



ILLINOIS 4-H CLUB SECRETARY REFERENCE BOOK



Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN





Secretary Guidelines

As a 4-H secretary, your role is pivotal in fostering organization, communication, and collaboration within your 4-H Club officer team and club members. This resource is designed to provide you with a comprehensive guide to your duties, ensuring you are equipped to manage tasks efficiently, support the goals of your 4-H club, and facilitate smooth club meetings.

From coordinating meetings, managing club attendance records, maintaining accurate club minutes, and serving as a link between members, your responsibilities contribute to the success and growth of your 4-H Club. With this guide in hand, you will be ready to tackle challenges, make a positive impact, and truly shine in your role as a 4-H Club secretary!

The Illinois 4-H Club Secretary Record Book is the official record of your 4-H club for the year. It contains the minutes (records of business transacted at each meeting) and lists the club's members, leaders, officers, and committees. The Illinois 4-H Club Secretary Record Book will provide a permanent record and history of your 4-H club. These records are valuable because they provide a clear and accurate record of decisions, discussions, and actions taken during meetings, ensuring accountability, transparency, and a reliable reference for future planning.





Secretary Responsibilities

ORGANIZATIONAL TASKS

Get a 3-ring binder to keep all your notes, minutes, and correspondence for the 4-H club in.

Print or download a copy of the Illinois 4-H Secretary Record Book and review it.

At the beginning of the 4-H year (September 1 – August 31), secure a copy of the club constitution and by-laws. Ask the club officers and leaders to review it and see if any revisions need to be made. For more information on 4-H Club constitutions see page 16.

BEFORE THE MEETING

Organize all correspondence, such as letters and cards, received since the last meeting and bring them to the meeting. Review them so that you can read them with confidence at the meeting.

Update the attendance list with any new members so that you are prepared for roll call. Think of or pick out a topic for roll call. If your club has an attendance secretary, they will do this task.

If your club uses standing or special committees have a list of the members of the committee with the goals and duties of each committee.

Have a copy of the minutes of the last club meeting prepared and be ready to read them during the secretary report so they can be approved by the membership during the meeting.

Check the minutes of the last club meeting for old business such as tabled or postponed motions or topics that need to be reviewed. Be prepared to call old business to the attention of the club.

Have the Worksheet for 4-H Club Meetings ready to write your notes on during the meeting.

If you cannot attend a club meeting, notify the club leader and president. The president will designate a member as the acting secretary. Your Illinois 4-H Club Secretary Record Book will be needed in the meeting so give it to someone who will take minutes in your absence. Be sure to get the book back and check to make sure that everything was updated in your absence.



Secretary Responsibilities

DURING THE MEETING

Arrive at the club meeting early to discuss the items of business with the leaders and other officers.

Be ready in the absence of the president and vice-president to call the meeting to order on time and preside during the election of a temporary chairperson who then presides during the meeting.

Sit beside the president, preferably at a table in the front of the meeting room.

When the president asks for roll call, you will read each person's name one at a time and ask them to respond by saying "here" or by responding to a roll call question. Using a question provides variety to the meeting and helps the 4-H members to get to know each other better. Mark members who are present with a "P" or a check mark. Those who are absent should be marked with an "A". Some clubs may use a sign in sheet instead of a voice roll call. If this is the case, be sure you collect the sheet and record the attendance in the Illinois 4-H Club Secretary Record Book, keep the sign in sheet in case there are any discrepancies. If your club has an attendance secretary, they will do this task.

Stand and read the minutes of the previous meeting when directed by the president. Minutes are the permanent records of the 4-H club. To be certain they are correct, the president asks, "Are there any corrections to the minutes?" If someone suggests a change, make the correction by drawing a line through the incorrect word or words and write the correction above it. If an addition is suggested, write it in the margin.

You may wish to send the minutes digitally or print and distribute the minutes to all the members prior to the meeting. If you do this, the president will still ask for corrections, and you would make those changes if needed. This method can save time during the meeting.

Read communications that the club has received when requested by the president. If there are none, you should state so to the president.

Take enough notes on the Worksheet for 4-H Club Meetings so that you have all the information you will need to write the minutes of the meeting.

Help the president during the meeting in the following ways:

1. Write down motions as stated. If you do not understand a motion or can not write it down fast enough, ask the member to restate the motion. You must be able to repeat the motion using your notes.
2. Help maintain parliamentary procedure.
3. Announce old business, if any, when the president asks, "Is there any old business?" If there is none, inform the president.



