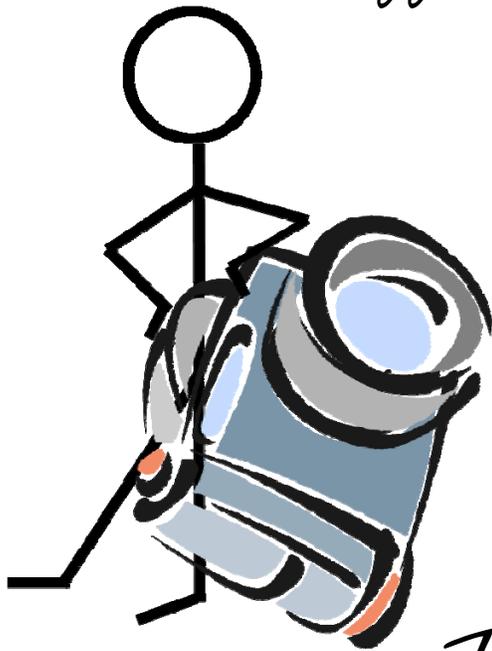




4-H Club Officer Record Book



The Photographer



Cornell University
Cooperative Extension
Clinton County



4-H Youth Development

CCE provides equal program and employment opportunities

contact information

Club Name: _____ **County:** _____

Club Website*: _____

*When creating your club's web presence, please refer to NYS 4-H Club Website Guidelines (found at <http://counties.cce.cornell.edu/clinton/website/4h/newclub/webguidelines.pdf>).

Role	Name	Phone Number	Email
Club Officers			
President			
Vice-President			
Secretary			
Treasurer			
News Reporter			
Recreation Leader			
Choose Health Officer			
Photographer			
Club Historian			
Song Leader			
Club Leaders			
Organizational Leader			
Project Leader			
Project Leader			

CCE Clinton County

Phone: 518-561-7450 * Fax: 518-561-0182 * Address: 6064 State Route 22, Plattsburgh NY 12901 *

Web: www.cce.cornell.edu/clinton * Blog: www.ccecc4hce.blogspot.com

Club By-Laws

Insert a copy of your club by-laws here.

Club Planning Calendar

(For ideas, see sample club calendar on the back of the next page)

Club Goals for the Year:

1. _____
2. _____
3. _____

<i>Month</i>	<i>Program, Event, or Activity</i>	<i>Committee or Person Responsible</i>
October <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	
November <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	
December <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	

<i>Month</i>	<i>Program, Event, or Activity</i>	<i>Committee or Person Responsible</i>
January <i>Meeting</i> Date: Time: Location: Theme:	Business Items Program Recreation Refreshments	
February <i>Meeting</i> Date: Time: Location: Theme:	Business Items Program Recreation Refreshments	
March <i>Meeting</i> Date: Time: Location: Theme:	Business Items Program Recreation Refreshments	
April <i>Meeting</i> Date: Time: Location: Theme:	Business Items Program Recreation Refreshments	
May <i>Meeting</i> Date: Time: Location: Theme:	Business Items Program Recreation Refreshments	

<i>Month</i>	<i>Program, Event, or Activity</i>	<i>Committee or Person Responsible</i>
June <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	
July <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	
August <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	
September <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	

Year End Review

How well did your club meet its goals?

Sample 4-H Club Planning Calendar

Here are ideas of business meeting topics/events that might be included in a club calendar:

Month	Task
October	<ul style="list-style-type: none"> Elect and Install officers Send list of officers and leaders to Extension Office Plan and conduct training for officers Conduct ceremony for new members Conduct club goal and program planning Complete enrollment information and turn into Extension office Discuss upcoming county events Recruit project leaders
November	<ul style="list-style-type: none"> Distribute club program calendar and program book Distribute project materials Plan holiday party Project groups begin to meet Discuss upcoming county events Club recognition event
December	<ul style="list-style-type: none"> Community Service Project Members begin to give talks and demonstrations
January	<ul style="list-style-type: none"> Project groups meet Discuss upcoming county events Discuss 4-H record keeping
February	<ul style="list-style-type: none"> Project groups meet Discuss upcoming county events
March	<ul style="list-style-type: none"> Discuss camping opportunities Work on 4-H records
April	<ul style="list-style-type: none"> Discuss judging events Plan club tour
May	<ul style="list-style-type: none"> Discuss county 4-H fair Explain conference judging Work on 4-H records
June	<ul style="list-style-type: none"> Collect 4-H fair entries Discuss fair responsibilities Reports from youth attending special events
July	<ul style="list-style-type: none"> Work on 4-H records Attend county fair Explain State Fair
August	<ul style="list-style-type: none"> Select nominating committee for next year's officers Select program planning committee for next year Finish records and turn them into Extension Office Review year and recognize accomplishments
September	<ul style="list-style-type: none"> Hold project enrollment introduction Explain Achievement Day Announce National 4-H Week Discuss upcoming county events

