of rules on the best ways to conduct business meetings. The rules first were printed in 1876 by Gen. Henry M. Roberts of the Corps of Engineers, U.S. Army. If you follow these rules, they will help keep your group orderly and reach decisions with less confusion. With these rules, both the majority and the minority in your clubs and groups will be heard and respected.

The skills members have and the size and ages of the group usually will determine how strictly the rules are followed. With larger groups, following these rules very carefully may be necessary. With small, informal groups, you will need to use only the basic rules for making, seconding and amending motions.

Officers and members need to learn the appropriate parliamentary procedures the group will use in making group decisions.

Making Motions

A motion is a formal way of getting an idea, proposal or plan of action before a group. Motions are part of the orderly way of conducting a meeting. Motions call for discussion and actions by the group.

1. How a motion is made and handled by a group

a. Addressing the Chair

The member wishing to present an item of business, discuss a motion, ask a question or give information related to the subject first must address the presiding officer. The member will say, "Mr. President" or "Mister Chairman," or "Madam President" or "Madam Chairman," or use a special title if he or she has one, but never use a personal name.

In small, informal groups, the person who wants to be recognized will not need to stand to address the chair. In large, formal groups, the person wanting to speak will need to rise, give his/her name and any other identification necessary so the chair will know who is speaking. The correct way to address the chair in a county 4-H Council Meeting is: "Mr. (or Madam) President, (your name, the name of your 4-H club)."

b. Chair Recognizes Speaker

The president will recognize the person by calling his or her name, or by saying, "The chair recognizes the person in the front row." After the person is recognized, he or she is free to speak.

c. Motion is Made

The person recognized by the chair makes a motion, such as, "I move that Saturday be set as the time for our 4-H party." "I move," are the proper words to use in presenting a motion or items of business. "I make a motion" is not proper wording.

d. Motion is Seconded

All ordinary motions must be seconded. This is to show the group that two people want the subject discussed. A motion needs to receive a second soon after it is made. If it does not receive a second, the motion is dead and cannot be acted upon by the group. The member wishing to second the motion does not have to be recognized by the chair. In small groups, the member wishing to second the motion does not need to stand but says, "I second the motion" or "I second it." In large, formal meetings, standing and saying, "Mr. President (or Madam President), I second the motion," is proper.

e. Motion is Restated

The motion is restated so that everyone understands the possible action being considered before the discussion begins.

f. Motion is Discussed

After the president has restated the motion, it is open for discussion. The president will say, "Is there any discussion?" To allow time for replies, the president needs to ask this three times before the motion is voted upon. Any member of the group has a right to discuss the motion after he or she receives permission from the president to speak. All discussion must be about the motion or the speaker can be ruled out of order by the president. An example of each step in the proper way to present a motion follows:

Tom Rushing: (rising) "Mr. (or Madam) President"
President: "Tom"

Tom: "I move that our club set the last Saturday in the month as community cleanup day."

Susan: (without rising) "I second the motion."
President: "It has been moved and seconded that our club set the last Saturday in the month as community cleanup day. Is there any discussion?"

g. Motion is Voted On

After the members have discussed the motion, the president will ask the group to vote on the motion. When voting on the motion, both the affirmative (aye) and negative (no) votes must be taken.

The president will say, "All those in favor of the motion (the motion is restated) say 'Aye.' All those opposed say, 'No.'" If the vote is close, the president may call for a count. The chair then will ask members to stand or raise their hands to vote and count them.

h. Results Are Announced

After the vote has been taken, the president will announce the results. The president may say, "The 'ayes' have it, and the motion is carried," or "The 'nos' have it and the motion is lost." Once the results have been announced by the president, the group can deal with another motion or other matters of business.

Respect One Another

Besides knowing how to make and amend motions, members need to follow some rules of courtesy every meeting.

- Only one subject or item of business can be before the group at one time. No new item of business can be introduced or discussed until the one being discussed is voted on.
- Every member of the group has an equal right to speak and be heard.
- The will of the majority must be carried out, but the rights of the minority also must be protected.
- Every member has the same rights as any other member. Every member can introduce a motion, debate and vote on a motion.
- The business and discussion need to follow rules of courtesy. Receive permission from the chair before you speak. Do not talk to other members when someone else has the floor.

Election of Officers

The election of officers is important in every 4-H club or group. Clubs or groups are made up of people with different ideas and abilities. The only way to get things done is for someone to lead. Every club or group needs leaders. A way to get leaders is to elect them.

A. Qualifications of officers

The group needs to spend some time discussing the qualities it wants in officers. You might want to think about such things as regular participation, experience in the club or group, ability and willingness to serve as an officer.

By setting standards for officers, your group can avoid a popularity contest in the election of officers. The best officers for your club or group might not be the most popular person.