Secretary Responsibilities

AFTER THE MEETING

Write the minutes of the meeting into sentence/paragraph form. They should be typed or printed neatly in ink. Complete this task soon after the club meeting so everything will be fresh in your memory. Minutes are a record of what was done, not what was said. Do not put discussion, opinion, or interpretations in the minutes. Be sure to include motions and state if they passed or failed.

Sign the minutes as follows:

Respectfully Submitted,
Your Name
Secretary

Notify absent officers or committee chairs of actions that concern them. Notify all absent members of their appointments for committees.

Write all necessary business correspondence and thank you letters on behalf of the club and send them to the recipient.

AT THE CLOSE OF THE 4-H YEAR

Check to make sure that you have the minutes from each club meeting in the Illinois 4-H Club Secretary Record Book.

Check to make sure that you have completed the Club Officer Team, Club Leaders, Committees, and Member Attendance sections of the Illinois 4-H Club Secretary Record Book. If your club has an attendance secretary, you will need to get the attendance record they completed to add to the rest of your documents.

Give your completed Illinois 4-H Club Secretary Record Book and a copy of the Club Constitution to your leader so they can submit it to the local Extension Office.

Be prepared to deliver all the club secretary's supplies and records to the newly elected club Secretary.



Roll Call Topics

Roll call can be completed by either the secretary or the attendance secretary. A way to make this more fun and to help the club members to learn more about each other you can ask a roll call question and members who are in attendance will reply with an answer to the question so that you can mark them present in the Member Attendance section of the Illinois 4-H Club Secretary Record Book. Below are some ideas for roll call topics, you can also look for ideas online or come up with your own questions. Be sure to make them simple enough that everyone in the club can answer.

Favorite color
Which season do you like best?
Pizza or Tacos?
Favorite Teacher or Mentor
Who is your best friend?
Favorite sport team
Favorite zoo animal
Favorite musician
Dream vacation
Favorite holiday
Favorite thing to do at the fair
Least favorite household chore
Sing or dance
Cat or dog
French fries or onion rings
Jump high or run fast
Would you rather only be able to whisper or shout?
What are two words you would use to describe yourself?
What is a skill or talent that you wish you had?
What do you do to relax?
What would you do with \$1,000?
If you could have any superpower, what would it be and why?
Would you rather time travel to the past or the future?
If you could go anywhere in the world, where would you choose to go?
Who is a famous person you would like to meet?
If animal could talk, which one do you think would be the rudest? (or nicest)
Would you rather explore space or dive deep into the ocean?
Would you rather live in a giant tree house or an underwater castle?
Would you rather be able to turn invisible or change colors like a chameleon?

Favorite 4-H Project
Favorite color
Favorite Fast-Food Restaurant
Livestock or General Projects
Favorite sport
Favorite school subject
Favorite fruit or vegetable
How many years have you been in 4-H?
Favorite dairy product
Favorite 4-H Event
Favorite movie
Favorite fair food
Drive or fly?
Cookie or brownie?
Summer or winter?



Correspondence

THANK YOU NOTES

When to write a thank you note:

- After someone speaks or volunteers for a 4-H meeting or event.
- When someone donates time, food, materials, or financial assistance to the 4-H Club.
- Following a field trip or 4-H event to thank the host, drivers, or chaperones.
- To appreciate leaders, members of the community, or Extension staff at the end of the year or after a special event.

Tips for writing a thank you note:

- Be Prompt: Try to send the note within a week of the event or gesture – it shows attentiveness and sincerity. The club does not need to vote on sending a thank you note.
- Handwritten is best: If possible, use a card or simple stationary. A handwritten note feels more thoughtful than an email or text.
- Make It Personal: Use the person's name and refer to the specific event or moment that stood out.
- Be Specific: Mention exactly what the club is thankful for. Instead of "Thanks for helping," try "Thank you for sharing about your career as a chef and telling us your personal story about how your 4-H experiences helped you to become a chef."
- Keep it Short and Warm: A thank you doesn't have to be long, just heartfelt. Think of it as a small smile in an envelope.
- Acknowledge Gifts Thoughtfully: When thanking someone for a financial contribution, focus less on the amount given and more on how the funds will be used by the club. This shows that their support made an impact without focusing on the dollar value.
- Sign Off with Sincerity: Close the note with a warm phrase like "With Gratitude" or "Sincerely", sign your name, and add your title.

