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# SECRETARY

ILLINOIS 4 - H CLUBS

RECORD BOOK

YEAR

CLUB NAME

SECRETARY

SECRETARY'S ADDRESS

PHONE





## 4-H Club Constitution and By-laws

*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.

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
- Announcements
- Adjournment
- Educational program, project work, club/group activity
- Recreation/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 See 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* (#01704).

### 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* (90411). The 4-H Volunteer Course – Working with Committees – is available at [4.h.extension.illinois.edu/volunteers/training](http://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.

### 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 disillusionment, 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)

## Member Attendance

It is the responsibility of the secretary to keep an accurate record of each member's attendance. Enter names all club members at the beginning of the 4-H Club Year. List them alphabetically. When new members join, enter their names at the end of the list. During the club's business meeting, the president will ask the secretary to take roll call. The secretary remains seated and announces how roll call is to be answered and then calls the names of the members. Mark a "P" in the attendance box when present and an "A" when a member is absent.

NAME	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th

## Member Attendance

NAME	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th

**Note:** You may wish to ask your 4-H club leader for a copy of the computerized alphabetic listing of club members to check the correct spelling of member names.



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NAME	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th

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## Member Attendance

NAME	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th

**Note:** You may wish to ask your 4-H club leader for a copy of the computerized alphabetic listing of club members to check the correct spelling of member names.

## 4-H CLUB OFFICERS

President \_\_\_\_\_

Vice-President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Reporter \_\_\_\_\_

Historian \_\_\_\_\_

Recreation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Federation Delegate \_\_\_\_\_

Federation Delegate \_\_\_\_\_

Federation Delegate \_\_\_\_\_

Federation Delegate \_\_\_\_\_

## 4-H CLUB LEADERSHIP

Junior Leaders:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adult Leaders:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# 4-H CLUB COMMITTEES

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

# 4-H CLUB COMMITTEES

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Committee Members \_\_\_\_\_



