



Membership Units

MEMBERSHIP UNITS



4-H Club Officers

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4-H Club Officers

The 4-H club officers are elected by the club each year and have the responsibility of planning, implementing and evaluating all club meetings and activities. Working with the club managers, they form an executive committee to give overall guidance to the club. (See attached #7 for club officer nominations.)

At the beginning of the year, the executive committee staffs the 4-H club leadership team by recruiting adult, junior and teen volunteer leaders and appointing all club members as chairmen and members of committees.

If the 4-H club has enough members, it is suggested that a 4-H member should not serve as the same club officer for more than one year, but should move to other leadership positions and allow all members of the club an opportunity to serve as club officers.

Time Commitment: Club officers are elected each year and serve for one year.

Major Duties And Responsibilities Of Officers

PRESIDENT

1. Serves as chairman of the executive committee.
2. Oversees the yearly plan of club meetings and activities, and makes the plan and calendar available to all club members, families and the county Extension office.
3. Coordinates the activities of officers, leaders and committees by having planning sessions each month or as needed to ensure maximum member involvement and good preparation in all club activities.
4. Appoints committees as needed. The president is an ex-officio member of all committees except the nominating committee.
5. Arranges for a regular meeting time and place each month.
6. Makes yearly plan of club meeting agendas with first vice-president.
7. Develops a club meeting agenda for each meeting.
8. Contacts each person who has a part during the meeting or on the program and encourages them to be prepared.
9. Presides effectively at all club meetings.
10. Uses basic parliamentary procedure as a tool to conduct effective, orderly meetings.
11. Arrives at least 30 minutes before the meeting to set up the room for the meeting and program, which includes setting up flags and banners.
12. Counsels with other officers, managers and leaders about last minute additions to the agenda.
13. Serves as one of the club's delegates to County 4-H Council and should be present at council meetings, activities and training sessions.
14. Exhibits good leadership qualities and is a role model to the members of the club.

FIRST VICE-PRESIDENT (in charge of programs)

1. Assists the president.
2. Presides at meetings and performs other duties of the president in the absence of the president.
3. Becomes president if the president leaves, resigns or is relieved of office.
4. Serves as chairman of the program committee and sees that a yearly program plan for monthly club meetings is made.
5. Works closely with program committee advisor.
6. Recruits committee or club members to introduce the program each month.
7. Contacts all people at the beginning of the year to request or coordinate programs, and gets their agreement to attend the meeting and present the program.
8. Reminds program participants at least one month before they are to present a program and gives them details of program plans.
9. Arrives at least 30 minutes before meeting is to start and sets up the room for the meeting and program.
10. Serves as host to club speakers before and after the meeting along with the member who is responsible for the introduction.
11. Checks to see that a thank-you letter is written to the person presenting the program.
12. May serve as one of the club delegates to the County 4-H Council.

SECOND VICE-PRESIDENT (in charge of recreation)

1. Assists the president.

2. Performs the duties of the president, in the absence of the president and the first vice-president.
3. Serves as chairman of the recreation committee and sees that recreation is planned and led at each meeting.
4. Works closely with recreation committee advisor.
5. Appoints 4-H families to be hosts and provides refreshments at each meeting.
6. Plans other recreational activities of the club such as Christmas parties, picnics, etc.
7. Attempts to keep sportsmanship, fairness and playing for fun foremost in all recreational activities.

THIRD VICE-PRESIDENT (in charge of membership)

1. Assists the president.
2. Performs the duties of the president, in the absence of that officer and the first and second vice-presidents.
3. Serves as chairman of the membership committee to recruit, enroll and orient new members of the club.
4. Works closely with membership committee advisor and/or the new member family coordinator.
5. Prepares new member packets and gives them to new members who join the club during the year.
6. Sees that a member of the membership committee arrives at least 15 minutes before each meeting to greet members and parents/adults and give a special welcome to new members and families.
7. Is responsible for new members filling out enrollment forms and introducing new members and guests at meetings.
8. Re-enrolls members for the coming year each spring (May or June). Provides completed enrollment forms to club manager.
9. Plans for an orientation of new members and families to the club and 4-H.
10. Plans recruitment efforts to invite all boys and girls in the club unit territory to join 4-H.

COUNCIL DELEGATE(S)

Each club is to have delegates elected to serve on the County 4-H Council. These delegates may be the president and first vice-president, or separate elected offices.

1. Reports local club activities and recommendations at county council meetings.
2. Reports on county council activities, recommendations, committee reports and activities of other clubs at local club meetings.
3. Serves on county-wide committees as appointed by the county council chairman or president.
4. Recruits older members of club to serve on county-wide committee.
5. Attends all club meetings and council meetings.
6. Should attend available training opportunities at county, district and state levels.

SECRETARY

1. Keeps the secretary's book up-to-date.
2. Calls the roll and checks attendance.
3. Reads the minutes of the last meetings.
4. Keeps complete and accurate minutes of all meetings.