B. Nominating committee

Most 4-H clubs or groups will have a constitution and bylaws that tell you how to go about electing officers.

One method that is used is the nominating committee. A nominating committee can be elected by the group or appointed by the president. The nominating committee will nominate one or more people for each office in the club or group.

When a meeting is called to elect officers, the nominating committee will present the names it has selected for election by the group. The president also will ask for nominations from the floor. This means that any member has the right to nominate someone other than the ones presented by the nominating committee. Remember, nominations do not require a second, and a member may nominate only one candidate for each office.

C. Nominations from the floor

If your club does not use a nominating committee or you wish to nominate someone from the floor, you are recognized by the president. When recognized, you say, "I nominate _____ for _____." A nomination does not need a second.

D. Voting

Any member can offer a motion to close the nominations. A motion to close the nominations requires a second and a two-thirds vote of those present and voting because it limits the rights of members to make additional nominations.

Your club or group probably will decide what method of voting it will use to elect officers. Usually, the bylaws will fix the percent of vote necessary for election to office. If your club or group has no rules to follow, you can use one of several methods. Your president may call for a show of hands, a standing vote or a secret ballot to decide who the officers will be. In this case, a simple majority will elect a person. Usually, when more than one officer is being voted on, the names are voted on in the order in which they were presented to your group.

E. Installing officers

Newly elected officers usually are installed at a special meeting. Through a special program, the officers are called before the group and the outgoing chairman, Extension staff member, leader or special guest reads the requirements for the office to the newly elected officers. The person reading the requirements asks each officer if he or she understands the duties of the office to which he or she was elected and will accept the responsibilities of the office. This is the time when all members pledge their support to the newly elected officers of their club or group.

Committees and Committee Assignments

Every 4-H club or group appoints committees that help do special things and keep members involved and active. How many committees a club has depends on the size of the club or group.

A. Types of committees

Clubs or groups have two types of committees: **standing committees and special committees.**

1. An example of a standing committee is a membership committee. Standing committees are appointed to carry out a specific part of the regular work of the group. Standing committees usually function for an entire club or group year.
2. An example of special committee is a tour committee. Special committees are appointed when the need arises to complete a certain task. After the committee gives its final report to the club or group, it no longer exists.

B. Appointing committees

The president of the club usually will appoint the committees. He or she may do this after talking with other officers in the club. Members also may be asked to volunteer to serve on committees and be appointed by the president.

C. Conducting committee meetings

Committees are never very large in numbers. This allows members to have a better opportunity to share their ideas with the other committee members. Although committee meetings are informal, they need to have an order of business to discuss, and they are led by the chairman.

D. Making the committee report

Each committee will decide about the things it was asked to do. After the committee has decided, it will report to the club or group. The officers usually will tell the committee what type of report to present, either written or oral. All members of the committee need to see or hear the report before it is presented. After the report is presented, it needs to be acted on by all members of the organization. Written reports are given to the secretary to be included in the minutes.

The following committees may be part of a 4-H club or group:

Program – After the group has made its program plan for the year, committee members go to work. They may find a special person in the community to come to a meeting, ask the NDSU Extension staff for a video you want to see or get a member who went on a national trip to talk. Whatever the group does, it checks with the leader before the meeting to be sure the program is all set. (Standing committee)

Membership – Every 4-H club or group is a growing group. This committee calls on boys and girls in your community to tell them how they can join your club or group. You may have as a goal: “Each member get a new member.” (Standing committee)

Community Service – Many 4-H clubs or groups have community service activities. To get ideas about things you can do to make your community better, talk with local business people, township or county leaders and others. After you get going on it, the committee can arrange for work days and report how much is done. (Standing committee)

Recreation – In a club or group of more than 25 members, you need a recreation committee to help the recreation leader plan fun at each meeting and at special events. (Standing committee)



GLOSSARY

Agenda

List of business to be talked about or voted on at a meeting

Chair

Person selected or appointed to preside over a meeting, committee, etc.

Committee

A group of people selected to complete a service or function

Constitution and bylaws

The ideas and rules that govern your club or group

Correspondence

Communication by exchange of letters

Ex-officio

To serve on a committee because of holding a certain office position

Facilities

Something that permits the easier performance of an action, such as a meeting place

Majority vote

More than half of the votes cast (for example, 11 or more votes if 20 votes were cast)

Minutes

Official record of the meeting of a club or group

Motion

A formal proposal made in a business meeting

Parliamentary rules

Rules that guide how a club or group conducts its business (developed from the original rules of conduct in the English Parliament)

Preside

Have charge (lead) of a meeting or take control or manage

Public relations

Efforts of a 4-H club or group to promote awareness and good will between itself and the public

Quorum

The number of members required to be present to legally transact business in your group or club. This number or proportion of membership often is stated in your group's constitution.