Committee Planning Sheet

Committee Name: _____

Committee Chair: _____

Committee Advisor: _____

Goals:

1. _____

2. _____

	Task	Who's Responsible	Resources Needed	Due Date
1				
2				
3				
4				
5				
6				
7				

Year End Review

Did the committee accomplish its goals? Why or why not?

4-H Activity Planning Sheet

Activity Name: _____

Date: _____ **Location:** _____

Planning Team

- 1. _____
- 2. _____

- 3. _____
- 4. _____

Goals:

- 1. _____
- 2. _____

	Task	Who's Responsible	Resources Needed	Due Date
Facilities				
Food/ Refreshments				
Equipment/ Supplies				
Registration				
Transportation				

	Task	Who's Responsible	Resources Needed	Due Date
Insurance				
Printing				
Publicity				
Awards/ Recognition				
Budget/ Finance				
Evaluation				
Thank You				

Year End Review

How did the activity go? What would you do differently next time?

Welcoming New Members

Membership Goals

Number of New Members	
Goal for the current 4-H Year	
Actual in the current 4-H Year	

On the next page is an example new Member Induction.

To make new members feel welcome in our club, I plan to:

New Member Induction

This ceremony can be used to induct one or more new 4-H members during the new business portion of a club meeting. The new member(s) receives a membership card.

President: Today we are happy to welcome (name-s) as a new member(s) of our 4-H club. Will our new member(s) please come forward?

New member(s): Walk to front of room and stand next to President facing the rest of the club.

President: 4-H members set high goals, think things through and carryout their plans enthusiastically. We care about others and strive to serve our communities in any way we can. 4-H members enjoy working on projects and learning new skills. We protect our health and follow safety rules in all our activities.

4-H members are loyal to one another; we respect our leaders and follow the 4-H code of conduct.

Are you willing to uphold these standards of 4-H membership?

New member: Yes

President: Do you promise to take an active part in 4-H meetings and activities, to pay your dues and complete jobs you agree to do responsibly and on time?

New member: Yes

President: Since it is your intention to be an active and reliable 4-H member I welcome you into the (club name) and present you with this membership card. Congratulations!

Parliamentary Procedure

Parliamentary procedure helps everyone in the club express an opinion in a courteous and orderly fashion. Here are a few highlights to help your club meetings run smoothly.

5 Principles of Parliamentary Procedure

1. Discuss one subject at a time
2. Each idea presented for consideration is entitled to full and free discussion.
3. All members are to be treated with justice and courtesy.
4. The rule of the majority must be carried out and the rights of the minority respected.
5. Work towards cooperation and consensus of group interests and wishes.

Arrangements for Meetings

4-H Club meetings are conducted in an orderly manner and provide valuable experience in parliamentary procedure. The president and secretary sit at a table or desk, facing the other members of the club, the secretary sitting at the left of the president. If possible, clubs should meet in a well-lighted and well-ventilated room provided with comfortable seats. An American flag and a 4-H flag should be on display at every club meeting.

Making the Meeting Interesting

Clubs can do many things to add interest to business meetings. A few suggestions are:

- Hold meetings as planned.
- Start and stop on time.
- Teach club members to run the meeting.
- Vary the response to roll call.
- Make the business session short and to the point.
- Have as many members as possible participate.
- Use parliamentary procedure.
- Provide variety in every program.
- Use material that is practical and seasonable.
- Use songs, yells, the pledge, and other ritual.
- Use community speakers.
- Have demonstration and judging activities.
- Give public programs-invite parents.
- Plan recreation period-games, songs, stunts.
- Have an occasional surprise for the club.

Order of Business

1. Call to order

The president rises and says, "The . . .4-H Club will please come to order."

2. Opening ritual

a. Flag salute-The president says, "Let us rise and salute the flag."

b. A song (optional)--The president says, "We will open our meeting with a song." (The song leader responds promptly in leading a previously selected song.)