5. Reads letter of information or any other correspondence to the group.
6. Writes letters for the club.
7. Contacts members who have missed three consecutive meetings in a row and extends a special invitation for them to attend the next meeting.

TREASURER

1. Keeps accurate, up-to-date records of all receipts and expenditures of club funds and the balance in the club treasury.
2. Plans a club budget and presents to the club for approval.
3. Pays bills as approved by the club.
4. Gives reports of club's financial condition at each meeting or as requested by the president.
5. Prepares a financial report for the year and presents it to the club, and also gives a written report to the secretary, club manager and county Extension agent.
6. May serve as chairman of finance committee.

REPORTER

1. Submits interesting reports and pictures of club activities, members and leaders to local newspapers, radio stations and television stations.
2. Reports club news to the county Extension office for the county 4-H newsletter.
3. Visits local newspapers, and radio and TV stations to learn about their requirements for using news articles.
4. Works with the secretary in reporting monthly club meeting information to county Extension office.

PARLIAMENTARIAN

1. Provides advice to the presiding officer on parliamentary procedure.
2. Instructs members in correct parliamentary procedure.

NOTE: A club may elect or appoint other officers as needed such as historian, corresponding secretary or librarian.

Training and Support Available

- ✓ County officer training school
- ✓ County parliamentary procedure workshops

Other Resources

- 4-H Club Secretary's Guide, (4-H 1-5.012)
- 4-H Treasurer's Record Book (4-H 1-5.013)
- New 4-H Leader's Handbook (4-H 3-5.200)
 - What is 4-H? (4-H3-5.201)
 - 4-H Volunteer Opportunities (4-H3-5.202)
 - Understanding Youth (4-H3-5.203)
 - Arranging For Learning (4-H3-5.204)
 - Teaching Techniques (4-H3-5.205)
 - Planning the Annual 4-H Program (4-H3-5.206)
 - The 4-H Club Meeting (4-H3-5.207)
 - Effective 4-H Meetings (4-H3-5.208)

- The 4-H Project (4-H3-5.209)
- Organizing Your 4-H Project Group (4-H3-5.210)
- Planning The Project Meeting (4-H3-5.211)
- Project Selection and Record Keeping (4-H3-5.212)
- 4-H Activities (4-H3-5.213)
- Parent Involvement (4-H3-5.214)
- 4-H And The Community (4-H3-5.215)

4-H Club Committee Chairman

Committees can serve many functions in a 4-H club. They can give many members extra involvement and leadership opportunities in the club. Committees can also make business meetings go more smoothly and quickly since much of the detailed planning and/or fact finding can be done outside of the regular club meeting. Committee chairmen give leadership to club committees. Their work varies according to the task of the committee.

Time Commitment: Committee chairmen are appointed by the executive committee and usually serve for one year. Some committee chairmen are appointed for a shorter period of time.

Major Duties and Responsibilities

1. Meet and coordinate plans with the adult advisor assigned to the committee.
2. Have a list of committee members and phone numbers.
3. Schedule, plan and conduct committee meetings.
4. Develop committee meeting agenda for each meeting.
5. Notify committee members of meeting.
6. Develop and give report of committee work to club.
7. Follow specific recommendations of the club in carrying out committee responsibilities.

Training and Support Available

- ✓ Club, county, district and state leadership training

Other Resources

- A Winning Handbook in Leadership, Level I (4-H 3-5.120)
- A Winning Hand in Leadership, Level II (4-H 3-5.220)

4-H Club Committee Members

Committees serve many functions in a 4-H club:

- ✓ They give members extra involvement and leadership opportunities.
- ✓ They make business meetings and other activities go more smoothly since most of the detailed planning is done outside of the meeting.
- ✓ Committees allow several peoples ideas to be incorporated, which is usually more effective than one person's opinion.

Time Commitment: Standing committee members are appointed by the executive committee and serve for one year. Special committee members may be appointed for shorter periods of time.

Major Responsibilities of a Committee Member

1. Attend all committee meetings. If you cannot attend, notify the chairman before the meeting. After the meeting, check with the chairman to find out what was missed.
2. Take part in discussion, carefully staying on the subject.
3. Help the committee reach a group decision and then support that decision.
4. Take specific assignments to carry out committee plans.
5. Assist the chairman in preparing a report.
6. Complete all assigned tasks before and after the committee meeting.
7. Add items to the agenda when necessary.
8. Try to express yourself easily and clearly.
9. Take time to listen objectively and consider others' opinions.
10. Be flexible and open-minded when considering ideas.
11. Ask questions if you do not understand something.

Training and Support Available

- ✓ Club and county, district and state leadership training.