Dear Hailey,

Thank you so much for taking the time to speak to our 4-H club about your journey as a chef. Hearing how your 4-H experience helped shape your goals and career was both inspiring and encouraging to all of us.

Your story showed how the skills we are learning today can lead to exciting futures – and you made that feel possible. We truly appreciate your time, honesty, and passion. We also really enjoyed the delicious cupcakes you served.

Sincerely,

Dave Smith



Correspondence

LETTER WRITING

When to write a letter:

- To welcome new youth members or leaders.
- To invite someone to speak or participate in an event.
- To express gratitude beyond a quick thank you note (like after ongoing support or mentorship).
- To encourage someone going through a hard time.
- To follow up on a project or activity.
- To ask an organization about partnering for a community service activity.
- To ask for a donation.

Parts of a Letter:

1. Heading – Includes the date, and the senders address
2. Greeting – A friendly or respectful opener like “Dear Dr. Carey,”
3. Opening Paragraph – A warm introduction and the purpose of the letter.
4. Body Paragraph – The main message. Be sincere, specific, and clear.
5. Closing Paragraph – a summary or warm wrap-up. Include a hope, thanks, or next steps
6. Closing/Signature – Use a sign-off like “Sincerely” or “With Thanks”, followed by your signature, and title.

Tips for Writing Letters:

- Know Your Tone: Choose a tone that matches your message – friendly and conversational, or respectful and formal.
- Personalize It: Mention the person’s name and reference shared experiences or specific contributions.
- Be Encouraging: A positive word can go a long way! Especially in letters offering support or congratulations.
- Check Spelling & Names: It’s a small thing that makes a big difference in showing care and attention.
- Write Neatly or Type: A clear, tidy letter shows pride in your message.



Correspondence

LETTER WRITING

Sample Letter:

September 1, 2025

Bloomington Park District
1001 N. State Street
Bloomington, IL 61701

Dear Bloomington Park District,

I'm writing on behalf of the Lucky Clover 4-H Club to explore a potential partnership for a community service project in April 2026. Our club would like to do a park clean up event for the National 4-H Day of Service, and we would love to work with you to make it a meaningful and successful experience for both our organizations.

We admire the Park District's commitment to keeping Bloomington's parks beautiful and accessible, and we believe this project would be a great opportunity for our youth to give back while learning the value of stewardship and teamwork

We would be happy to coordinate with your team on logistics, supplies, and selecting a park location that could benefit most from this effort. Please let us know if you would be open to discussing this further – we are flexible and eager to collaborate.

Thank you for your time and for all you do for our community!