Second

To express formal support of a motion before further discussion or voting

Yearly plan/program of work

Plan for activities and things your group wants to do during the year

Suggested Form for a 4-H Club Constitution and Bylaws

The constitution should contain:

- a. Name and objectives of the club
- b. Qualifications of the members
- c. Officers, their elections and duties
- d. Meetings of the club (only including what is essential, leaving details to bylaws)
- e. How to amend constitution

Constitution

Article I – Name

The name of this organization shall be _____ 4-H Club.

Article II – Objectives

Section 1.

The objectives of this club are to assist members to:

- acquire knowledge and skills, and explore careers
- acquire a positive self-concept
- develop the ability to live and work cooperatively with others
- acquire a healthy lifestyle
- achieve satisfaction from leisure time
- develop respect for and be informed about environment
- develop initiative and assume responsibility

Section 2.

Each club also may add a specific object according to the nature of the project and other activities they are carrying.

Article III – Membership

All boys or girls between the ages of 8 and 19 years shall be eligible for membership, regardless of race, sex, color, religion, national origin or handicap.

Article IV – Officers

The officers of this club shall be volunteer leaders, president, vice president, secretary, treasurer, reporter and other officers the club deems necessary. All officers shall be elected by secret ballot and serve for the term of one year.

Article V – Meetings

The August meeting shall be for the election of officers and the September meeting for the reading of annual reports.

Article VI – Amendments

This constitution may be amended by a two-thirds vote at the September meeting, provided notice of such amendment shall be given in writing at the previous meeting.

Bylaws

Article I.

Each member shall pay annual or monthly dues of _____. (Each club must decide whether they wish to have dues. It is not required.)

Article II.

Section 1.

Regular meetings of the club will be held on the _____ of each month.

Section 2.

Special meetings may be called by the president or the leaders at any time by giving notice at any regular meeting or by notifying each member one day in advance.

Section 3.

All meetings will be held at _____ (members' homes, school or community meeting room) unless otherwise planned.

Article III.

A quorum for the transaction of business shall consist of a majority of the members.

Article IV.

These bylaws may be amended at any regular meeting, with notice having been given in writing at the previous regular meeting of the club. A two-thirds vote of those present shall be necessary for adoption.

Article V.

Robert's Rules of Order shall govern the meetings of the club.

Article VI.

Upon dissolution, all 4-H club/group assets and financial records must be turned over to the county Extension office. Remaining funds after settlement of debts and liabilities of the club will be deposited with the county 4-H council to be used for 4-H youth development programs.

Points to Look for in a 4-H Meeting

This sheet can be used to evaluate your meetings.

You may answer "Yes" to most of the questions.

The ones you answer with a "No" are areas you might want to work on to improve your club.



- _____ 1. Before the meeting, do the officers and leaders check meeting plans with one another?
- _____ 2. Does the president call the meeting to order on time, keep the meetings moving and close on time?
- _____ 3. Do all officers use parliamentary procedure when appropriate?
- _____ 4. Is the business part of the meeting short and snappy?
- _____ 5. Are guests introduced and made to feel welcome?
- _____ 6. Does the club have an educational program or club study program in addition to the business meeting and recreation?
- _____ 7. Does the meeting have variety?
- _____ 8. Is the educational program or club study of interest to everyone?
- _____ 9. Does the meeting provide an opportunity for members to get to know each other?
- _____ 10. Are all announcements short and to the point?
- _____ 11. Do officers avoid doing all the talking?
- _____ 12. Do leaders avoid doing all the talking?
- _____ 13. Do all or most of the members have an opportunity to talk during the meeting?
- _____ 14. Is the recreation suitable to the meeting place and group?
- _____ 15. Is common courtesy shown between officers and members?
- _____ 16. Are leaders given a chance to voice their opinions?
- _____ 17. Are members given a chance to voice their opinions without feeling judged?
- _____ 18. Does the meeting have fun, learning and fellowship?
- _____ 19. Is the room large enough for everyone to be seated comfortably?
- _____ 20. Do the lighting and ventilation help provide a positive atmosphere?

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

The 4-H motto is: "Make the Best Better."



4-H Colors

The 4-H colors are green and white.



4-H Emblem

The 4-H emblem is the four leaf clover with an "H" on each leaf. These H's stand for Head, Hand, Heart, and Health; the training and proper care of which will be the best assets any person can possess.

4-H Creed

I believe in 4-H work for the opportunity it will give me to become a useful citizen.

I believe in training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness of purpose it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the dignity it will give me to be helpful, useful, and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my World, my Country, my State, and my Community, and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.



Visit North Dakota 4-H on-line at www.ndsu.edu/4h

For more information on this and other topics, see www.ag.ndsu.edu

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