Other Resources

- A Winning Hand in Leadership, Level I (4-H 3-5.120)
- A Winning Hand in Leadership, Level II (4-H 3-5.220)

4-H Junior Leader

A junior Leader is a 4-H club member who has done a good job in his or her project and exhibits leadership. There is no set number of junior leaders for any 4-H club or for any project group. Junior leaders are recruited to serve in specific roles within a 4-H club or group.

Requirements:

- ✓ Must be a member of a 4-H club and have had one year of 4-H experience
- ✓ must be between the ages of 10 and 19
- ✓ works under the supervision of an adult volunteer
- ✓ willing to attend training and learn leadership skills
- ✓ willing to keep a record of activities and accomplishments

Time Commitment: Junior leaders are recruited each year and serve one-year terms in specific roles. Junior leaders may continue in the same role for several years or volunteer for other junior Leader responsibilities.

Major Roles and Responsibilities

1. Provide motivation and enthusiasm to other 4-H members.
2. Assist adult volunteers with leadership responsibilities in the 4-H club, project groups or activity groups.
3. Recruit 4-H members individually and in groups.
4. Assist 4-H members individually and in groups.
5. Help plan and conduct regular club meetings and activities.
6. Volunteer to assist with county, district and state 4-H activities.
7. Participate in a variety of 4-H educational experiences.
8. Demonstrate good leadership qualities and serve as a role model for other 4-H members.
9. Register as a junior Leader and enroll in the 4-H leadership project.
10. Complete a 4-H leadership project record form.

Training and Support Available

- ✓ Junior leadership training
- ✓ County leadership workshops
- ✓ District leadership lab
- ✓ District leadership workshops
- ✓ State leadership activities such as Teen Leader Retreat or Texas 4-H Congress

Other Resources

- 4-H Junior Leader (4-H 2-2.350)

4-H Teen Leader

A Teen Leader is a youth between the ages of 13 and 19 with one year of project experience who accepts the full leadership responsibility for a 4-H club or project group of a 4-H club or a special interest short-term group. The teen leader works with the guidance and advice of an adult advisor. Previous experience in working with boys and girls is helpful.

Time Commitment: Teen leaders serve for a one-year term. They may volunteer for teen leader positions during the time they are ages 13 to 19.

Major Roles and Responsibilities

1. Be at least 13 years of age.
2. Lead a group of youth in a 4-H club, 4-H project group or a 4-H special interest project.
3. Participate in basic 4-H Leader training.
4. Participate in specific project training, if applicable.
5. Participate in specific club manager training, if applicable.
6. Obtain an adult as a 4-H advisor and cooperate and counsel with adult advisor in carrying out

- responsibilities.
7. Recruit 4-H members for 4-H club or project group, and recruit an adult advisor.
 8. May secure another youth age 13 to 19 to work as a team in the leadership roles.
 9. Help increase membership and tenure in 4-H.
 10. Provide 4-H experiences for those not already involved in 4-H.

Training and Support Available

- ✓ Basic 4-H volunteer Leader training
- ✓ Specific training for leadership role

Other Resources

- 4-H Teen Leader (4-H 2-2.320)

Club Bylaws

4-H clubs need rules of operation. A sample set of club bylaws is attached # 8.

Monthly Club Meetings

Regular monthly 4-H club business meetings are the center of the 4-H club program. The meetings affect the club as well as each member and family.

Although the president, program chairman, and club manager(s) are considered responsible for the quality of the business meetings and programs, this responsibility must be shared by the other officers and each member of the organization.

A 4-H club should meet regularly at least once each month and follow a regular order of business. Special meetings may be called by the club manager(s) and president if a need arises. The most successful length of time for a regular club meeting is one to two hours. Every meeting should be started promptly and finished on time.

Every part of a 4-H meeting is educational. Learning takes place from the moment boys and girls arrive until they depart. An activity should be planned for members who arrive early such as mixer games, puzzles, record keeping or demonstration activity. Early arrivers may arrange chairs and other meeting facilities.

Four Parts To A Monthly 4-H Club Meeting

(see attachment #14 for sample agenda)

4-H club meetings have four parts which include an established order of business. The four parts of a regular monthly 4-H meeting are:

1. Inspiration - (5 to 10 minutes)

The inspiration sets the stage for the meeting. Younger members first feel the spirit of belonging when they see flags, banners and other regalia at the meeting place. They like to wear jackets, quote pledges, etc., which gives them the feeling of being a part of a big

organization. 4-H meeting kits with flags, banners and a gavel may be ordered from the National 4-H Supply Catalog. This inspiration can include:

1. Pledge to American Flag
 - ✓ 4-H Pledge
 - ✓ Songs
 - ✓ Spiritual emphasis material
 - ✓ Inspirational poems
 - ✓ Citizenship activities

2. **Business - (15 to 20 minutes)**

Club activities and plans are handled so as to make the club an example of “democracy in action”. Members learn parliamentary procedure and the group decision-making process. The business part of the meeting has an established order of business.