Sincerely,

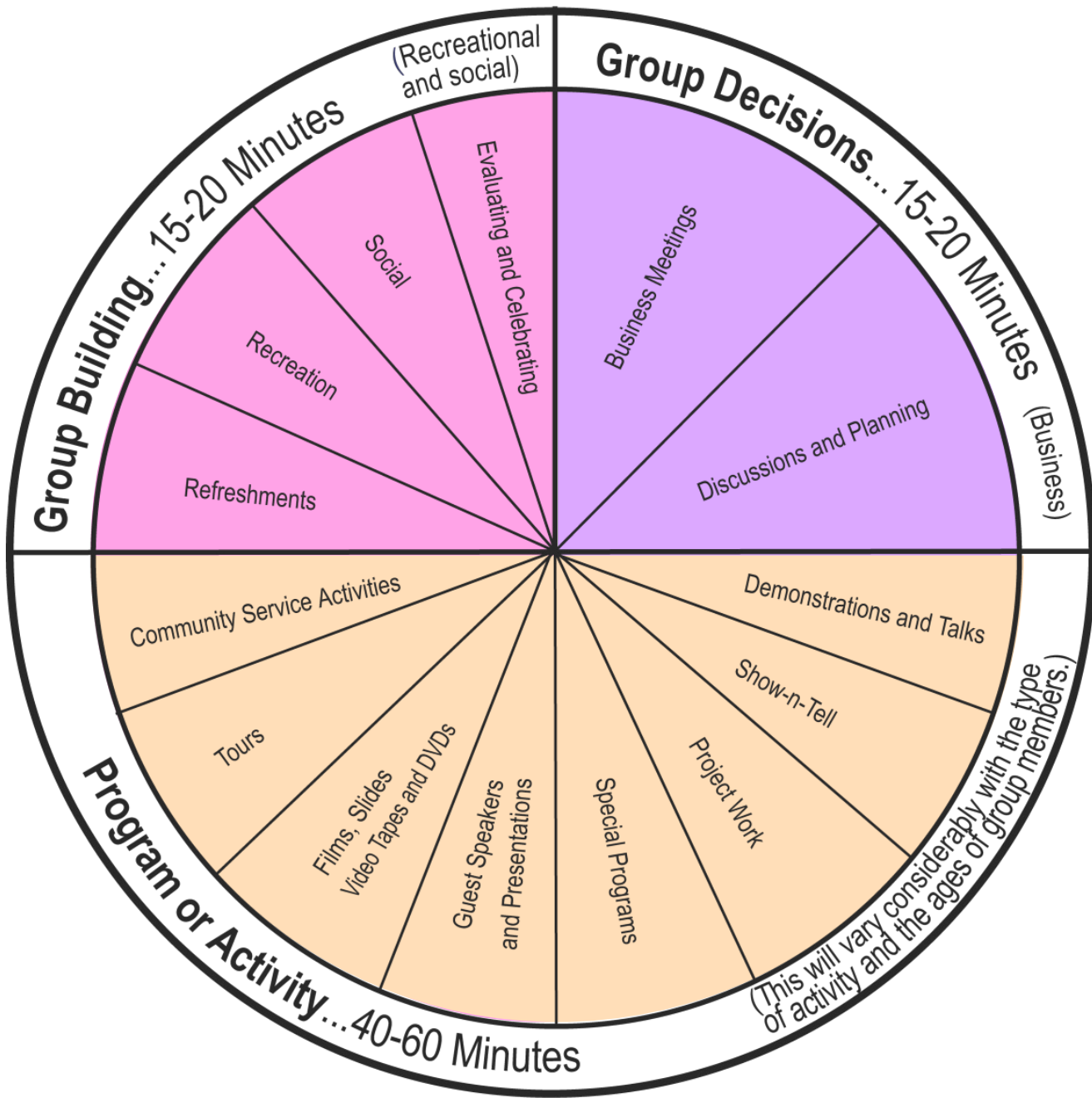
Dave Smith

Secretary, Lucky Clover 4-H Club



4-H Meeting Wheel

To help your 4-H Club Meetings run smoothly, follow the 4-H Meeting Wheel guideline. There is a balance between social, educational, and business time that helps 4-H Clubs thrive!





Worksheet for 4-H Club Meetings

USING THE WORKSHEET

The Worksheet for 4-H Club Meetings is something the Secretary will fill out during the club meeting; it should be in the same order of business as the agenda.

- If there is something on the worksheet that your club does not do, just leave it blank.
- The Worksheet for Club Meetings can be filled out digitally or printed and handwritten, whichever is easiest for the Secretary.
- Fill in the names of who is doing each portion of the meeting.
- If you don't have enough space, use the margins or another piece of paper to write the details of the meeting, that you will need later to write the minutes.
- The pre-meeting activity could be an ice breaker, a community service project, or a hands-on learning activity.
- Unfinished business is anything that was discussed the previous meeting but was not decided upon.
- New business is any new topic that is brought up for the club to discuss.
- Record each motion exactly as stated, including the full wording, the name of the person who made the motion, who seconded it, and whether it passed or failed. You do not need to include details of the discussion or who said what during the debate.
- Special guest speakers and club members talks or demonstrations should be done after the meeting is adjourned, but should be included as part of the official record of the meeting.

TURNING WORKSHEET NOTES INTO OFFICIAL MINUTES

Promptly after the meeting, while the details are still fresh in your mind, use your notes to type or neatly hand write the minutes.