# MINUTES OF MEETINGS

Second Meeting: Date \_\_\_\_\_ Place \_\_\_\_\_

Members Present \_\_\_\_\_ Leaders Present \_\_\_\_\_ Guests Present \_\_\_\_\_

Recorded By \_\_\_\_\_

Approved By \_\_\_\_\_

Date Approved \_\_\_\_\_

# MINUTES OF MEETINGS

**Third Meeting:**            **Date** \_\_\_\_\_ **Place** \_\_\_\_\_

**Members Present** \_\_\_\_\_ **Leaders Present** \_\_\_\_\_ **Guests Present** \_\_\_\_\_

**Recorded By** \_\_\_\_\_

**Approved By** \_\_\_\_\_

**Date Approved** \_\_\_\_\_



# MINUTES OF MEETINGS

Fourth Meeting: Date \_\_\_\_\_ Place \_\_\_\_\_

Members Present \_\_\_\_\_ Leaders Present \_\_\_\_\_ Guests Present \_\_\_\_\_

Recorded By \_\_\_\_\_

Approved By \_\_\_\_\_

Date Approved \_\_\_\_\_

# MINUTES OF MEETINGS

**Fifth Meeting:**                      **Date** \_\_\_\_\_ **Place** \_\_\_\_\_

**Members Present** \_\_\_\_\_ **Leaders Present** \_\_\_\_\_ **Guests Present** \_\_\_\_\_

**Recorded By** \_\_\_\_\_

**Approved By** \_\_\_\_\_

**Date Approved** \_\_\_\_\_

# MINUTES OF MEETINGS

**Sixth Meeting:**            **Date**\_\_\_\_\_ **Place** \_\_\_\_\_

**Members Present** \_\_\_\_\_ **Leaders Present** \_\_\_\_\_ **Guests Present** \_\_\_\_\_

**Recorded By** \_\_\_\_\_

**Approved By** \_\_\_\_\_

**Date Approved** \_\_\_\_\_

# MINUTES OF MEETINGS

**Seventh Meeting:**      **Date** \_\_\_\_\_      **Place** \_\_\_\_\_

**Members Present** \_\_\_\_\_ **Leaders Present** \_\_\_\_\_ **Guests Present** \_\_\_\_\_

**Recorded By** \_\_\_\_\_

**Approved By** \_\_\_\_\_

**Date Approved** \_\_\_\_\_

# MINUTES OF MEETINGS

**Eighth Meeting:**      **Date** \_\_\_\_\_      **Place** \_\_\_\_\_

**Members Present** \_\_\_\_\_ **Leaders Present** \_\_\_\_\_ **Guests Present** \_\_\_\_\_

**Recorded By** \_\_\_\_\_

**Approved By** \_\_\_\_\_

**Date Approved** \_\_\_\_\_

# MINUTES OF MEETINGS

**Ninth Meeting:**            **Date**\_\_\_\_\_ **Place** \_\_\_\_\_

**Members Present** \_\_\_\_\_ **Leaders Present** \_\_\_\_\_ **Guests Present** \_\_\_\_\_

**Recorded By** \_\_\_\_\_

**Approved By** \_\_\_\_\_

**Date Approved** \_\_\_\_\_

# MINUTES OF MEETINGS

**Tenth Meeting:**            **Date** \_\_\_\_\_ **Place** \_\_\_\_\_

**Members Present** \_\_\_\_\_ **Leaders Present** \_\_\_\_\_ **Guests Present** \_\_\_\_\_

**Recorded By** \_\_\_\_\_ **Approved By** \_\_\_\_\_

**Date Approved** \_\_\_\_\_

# MINUTES OF MEETINGS

**Eleventh Meeting:**      **Date** \_\_\_\_\_      **Place** \_\_\_\_\_

**Members Present** \_\_\_\_\_ **Leaders Present** \_\_\_\_\_ **Guests Present** \_\_\_\_\_

**Recorded By** \_\_\_\_\_

**Approved By** \_\_\_\_\_

**Date Approved** \_\_\_\_\_



# MINUTES OF MEETINGS

**Twelfth Meeting:**      **Date** \_\_\_\_\_ **Place** \_\_\_\_\_

**Members Present** \_\_\_\_\_ **Leaders Present** \_\_\_\_\_ **Guests Present** \_\_\_\_\_

**Recorded By** \_\_\_\_\_

**Approved By** \_\_\_\_\_

**Date Approved** \_\_\_\_\_



# Secretary's Worksheet for 4-H Club Meetings

This outline is suggested for recording minutes at your local 4-H club meeting. You may wish to copy this form or use a similar one during each meeting.

**CLUB NAME:** \_\_\_\_\_

Check one:

Regular Meeting      Date: \_\_\_\_\_      Time: \_\_\_\_\_

month/day/year

Special Meeting

Place: \_\_\_\_\_

**Premeeting Activity:** \_\_\_\_\_

Led by: \_\_\_\_\_

## Business:

Call to Order by: \_\_\_\_\_

Pledge of Allegiance Led by: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Roll Call Subject: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Members; \_\_\_\_\_ Leaders; \_\_\_\_\_ Guests

Minutes of Previous Meeting read by: \_\_\_\_\_

Check one:

Approved as read \_\_\_\_\_ or corrected \_\_\_\_\_

Treasurer's Report by: \_\_\_\_\_      Sum Reported: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_

Motion Seconded by: \_\_\_\_\_

Check one:

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_

## Committee and/or Officer Reports:

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Unfinished Business: \_\_\_\_\_

Motion for Action: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Check one:  
Votes For: \_\_\_\_\_ Votes Against: \_\_\_\_\_ Motion Passed: \_\_\_\_\_ or Failed \_\_\_\_\_

New Business: \_\_\_\_\_

Motion: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Check one:  
Votes For: \_\_\_\_\_ Votes Against: \_\_\_\_\_ Motion Passed: \_\_\_\_\_ or Failed \_\_\_\_\_

Committees Appointed:

Assignment: \_\_\_\_\_ Members: \_\_\_\_\_

Assignment: \_\_\_\_\_ Members: \_\_\_\_\_

Announcements: \_\_\_\_\_

Adjourn Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Check one:  
Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ Adjourn Time: \_\_\_\_\_

**Program (demonstrations, talks, and other presentations)**

Subject: \_\_\_\_\_ Presenter: \_\_\_\_\_

Subject: \_\_\_\_\_ Presenter: \_\_\_\_\_

Subject: \_\_\_\_\_ Presenter: \_\_\_\_\_

Subject: \_\_\_\_\_ Presenter: \_\_\_\_\_

**Recreation**

Activity: \_\_\_\_\_ Led by: \_\_\_\_\_

Refreshments: \_\_\_\_\_ Provided by: \_\_\_\_\_

Other Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OTHER 4-H CLUB ACTIVITIES

Date \_\_\_\_\_

Place \_\_\_\_\_

Members Present \_\_\_\_\_

Guests Present \_\_\_\_\_

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Date \_\_\_\_\_

Place \_\_\_\_\_

Members Present \_\_\_\_\_

Guests Present \_\_\_\_\_

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Date \_\_\_\_\_

Place \_\_\_\_\_

Members Present \_\_\_\_\_

Guests Present \_\_\_\_\_

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## OTHER 4-H CLUB ACTIVITIES

Date \_\_\_\_\_

Place \_\_\_\_\_

Members Present \_\_\_\_\_

Guests Present \_\_\_\_\_

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Date \_\_\_\_\_

Place \_\_\_\_\_

Members Present \_\_\_\_\_

Guests Present \_\_\_\_\_

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Date \_\_\_\_\_

Place \_\_\_\_\_

Members Present \_\_\_\_\_

Guests Present \_\_\_\_\_

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**Illinois Extension**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



Urbana-Champaign, Illinois

2022

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