- ✓ **Roll Call** - Some clubs have special responses for members to give to roll call. Some suggestions include:
 - My favorite project
 - My New Year’s resolution
 - Something I did with a project last month
 - Member activity and project reports
 - My favorite food
- ✓ **Introduction of guests and new members** - Give special consideration to new members and guests at each club meeting. Introduce them and their parents and set a time during recreation or refreshments for new and old members to get acquainted.
- ✓ **Reading of minutes** - The secretary reads the minutes of the last meeting.
- ✓ **Reports** - The reports section of the meeting is one of the best places to involve a lot of different members in the meeting. The club manager(s) and president should try to think of every club, county or district activity that any member participated in since the last meeting, and have each participant report on what happened at the activity. These are given under activity reports. Use as many different members to give reports as possible.
 - Officer reports - Include treasurer’s report, council delegate report, reports on any correspondence by secretary, etc.
 - Committee reports
 - Activity report - club or county activities participated in by members
 - Leader reports - Managers and other leaders should be prepared to give their reports at this time.
 - Necessary announcements on all current activities.

✓ **Unfinished business** - Any agenda items left or tabled from the previous meeting.

✓ **New Business** - Business that may come up at certain times of the year includes:

**Election of officers*

**Committee appointments*

**Bylaw amendments*

**Club budget approval*

**Observing special events*

When business items cannot be handled immediately or if further study is needed, they should be referred to a special committee. A small group is much more efficient in planning specific events or studying an issue and coming up with alternatives. Use of committees gives members added opportunities to participate in the club and feel they are an important part of the group. This also ensures that a business meeting does not last more than 15 to 20 minutes.

3. **Program - (15 to 20 minutes)**

The program is an important part of the 4-H club meeting and should be interesting to all club members. The selection of programs should result from going through the steps in annual program planning and programs should be planned one year in advance. In this phase, “resource” people may be needed.

This part of the meeting should be thought of as the educational part. It should include:

- ✓ A 4-H presentation by a member – either a method demonstration or project talk. These presentations give each member an opportunity to share project work with the club. These presentations and the activity reports also help members develop public speaking ability and poise before an audience.
- ✓ A program of general interest using a variety of methods, such as:

Panel discussions

Slides, filmstrips or films

Guest speakers

Judging activities

Tours

Workshops

Debates

Learning games

The program part of the meeting may also relate directly to project work. Project instruction may be the program with every member studying the same project or by diving into two or three different project groups. Project leaders would be in charge of this part of the program.

The programs should be planned one year in advance and people who are responsible for presenting the program should be contacted. Follow-up contacts should be made one month before the program is to be presented.

4. **Recreation - (30 to 40 minutes)**

Each 4-H meeting should include a recreational activity. One main reason a member belongs to a 4-H club is to have fun. Recreation and social events can help build club morale. The 4-H club provides natural situations where boys and girls have clean, wholesome recreation essential to youth. Some recreational activities fit into almost any 4-H meeting situation. For a

well-rounded program, include starters, mixers, get acquainted games and active games; musical, dramatic, small and large group activities; and quiet paper and pencil activities. Through recreation, boys and girls can learn to create their own fun, to cooperate, to follow and give directions, and to understand themselves and others better.

All recreation does not have to be at the end of a meeting. Recreation activities for early arrivals at the beginning of a meeting help a group develop a spirit of togetherness. Helping everyone feel welcome and accepted is vital to enthusiastic participation and cooperation.

Refreshments are a part of the recreational part of the meeting. They are important, and can get to be a lot of trouble in a larger club, but they are worth it. It's important to give members and families a chance to informally visit and get to know each other. They can discuss the program and upcoming activities. Younger members really enjoy refreshments. It's part of the meeting that is fun for them.

Assigning different families to bring refreshments encourages parents to be there and help serve. They will come to the meeting. This is a good job for families new to 4-H.

Developing A Detailed Agenda For Each Meeting

An agenda is a listing of everything to be done during a meeting in an orderly, logical sequence. An agenda is needed by the presiding officer so that efficiency and order may result. A logical sequence of business to be conducted prepares the membership for making decisions and taking appropriate action to participate in upcoming events, and helps them look forward to the next meeting. An agenda carefully thought through ensures that nothing important is left out and that members have information needed for activities, projects and club decisions for the coming month.

The president and the club manager(s) have the main responsibility for planning the club meeting agenda. However, all officers and leaders are responsible for providing information and suggestions for each month's agenda.

An ideal situation is that at least one week before each regular meeting the executive committee, club manager(s) and members who will participate should meet to review the agenda and make final detailed plans. Members giving reports, leading discussions, leading recreation or making motions can practice their part of the program.

Club managers can use this meeting for officer check-up to see how they are fulfilling their responsibilities and for leadership training. When time is limited, the club manager can consult with the president and/or other major officers to make final plans.

All people with parts in the meeting must be contacted at least one week in advance.