3. Roll call

The president says, "The secretary will please call the roll." (Members respond when their names are called by rising and giving a brief statement according to what the response to roll call is to be. This may be a current event, progress on the subject, names of trees or birds, and the like.)

4. Introduction of guests

Any visitors should be extended the courtesy of being introduced by the president and be given the privilege of speaking.

5. Reading the minutes of the previous meeting

The president says, "The secretary will read the minutes of the previous meeting." (The secretary reads.) The president asks, "Are there any additions or corrections to the minutes?" (Pause) "If not, they stand approved as read or "If there are no corrections, the minutes stand approved as read." If there are corrections, the president directs them to be made unless there is an objection, in which case a formal vote as to the wording is taken. If the minutes are approved and an error is noted later, a vote is required for their amendment.

6. Treasurer's report

The president says, "We will now have the treasurer's report." The treasurer indicates balance at last

meeting, receipts and expenditures since last meeting, and balance as of this meeting.

7. Reports of committees (standing and special)

The president says, "We will now have the report of the . . . committee." In each case the president calls upon the chairperson of the committee to make the report. A motion to accept or adopt the report must then be made and seconded. After this has been done, the report is open for discussion and amendment as regular business.

Example:

President-"We will now have the report of the Parents' Night Committee." Chairperson reads report. President-"Will someone move that this report be accepted?" Member-"I move that this report be accepted." Second Member-"I second the motion." President-"It has been moved and seconded that this report be accepted. Is there any discussion or are there any corrections?" Some discussion will follow. President-"Is there any further discussion? If not, are you ready for the question?" (That is, ready to vote.) If the members are ready to vote, they say, "Question." The president then says, "All those in favor say 'Yes' (or 'Aye'); opposed, 'No.'" The report is accepted (or rejected)."

8. Unfinished business (also called old business)

This includes any unfinished business left over from the previous meeting or meetings. The president asks, "Is there any old business to be considered at this meeting?" The secretary should be careful in noting any unfinished business of previous meetings and make sure that the items are included in the order of business of the following meetings. Either the secretary or some other club member should bring up unfinished business, or the president may state the business included on the order of business for the meeting.

9. New business

The president asks, "Is there any new business to be considered at this time?" If matters of new business have been included on the order of business, the president may state the business.

Example:

President-"We are now ready for the new business of the meeting. One item is whether we shall hold a club picnic. Will someone make a motion in regard to this matter so that we may discuss the question?" Member (addresses chair and is recognized)F1 move that a club picnic be held in Hart's Grove the afternoon of July 15." Another member-"I second

the motion." President-"It has been moved and seconded that a club picnic be held in Hart's Grove the afternoon of July 15. Is there any discussion?" After the discussion it may seem best to have a committee make the arrangements for the picnic. Another member (addresses chair and is recognized)- "I wish to amend the motion by adding, 'and that a committee of three members, in addition to the president and 4-H leader, be appointed by the president to make the arrangements.'" If the amendment is seconded, it is repeated by the president and opened for discussion. The amendment is then voted on in the same manner as a main motion. If it is carried, the president says, "We will now vote on the motion as amended," and repeats the motion as amended. If the amendment is lost, the president says, "We will now vote on the original motion."

10. Appointment of committees

Committees on recreation, refreshments, entertainment, program, etc., for the next meeting or the appointment of other special committees are ordered by vote of the members during the meeting.

11. Closing ritual

- a. Club songs
- b. Club yells
- c. 4-H pledge The president says, "Let us stand and repeat the 4-H pledge."

12. Adjournment of business meeting

- a. The president asks, "Will someone make a motion that we adjourn?"
The meeting is not adjourned until such a motion is made, seconded, stated by the chair, voted upon, and declared passed by the president. The secretary should make a record of this motion the same as for any other.
- or
- b. If it appears that there is no further business, the president may ask, "Is there any further business?" If there is none, the president may declare, "The meeting is adjourned."

13. Program

The meeting is turned over to the leaders or others for a program of instruction, demonstrations, etc.

14. Recreation

Social and recreational activities as planned by a committee appointed previously.

Making a Motion

Official business at meetings is conducted by making motions and by discussing, amending, and voting on them. It is important that motions be thoroughly discussed and understood before members vote on them. The President should delay voting until everyone understands the advantages and disadvantages of the motion.