- Begin with the meeting info (date, time, place, who attended)
- Follow the agenda's order to organize each section
- Include names, motions, vote outcomes, and action items
- Add program or guest speaker information, activities, and refreshments at the end
- Use full sentences and a consistent format
- Proofread for accuracy and spelling
- Share minutes with your club leader
- Be prepared to read the minutes at your club's next 4-H meeting



Worksheet for 4-H Club Meetings

Date: _____ Time: _____ Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

American Pledge Led by: _____

4-H Pledge Led by: _____

Roll Call Prompt: _____

Number in attendance: _____ Members; _____ Leaders; _____ Guests

Minutes of Previous Meeting read by: _____

Motion to Approve by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

Treasurer's Report by: _____

Beginning Balance: _____ Deposits: _____ Expenses: _____

Ending Balance: _____

Motion to Approve by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

New Bills to be Paid: _____

Motion to Pay Bills by: _____ Second by: _____

Motion Passed _____ or Failed _____ (check one)

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)



Worksheet for 4-H Club Meetings

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

Committees Appointed:

Assignment: _____ **Members:** _____

Assignment: _____ **Members:** _____

Announcements: _____

Adjourn Motion by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)* **Adjourn Time:** _____

Guest Programs/Presentations:

Subject: _____ **Guest Name:** _____

Subject: _____ **Guest Name:** _____

Member Talks or Demonstrations:

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Recreation:

Activity: _____ **Led by:** _____

Refreshments: _____ **Provided by:** _____

Other notes:



Sample

Worksheet for 4-H Club Meetings

Date: October 25, 2025 Time: 6:30 pm Place: Franklin County Extension Office

Pre-meeting Activity: Made homemade dog treats.

Led by: Justin Jones

Business:

Call to Order by: Zack Bradley, President

American Pledge Led by: Jenny Woodford

4-H Pledge Led by: Blake LaSalle

Roll Call Prompt: What is your favorite fast food restaurant?

Number in attendance: 16 Members; 2 Leaders; 5 Guests

Minutes of Previous Meeting read by: Allison Wick, Secretary

Motion to Approve by: Blake LaSalle Seconded by: Lydia Monroe

Motion Passed ☒ or Failed ☐ (check one)

Treasurer's Report by: Carl Jackson, Treasurer

Beginning Balance: \$110.25 Deposits: \$60 Expenses: \$47.75 for fair

Ending Balance: \$124.50

Motion to Approve by: Thomas Montgomery Seconded by: Lydia Monroe

Motion Passed ☒ or Failed ☐ (check one)

New Bills to be Paid: \$15.50 to Kelly Jones and \$25.50 to Dawn Jackson

Motion to Pay Bills by: Jenny Woodford Second by: Blake LaSalle

Motion Passed ☒ or Failed ☐ (check one)

Committee and/or Officer Reports:

Subject: National 4-H Week

Led By: Brian Dolittle

Subject: Community Service

Led By: Lauren Carlson

Subject: _____

Led By: _____

Unfinished Business: Fishing Trip

Motion for Action: To take a club trip fishing at Baumann Park on October 30 from 9-11

A.M., with the requirement that every member needs a fishing license.

Made by: Thomas Montgomery Seconded by: Blake LaSalle

Motion Passed ☒ or Failed ☐ (check one)



Sample

Worksheet for 4-H Club Meetings

New Business: Community Service Project

Motion for Action: The Club will spend \$25 on paper towels for the county pet shelter.

Each family will bring dog or cat food to the next meeting.

Made by: Jacob McLean

Seconded by: Shelby Livingston

Motion Passed X **or Failed** (check one)

New Business: _____

Motion for Action: _____

Made by: _____

Seconded by: _____

Motion Passed **or Failed** (check one)

Committees Appointed:

Assignment: Pet Supplies **Members:** Jacob McLean, Brian Dolittle, Mary Francis

Assignment: _____ **Members:** _____

Announcements: County Recognition Program is November 12 at the Community Building. Get your enrollment done in ZSuite by November 1st to get a free T shirt from the 4-H Foundation.