Having The Best Possible Meeting Place And Time

Time: Schedule monthly 4-H meetings at regular times; for example, the first Tuesday of every month.

Place: Arrange for the best facility to set the stage for teaching/learning as follows:

- ✓ An adequate meeting place that can be arranged to fit the program and activities. If project work is to be done or recreation is to be enjoyed, space and facilities must be available.
- ✓ Arrange the room according to the needs of the program. Check with the program chairman to see if a special arrangement is desired. If so, do your best to follow his or her suggestions.
- ✓ Prior to the meeting, determine what special equipment is needed for the program and have it checked out and set up before the meeting.
- ✓ If possible always seat the audience with their backs to the entrance door.
- ✓ Have seating arranged so that all members can see and hear the program, and in case of group discussion, so that they can see and hear each other.
- ✓ Have the meeting room arranged before members arrive. Spend time talking to members and parents rather than arranging furniture or equipment.
- ✓ Have membership chairman or membership committee representative arrive early and be at the door to greet members, new members and guests.
- ✓ As 4-H meetings must be open to all children; consideration should be given to individuals with physical handicaps, to make certain the meeting location is accessible to them.

Conducting Meetings Efficiently

Beginning on Time

The president should be familiar with the agenda and start the meeting at the scheduled time!

Presiding at Meetings

The main responsibility of the president is to conduct meetings properly. Everyone has the right to speak. For every member to have the right to speak, the president must insist that people have permission to speak. If everyone talks at once, no one will be heard and nothing can be decided.

A good president guides his or her group in making decisions. He or she leads the group in orderly discussion to reach a decision (consensus) the majority agrees upon. A good president is faithful to his or her duties, understands the problems the groups is discussing, and has the leadership ability to guide the group to reach a decision.

The club manager should assist the presiding officer by insisting that club members respect those who have permission to speak by listening to them and not talking to others.

Directing Meetings

The president should direct the business of the meeting in an orderly manner. There are parliamentary rules which help groups to conduct business. It is important that the president understand these rules.

Parliamentary procedure defines the way each member should make a motion, second a motion and amend a motion. *Robert's Rules of Order* is the oldest and most recognized set of rules for conducting business meetings. The rules were first printed in 1876 by General Henry M. Roberts of the Engineering Corps, United States Army. If these rules are followed they will help keep a group orderly and help in reaching decisions with less confusion. If a president is fair in using these rules, both the majority and minority in a club or group will be heard and respected.

The size of the group will usually determine how strictly the rules are followed. With larger groups, it will be necessary to follow the rules very carefully. With small, informal groups, only the basic rules for making motions, seconding and amending motions may be needed.

Presenting a Motion

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 action by the group.

1. Rise and Address the Chair

A member wishing to present an item of business, discuss a motion, ask a question or give information related to the subject must first address the presiding officer. The member will say "Mr. President" or "Madame President" or "Mr. 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.

2. Recognition by the Chair

The Chair recognizes the person by calling his or her name ("Bill," "Mary," "Mr. Smith") or by nodding. If the member is not known by the Chair or group, then he or she should state full name and organization. ("Mr. President," "Jim Jones," "4-H Delegate," "Clover Club.")

The floor is assigned to the member rising or addressing the Chair first, the exception being that the maker of the motion is entitled to speak first, if he or she wishes. After the person is recognized he or she is free to speak.

3. Make the Motion

The person recognized by the Chair makes a motion by saying, "I move that" or "I propose that...." or "I move the adoption of" **Any other wording is incorrect.**

4. Second the Motion

All ordinary motions must be seconded. This is to show the group that two people want the subject discussed. A motion should 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 large formal meetings it is proper to stand and say, "Mr. Chairman or Madame Chairman I second the motion."

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."

5. Statement of Question

Before a motion is voted on by the group, the Chair will restate the motion. The motion is restated so that everyone understands before they begin discussing.

6. Discussion (Debate) of Motion

The president then opens the floor for discussion or debate on the motion "The motion (question) is now open for discussion (debate or remarks)." Or "Is there any discussion?" Any member of the group has the right to discuss the motion after they being recognized by the Chair. All discussion *must be about the motion* or the speaker can be ruled out of order by the president.

7. Putting the Question (Voting)

After the members have discussed the motion, the president "puts the question to a vote." The president will say "Are you ready for the question?" (pause to see if someone still wishes to discuss the question) If not, the chair restates the question and asks for the vote. Both the affirmative (aye) and negative (no) votes *must* be taken. The president will say, "All those in favor of the motion that..., say "Aye." All those opposed say, "Nay."

If the vote is close, the president or one of the members may call for a count. The president will then ask members to raise their hands or stand for the vote.

8. Results of the Vote

The Chair always announces whether the motion was adopted or lost and the results of the vote. Action on a motion is not legally complete until this is done.

"The motion is adopted that..." or "The motion that...is lost."