Main Motions

1. *A member makes a motion: "I move that..."* A member must be recognized by the President at a time there is no other business on the floor (one motion at time unless it's a motion about a motion).
2. *Another member seconds the motion.* This can be done without being recognized by the President. A motion must be seconded for members to discuss and act upon it. Seconding the motion does not necessarily mean the member supports the motion. If no one seconds the motion, the President can ask, "Is there a second to the motion?"
3. *The President states the question on the motion.* The President states the motion for the club to debate.
4. *Debate takes place on the motion.* The original mover speaks first. Each speaker can speak up to two times, the second after everyone has had one turn.
5. *The President puts the question to a vote.* The President restates the motion and calls for a vote.
 - o Voting can be done in several ways such as by acclamation (speaking aye, nay), show of hands, roll call (call names of those in attendance and ask for their vote), and secret ballot. The President, seeing agreement of the group, can also say, "Unless there is object, the motion is approved."
 - o The President does not vote except in cases of a tie or secret ballot.
6. *The President announces the results of the vote.* The President says, "The motion is passed" or "The motion is defeated or did not pass," according to the votes.

Secondary Motions

- *Amend a Motion* Motions can be changed. Motions to amend must be seconded like main motions. Members discuss and vote on the amendment, then on the main motion as amended. Any number of amendments can be made one after another.
 - A member makes a motion to amend: "I move to amend that motion by adding..." and discussion continues through steps 2-6 for the amendment.
 - Members discuss, then vote on, the main motion as amended.
- *Withdraw a Motion* A motion may be withdrawn if the person who made the motion and the person who seconded it both agree to withdraw it.
- *Table a Motion* If more information is needed or there isn't enough time to discuss and vote on a motion, it may be tabled to the next meeting or a later date.
 - A member says, "I move that the motion be tabled until..."
 - Another member seconds the motion, and it is taken to a vote (no discussion).
 - Requires a majority vote to pass
- *Refer to a Committee* Often it saves time if a motion or decision is referred to a committee for further investigation. The committee could be a standing committee or a committee appointed by the President. The President decides if the committee is to look into the matter and report back to the group, report to the President, or act (this means the committee makes the final decision).
 - A member says, "I move to refer this motion to a committee."
 - Another member seconds the motion, and it is taken to a vote.
 - Requires a majority vote to pass

Tools of the Trade

Congratulations on being elected an officer of your club!

This is a very important leadership role. You and the other club officers and your club leaders will be role models for other club members. Take your role seriously, be honest and fair, do the best job you can, and you will succeed.

As an officer, you will manage the planning and carry out the club's programs and business. You will be guardian of the club's legal, financial, social, and educational responsibilities. Officers are responsible for ensuring that the club is inclusive and does not discriminate on the basis of race, color, national origin, religion, gender, or disability.

In the following pages are tools to help you succeed in your elected office.

Goals

This year, as an officer of my club, I want to:

	Describe your goal	Action Steps	Achieved
1			<input type="checkbox"/>
2			<input type="checkbox"/>
3			<input type="checkbox"/>

Year End Review

Check off those goals you accomplished. What helped you achieve these goals? What made them difficult?

Officer Job Description

Duties

Duties of all Officers

- Learn and act upon the duties of your office
- Be an active member of the board of officers
- Attend officer executive board meetings
- Attend club meetings and activities
 - Work as a team with other members to set and clean-up the meeting area
 - Greet guests, members, and leaders as they arrive
 - Offer help when needed
 - Help new members become acquainted with 4-H
 - Give reports to the club, leaders, and Extension Office as required
- Lead in planning meetings and events
 - Help set annual club goals for membership, programs, and service
 - Help develop a year-long club program calendar
 - Help plan the club budget
- Give your opinion on issues, but also listen to what others have to say
- Actively represent 4-H in your community
- Let the club leader know if you are not able to attend a meeting

Duties of the Photography

- Develop a file of photos documenting club projects, events, celebrations, and meetings, and include photos of members and leaders. The photographer may be a member of a club photography project.
- Provide photos for the club reporter's stories, for membership recruitment displays, and for the club historian to use in illustrating the club's accomplishments during the 4-H year.

Honor Photographer

Submit at least 9 photographs to the Extension Office. Each photograph is due by the 10th of the next month.

Insert pages with photographs you've taken throughout the year. Be sure to include captions describing the events depicted and who is in each photo.



The 4-H Pledge

I pledge

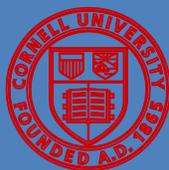
My Head to clearer thinking

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



Cornell University
Cooperative Extension
Clinton County



4-H Youth Development

CCE provides equal program and employment opportunities