Adjourn Motion by: Steve White

Seconded by: Ann Marie DuPage

Motion Passed X **or Failed** (check one) **Adjourn Time:** 7:15 pm

Guest Programs/Presentations:

Subject: Career Exploration - Chef

Guest Name: Melissa St. Clair

Subject: _____

Guest Name: _____

Member Talks or Demonstrations:

Subject: How to Make Snack Mix

Member Name: Ann Marie DuPage

Subject: Welding Safety Equipment

Member Name: Justin Jones

Subject: _____

Member Name: _____

Subject: _____

Member Name: _____

Recreation:

Activity: Would You Rather

Led by: Mary Francis

Refreshments: Cupcakes

Provided by: Melissa St. Clair

Other notes:



Sample

Minutes of Meetings

Date: October 25, 2025 Place: Franklin County Extension Office

The Lucky Clovers 4-H Club met on October 25, 2025, at 6:30 PM at the Franklin County Extension Office with 16 members, 2 leaders, and 5 guests present. Before the meeting, members participated in a fun activity led by Justin Jones, where they made homemade dog treats. President Zack Bradley called the meeting to order, followed by the American Pledge led by Jenny Woodford and the 4-H Pledge led by Blake LaSalle. For roll call, members shared their favorite fast food restaurant.

Secretary Allison Wick read the minutes from the previous meeting. Blake LaSalle moved to approve the minutes, seconded by Lydia Monroe. Motion passed. Carl Jackson gave the treasurer's report: the club began with a balance of \$110.25, received a \$60 deposit for program fees, and spent \$45.75 on fair decorations, ending with \$124.50. Thomas Montgomery moved to approve the Treasurer's Report, seconded by Lydia Monroe. Motion passed. Two bills were presented: \$15.50 to Kelly Jones and \$25.50 to Dawn Jackson for supplies and pizza for National 4-H Week. A motion to pay these bills was made by Jenny Woodford, seconded by Blake LaSalle, and passed.

Committee reports included an update on National 4-H Week from Brian Dolittle and a community service report from Lauren Carlson. Under unfinished business, the club voted to go fishing at Baumann Park on Saturday, October 30, from 9:00 to 11:00 AM, with the requirement that each participant have a fishing license. Thomas Montgomery made the motion, seconded by Blake LaSalle, and it passed. In new business, Jacob McLean moved that the club do a community service project to support the county pet shelter. Each family will bring dog or cat food to the next meeting, and the club will spend \$25 on paper towels. The motion was seconded by Shelby Livingston, and it passed. A committee was appointed for the Pet Supply Drive, consisting of Jacob McLean, Brian Dolittle, and Mary Francis.

Announcements included the County Recognition Program on November 12 at the Community Building and a reminder to complete 4-H enrollment in ZSuite by November 1 to receive a free t-shirt from the 4-H Foundation. The meeting adjourned at 7:15 PM with a motion from Steve White, seconded by Ann Marie DuPage.

Following the meeting, guest speaker, Melissa St. Clair, gave a presentation as part of a career exploration program, sharing her experiences as a chef. Demonstrations were given by Ann Marie DuPage on making snack mix and by Justin Jones on welding safety equipment. For recreation, Mary Francis led a game of "Would You Rather," and Melissa St. Clair provided cupcakes for refreshments.

Respectfully Submitted,

Allison Wick
Name

Secretary
Officer Role



4-H Club Constitution & By-laws

Creating and maintaining a 4-H Club Constitution and By-laws is important for keeping your 4-H Club organized, fair, and enjoyable for everyone. This guide will help new clubs draft their constitution and assist established clubs in reviewing and updating theirs.

The club constitution is a formal document that defines the club's basic structure, operational guidelines, and details what happens to a club's finances if they disband. Having a clear constitution provides consistency and helps club members understand how the club functions. By-laws are the specific rules your club agrees to follow and typically includes election procedures for officers, decision making processes, and meeting guidelines.

To ensure a smooth process for drafting and updating a club constitution, it is recommended to form a committee responsible for preparing initial proposals. This committee should present the proposed club constitution or amendments to the club for open discussion. After members have had at least 30 days to review and consider the changes, the club may proceed with a formal vote to approve or amend the document.

WRITING A CONSTITUTION FOR A NEW CLUB

New 4-H Clubs must draft their constitution using the official template included in this guide. This document, approved by Illinois 4-H, sets the foundation for how the club operates, endures clarity in leadership and decision making, and provides documentation on how the club assets will be distributed if the club disbands. Be sure to include:

- Club Name
- Membership Guidelines
- Meeting Details (Date, Time, and Place)
- Officer Roles and Election Guidelines
- Establishes Standing Committees (fundraising, community service, etc) and Fiscal Review Committees
- Dissolution Statement
- Dates the Constitution Approved or Amended

ANNUAL REVIEW FOR ESTABLISHED CLUBS

For clubs that already have a constitution, an annual review is crucial to keeping the document relevant and effective. Each year, clubs should:

- Review the constitution and bylaws with all members.
- Discuss any proposed changes and how they will impact the club.
- Post suggested amendments for at least 30 days prior to voting. (printed or sent digitally)
- Decide on proposed changes through a group vote, ensuring that the majority of club members support the revisions.
- Approve the amendment(s) of the document and mark it with the date of approval.
- If no changes are made, mark it with the date it was reviewed.
- Distribute an updated copy to all the club members & the Extension Office to ensure transparency.