Once the results have been announced by the president, the group can deal with another motion or other matters of business.

Remember it is:

- A motion when introduced.
- A question when being considered.
- An order, a vote or a decision when adopted.

Examples of Steps in Presenting a Motion

1. Bob: "Mr. President?"
2. Chair: "Bob"
3. Bob: "I move that we sell Christmas ornaments to increase our club funds."
4. Sue: "I second the motion."
5. Chair: "It has been moved and seconded that we sell Christmas ornaments to increase our club funds. Is there any discussion?"

6. Ted: "Mr. President?".
 Chair: "Ted."
 Ted: "I speak against this motion. The profits from the bake sale we had last month will cover our proposed budget."
 Bob: "Mr. President?"
 Chair: "Bob."
 Bob: "We have voted to pay the expenses of our members who are to attend Texas 4-H Roundup. This expense is not included in our proposed budget. We need additional funds for it."
 Chair: "Is there further discussion?" (Other discussion and/or motions are in order.)
7. Chair: "Are you ready for the question? (pause) Those in favor of the motion that we sell Christmas ornaments to increase our club funds say "aye."
 "Those opposed, say "nay."
8. Chair: "The ayes have it. The motion is adopted (or carried) and we will sell Christmas ornaments to increase our club funds." OR "The nays have it. The motion is lost and we will not sell Christmas ornaments to increase our club funds."

Rules of Debate

Debate is the discussion, during a meeting, of the various merits or demerits of the pending question. Since one of the principles of parliamentary procedure is based on the rights of all, there are certain rules to preserve these rights and to ensure that all can have their opinions heard, but still be able to conduct business in a minimum amount of time.

1. Rules of debate are:
 - ✓ 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.
 - ✓ The maker of the motion is entitled to speak first.
 - ✓ Each member who has been recognized, may speak no more than ten minutes at a time. When a member's time has expired, the Chair rises and calls his or her attention to the fact.
 - ✓ Each member is allowed to speak only twice on the same question.
2. Other Rules of Decorum include:

To ensure that members remain courteous during debate, there are certain rules of decorum:

 - ✓ Limit remarks to merits of the pending question.
 - ✓ Refrain from attacking a member's motives.
 - ✓ Address all remarks through the chair. Do not talk directly to another member.
 - ✓ Avoid using the member's name, say "The Member."
 - ✓ Do not talk about a previous action that is not now pending.
 - ✓ Although you may vote against your own motion, do not speak against it.
 - ✓ Get permission to read from reports, quotations, etc.

- ✓ Be seated if interrupted by the Chair.
- ✓ **Do nothing that will disturb the other members while debate is going on.**

3. The Chair and Debate

Although the Chair is a member of the organization and has full membership rights of debate, he or she must be impartial. He or she should refrain from debating if possible. If the Chairman feels he or she must speak on a pending question, he or she should relinquish the Chair to someone else, usually the Vice-President. He or she does not resume the Chair until the vote is taken.

Methods of Voting

The following examples are proper procedures for putting the question.

- ✓ **VIVA VOCE (VOICE VOTE)** – saying “aye” (affirmative) or “nay” (negative) when the question is put by the chair.
Chair: All those in favor say “aye.” (pause) Those opposed, say “nay.”
The chair should always state what happened to the motion as the result of the vote:
“The ayes have it, the motion is adopted and we will sell Christmas Ornaments.”
- ✓ **SHOW OF HANDS** – Recommended for use in small meetings in place of voice vote or to verify a voice vote.
“All those in favor will raise their right hand. Please lower hands.”
“All those opposed, please raise their right hand.”
- ✓ **RISING VOTE** – To verify a voice vote, when in doubt, and to verify vote on motions requiring a two-thirds vote. A two-thirds vote should be a rising vote.
Chair: “The Chair is in doubt. Those in favor of the motion to...will please rise. Be seated. “Those opposed will please rise. Be seated.” “There being a majority in the affirmative the motion is adopted and we will...” OR
“There being two-thirds in the affirmative, the motion is adopted and we will...” OR
“There being less than two-thirds in the affirmative the motion is lost and we will not ...”
- ✓ **BALLOT VOTE (Secret Vote)** – This involves writing a vote on a slip of paper supplied by tellers (appointed by the Chair). This method should be used only if provided for in the bylaws or ordered by the assembly. A secret ballot is a good way to vote for officers, elect special delegates, etc.

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.

Names and responsibilities of club officers and the procedures for their election should be stated in the club constitution and bylaws.

Qualifications of Officers

Before officers are elected, a club should spend some time discussing the characteristics to look for in club officers. Discuss such things as:

- ✓ regular meeting attendance and participation
- ✓ past responsibility in carrying out assignments
- ✓ experience or tenure in the club
- ✓ age
- ✓ leadership
- ✓ willingness to serve as an officer
- ✓ past officer experience (A member can do a much better job as club first vice-president or president if he or she has served on the executive committee in previous years.)