OFFICER TIPS FOR MANAGING THE CONSTITUTION

As a club officer, you can help maintain and improve your constitution by:

- Leading the annual review and discussion of proposed changes.
- Ensuring all members have access to an updated club constitution.
- Keeping a historical record of approved amendments



4-H Club Constitution & By-laws Template

The members should formally adopt a 4-H club constitution and by-laws. The following are suggested 4-H club constitution and bylaws:

Article I – Name

The name of this 4-H organization is _____

Article II – Purpose

The purpose of the 4-H Club is to organize and operate exclusively for the nonprofit purposes allowed by Section 501(c) (3) of the Internal Revenue Code of 1985, as amended, or the corresponding section of any future federal tax law (the “Code”) as outlined in the Articles of Organization.

The purpose of this 4-H club is to foster the positive youth development of youth through BIG-M (Belonging, Independence, Generosity, and Mastery). The essential elements of these four concepts include: (1) a positive relationship with a caring adult, (2) an inclusive environment, (3) a safe emotional and physical environment, (4) opportunities to see oneself as an active participant in the future, (5) opportunities for self-determination, (6) opportunities to value and practice service to others, (7) opportunities for mastery, and (8) engagement in learning.

Article III – Membership

Section 1 – Eligibility

Any boy or girl, eight years of age or older who has not reached his/her nineteenth birthday on or before September 1 of the current 4-H year, may become a member of this club regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation or disability. This 4-H club is open to all youth that reside in the _____ (area, community, or county).

Youth that are five to seven years of age on or before September 1 of the current 4-H year may be 4-H Cloverbuds providing the county offers this program.

Section 2 –Size of club

(State any restrictions on the size of the 4-H club that are limited due to space limitations or leaders' available time, or ability to accommodate more members.)

Section 3 – Re-enrollment

Members must re-enroll in 4-H on an annual basis to retain active 4-H member status.

Section 4 – Responsibilities

All members are encouraged to participate regularly in 4-H club meetings, activities, and events. Youth are required to attend at least one meeting of the club to be considered a member of the 4-H club. Each member must enroll in a minimum of one project and is encouraged to keep a project record and share what they learned through a talk, demonstration, or exhibit.



4-H Club Constitution & By-laws Template

Club members are expected to show trustworthiness, respect, responsibility, fairness, caring and cooperation to 4-H leaders and other participants. Each member is asked to sign and follow the Illinois 4-H Member Behavior Guidelines and any guidelines established by this club. Participants may be removed from 4-H programs or activities for misconduct.

Section 5 – Voluntary Dues (Optional; strike this section if not applicable.)

This 4-H club will assess voluntary dues of _____ to cover club expenses for educational programming. If members cannot pay these dues, they need to discuss the situation with the 4-H leader.

Section 6 – Program Fee

Each 4-H member of a sustained, voluntary group will be required to pay a \$20.00 program fee to the local Extension office at the time of enrollment in the county in which they reside.

Article IV – Meetings

Section 1 – Dates and Location

The club will meet regularly:

Date and Time _____

Location _____

Section 2 – Special Meetings

The president and 4-H leader may call special meetings as needed. Adequate notice to all club members is required.

Section 3 – Quorum

A simple majority (one half plus one) of members must be present to conduct official business of the club.

Section 4 – Order of Business

The following order of business shall be followed at regular club meetings:

- Call to Order
- Pledge of Allegiance and the 4-H Pledge
- Secretary's roll call of members
- Approval of previous meeting minutes
- Approval of treasurer's report
- Committee reports
- Unfinished business
- New business
- 4-H Leaders' reports



4-H Club Constitution & By-laws Template

- Announcements
- Adjournment
- Educational program, project work, club/group activity
- Recreational/refreshments

Section 5 – Parliamentary Procedure Robert’s Rules of Order shall govern the meetings of the club.