By discussing qualifications for officers, a group can avoid a popularity contest in the election of officers. The best leader of a club or group might not be the most popular person or the best athlete.

Officer Responsibilities

Also discuss club offices and what the officer responsibilities are. Members should understand the skills and time needed for each office.

Provide Officer Experiences to as Many Members as Possible

Members should be encouraged to move from lesser offices to greater offices and serve for no more than one year in any office. After being president, one can assume more junior and teen leadership responsibilities. The opportunity to learn-by-doing as a 4-H president or other officer should be made available to as many members as possible.

Nominating Committee

A method that could be used for electing officers is the nominating committee. A nominating committee can be either elected by the group or appointed by the president. The nominating committee will nominate one or more persons for each office in the club. The committee will secure the members' permission to be nominated for an office, thereby ensuring their willingness to serve.

When a meeting is called to elect officers, the nominating committee will present the names it has selected for election by the club. Before the names presented by the nominating committee are voted on, the presiding officer 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. Nominations do not require a second, and a member may nominate only one candidate for each office.

Any member can offer a motion to close the nominations. A motion to close the nominations requires a two-thirds vote of those present and voting.

To ensure more member input into a nominating committee, the members may be given the qualifications for officers and various officer responsibilities at one or two meetings prior to the election of officers and then given a nomination sheet to nominate members of the club for the offices they think they would be qualified for. The nominating committee can use this as a basis for nominating members to club offices.

Another method to use is to have a survey form for members to fill out asking if they would like to be an officer (which ones), serve on a committee (which ones), be a junior leader in a project, etc., or if they have suggestions for club programs and activities for the coming year. A slate of officers can be made up listing all members who wish to run for the various offices they have not previously held.

Another method simply involves nominations from the floor. This method does not provide as much thought and input from individual members as the other methods, but may work well in some clubs.

Voting on Officers

Your club will decide for itself which method of voting it will use to elect officers. Usually, the bylaws will fix the percent of vote necessary for election to office and the method of voting. If there are no rules for you to follow, you can use one of several methods. Your presiding officer 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. The secret ballot seems to be the best way to vote for officers because every member may vote and members are not influenced by seeing how other members vote. They have to make their own decisions. Usually, when more than one nominee is being voted on, names are voted on in the order they were presented to your group.

Installing Officers

Newly elected officers are usually installed with a special ceremony conducted during a regular meeting. Through a special program, the officers are called before the group and installed by an installing officer. The installing officer(s) could be a past president, a junior or teen leader, past volunteer or other person. The installing officer reads the requirements for each office, asks each officer if he or she understands the duties of the office to which elected, and if he or she will accept the responsibilities of the office. This would be a time when all members pledge their support to the newly elected officers of the club or group.

Other Resources:

- Texas 4-H Club Secretary's Guide (4-H 1-5.12)
- 4-H Treasurer's Record Book (4-H 1-5.013)
- 4-H Club Officers Handbook (4-H 1-5.011)
- New 4-H Leaders Handbook (4-H3-5.200) contains various sections on managing 4-H Programs
 - What is 4-H? (4-H3-5.201)
 - 4-H Volunteer Opportunities (4-H3-5.202)
 - Understanding Youth (4-H3-5.203)
 - Arranging For Learning (4-H3-5.204)
 - Teaching Techniques (4-H3-5.205)
 - Planning the Annual 4-H Program (4-H3-5.206)
 - The 4-H Club Meeting (4-H3-5.207)
 - Effective 4-H Meetings (4-H3-5.208)

- The 4-H Project (4-H3-5.209)
- Organizing Your 4-H Project Group (4-H3-5.210)
- Planning The Project Meeting (4-H3-5.211)
- Project Selection and Record Keeping (4-H3-5.212)
- 4-H Activities (4-H3-5.213)
- Parent Involvement (4-H3-5.214)
- 4-H And The Community (4-H3-5.215)

Learning Experiences Through Project Groups

The Texas 4-H & Youth Development Program develops youth and adults, utilizing research-based information in creative, diverse, hands-on educational environments. 4-H maximizes each individual's potential through unique partnerships of youth, volunteers, university faculty, and community supporters, resulting in exciting and innovative learning experiences which produce capable citizens to lead us into tomorrow.

The 4-H project group are an extension of the 4-H club and provide in-depth learning experiences in projects of a 4-H member's choice. It is "the 4-H classroom" where members "acquire subject matter knowledge and skills" and "general life skills."

A 4-H project group is made up of club members having a common interest in a single project area. The project leader teaches six or more learning experiences of 20 to 60 minutes in length that support the specific project objectives.

Organizational Methods For Project Groups

Project Group Characteristics

1. Consists of 4-H members with the same project who take part in a series of at least six sequential learning/educational experiences of 20 to 60 minutes in length, during the course of a year.
2. Has an adult leader.
3. Uses junior and teen leaders.