Article V – Election of Officers

Section 1 – Election Date

The officers of this club shall be elected at the first scheduled meeting of the 4-H year.

Section 2 – Voting Method

Voting is by majority rule and done by secret ballot.

Section 3 – Eligibility to Seek Office and Vote

All active members are eligible to seek office and vote.

Article VI – Officers

Section 1 – Officer Roles

The officers of this club shall include: president, vice-president, secretary, treasurer, and reporter. Duties are outlined in the 4-H Officers Handbook.

Section 2 – Terms of Office

The officers shall hold office for one year.

Article VII – Committees: For more information refer to the committee section of the 4-H Officers Handbook: The 4-H Volunteer Course – Working with Committees – is available at 4.h.extension.illinois.edu/volunteers/training

Section 1 – Standing Committees

Standing committees will be created as needed. Members are expected to volunteer for committee assignments. The president has the authority to appoint committee chairs and members. Examples of standing committees include fiscal review, program, membership and recreation.

Section 1a – Fiscal Review Committee

A fiscal review committee consisting of one member, one parent, and one volunteer who do not have signatory rights on the 4-H club financial accounts; will conduct a fiscal review of the club’s financial records. The club leader will see that the fiscal review report and completed Illinois 4-H Treasurer’s Record Book are turned into the Extension Office at the end of the 4-H year, (August 31) or following the final meeting of the club for the 4-H year. The club may not re-enroll in 4-H for the next year until the fiscal review is submitted and approved by the Extension office.



4-H Club Constitution & By-laws Template

Section 2 – Special Committees

Special committees carry out a specific task for a limited period of time. When the task is finished, the committee is dismissed. Examples of special committees include fund raising, community service, International Night, Family Night, Window Display, etc.

Article VIII – Fiscal Operations

Section 1 – Fiscal Policies The club will follow all University of Illinois Extension/4-H fiscal policies as well as state and federal regulations. The 4-H fiscal year will be September 1 – August 31.

Article IX – Amendments

Providing notice has been given at the previous meeting, this constitution may be amended at the following club meeting by a two-thirds vote cast by those in attendance. No amendment to this constitution that would result in the 4-H Club ceasing to operate for the nonprofit purposes allowed by Section 501(c) (3) of the Code shall be effective.

Article X – Dissolution

Upon consideration of dissolution, the members of this 4-H club agree to the following procedure: The _____ 4-H club shall be terminated and dissolved by a majority vote of the membership in favor of dissolution and termination of the 4-H club. The members shall also vote on how to disburse club resources for a project or activity or contribution to the betterment of the county or state 4-H program. When a 4-H club dissolves or fails to reorganize without vote of the members, the resources become the property of the local Extension Unit, County Extension Office, County 4-H/Extension Foundation, or another recognized 4-H club after a waiting period of one year. During the one-year waiting period, a representative of the county 4-H program will maintain the account.

Upon dissolution and termination of this 4-H club for any reason, the officers shall take full account of the 4-H club assets and liabilities, and shall liquidate the assets and shall apply and distribute the proceeds therefrom in the following order:

- a. To the payment of the debts and liabilities of the 4-H club.
- b. To the setting up of any reserves that the officers may deem reasonable for the purpose of paying any unforeseen liabilities or obligations of the club. If those intended recipients no longer exist or are not Section 501(c)(3) organizations or government agencies, then any remaining assets of the 4-H Club shall be disposed of exclusively for such purposes or to such 501(c)(3) organizations or government agencies as may be determined by court order.
- c. The remaining balance shall be distributed to the _____
County/Unit Council or County/Unit
4-H/Extension Foundation for the purpose of program development directly related to the enrichment of the 4-H youth program.

The 4-H club will provide each of the members with a statement outlining the assets, liabilities, and the distribution upon complete liquidation. Upon compliance of the foregoing terms and manner of the distribution, the 4-H

Voted upon and adopted (Date) _____

Voted upon and revised (Date) _____



To turn in a completed Secretary's Book, it must contain:

1. **A complete list of all Club Officers, Leaders, and Committee details, including Chairman name.**
2. **Complete Member Attendance page(s) with all boxes filled out for every member.**
3. **Completed Meeting Minutes for every business meeting that was held during the 4-H year.**
4. **Copy of current 4-H Club Constitution & By-Laws.**



Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



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