Individual Club Groups

Advantages

- ✓ Allows members to know each other better.
- ✓ Builds camaraderie among families.
- ✓ Coordination of meeting times is easier.

Disadvantages

- ✓ Too large a range of age, interest and levels of experience.

Multiple Club Project Groups or County-wide Group

When there are fewer than five members with the same project in one 4-H club, one or more clubs may provide instructional opportunities more geared to the age level and/or ability of the members.

Advantages

- ✓ Allows members and families to know each other better and promotes county-wide support and cooperation.
- ✓ Educational material may be broken down according to age group and ability level.
- ✓ Makes it easier to plan for and supervise county-wide events and exhibits for stock shows, etc.

Disadvantages

- ✓ County Extension agent may be expected to do all organizing and teaching.
- ✓ Clubs may not feel the need to provide adequate support for their members.

See attachment #8, 9 and 10 for checklist, group roster and agenda.

How To Be A Successful 4-H Project Leader

1. Secure possible training and project materials from the club manager or county Extension office.
2. Become acquainted with the project and its activities:
 - ✓ Any county, district or state show or activity and their rules, entry dates, etc.
 - ✓ Educational objectives of the project are found in the Texas 4-H Clover Opportunities Handbook.
 - ✓ Opportunities for related method demonstrations and illustrated talks.
 - ✓ Use resources outside 4-H, such as community professionals, magazines, library.
 - ✓ Research latest techniques and ideas.
 - ✓ Project record forms.
3. Obtain list of 4-H members interested in project from club manager/managers or county Extension office.
4. Guide 4-H members and their parents/adults in selecting a project that fits their needs and resources, considering their ages, backgrounds and prior experiences.
5. Planning is of the utmost importance. Each group should have a yearly plan that includes at least six different educational learning experiences.
6. Keep in mind the group's prior 4-H experiences, their specific interests and their willingness to work when planning project group meetings.

7. Junior leaders and teen leaders are invaluable in teaching and relating the lessons to younger members.
8. After studying the available lessons, consult with the county Extension agents, junior and teen leaders and parents/adults when selecting topics for learning sessions.
9. Try to use hands-on activities and field trips whenever possible to make sessions interesting and not boring.
10. Conduct all meetings and other project activities.

Responsibilities

Help members select and manage their projects.

Work with members and or families to evaluate their situations and resources. This may be animal(s) selection, fabrics and patterns, or activities. Tours help to evaluate their choices and share ideas.

Record keeping

This is essential because it provides a measuring stick for the members to evaluate themselves for their parents/adults as leaders.

- ✓ Records include time spent, cost of animals and/or supplies, savings, etc. These are vital and help in making management decisions and in understanding the final result of the project.
- ✓ These records should be started at the first meeting and carried through the year.
- ✓ One can easily tell the advantages and disadvantages from this; was money made or lost?
- ✓ Some members may require more help than others. This is another way junior leaders can help.

Individual Assistance

- ✓ Home visits or individual conferences will help you to become better acquainted with the member and his family. From these you will learn the home situation which will make it easier to work with the member and give guidance. First year members especially need the added attention, also those whose interest is lagging.
- ✓ Telephone calls may be used to check on the progress made with individual activities

Provide Opportunities for Other 4-H Activities & Events

- ✓ Keep an up-to-date list of various shows, judging events, field days and demonstrations.
- ✓ Provide "entry due dates."
- ✓ Members should be encouraged to demonstrate their leadership skills and citizenship in their project as well as others. Those who participate in the total 4-H program instead of just one project usually acquire and maintain a great interest. Obtain a list from your county Extension agent.

Involve Older Members as Junior or Teen Leaders

- ✓ They range in age from 10 to 19 years old.
- ✓ They have had several years experience and can motivate and be enthusiastic with the younger

- members. They are able to provide additional subject matter information.
- ✓ Some of the responsibilities assigned to these leaders are:
 - Instructing by doing a method demonstration.
 - Planning arrival activities, a learning game or recreation.
 - Assisting members with project record forms and with general record books.
 - Planning project related field trips.
 - Conducting the entire meeting.
 - ✓ By using these older 4-H members, you will help them develop leadership and responsibility.
 - ✓ Begin by giving 10-year-old junior leaders small responsibilities. If they are reserved, do not wait for them to volunteer.

Encourage Parent/Adult Interest, Involvement and Support of 4-H Programs

- ✓ They need to be kept informed.
- ✓ Usually they will cooperate if asked to do specific tasks.
- ✓ Cultivate an interest in them and develop a cooperative spirit among the families.

Coordinate Group Activities with Club Managers & Other Club Leaders

- ✓ Giving the club managers a copy of your planned activities will allow for reports to be given at the regular club meetings.

Recognize Members

- ✓ Incentives can be an effective tool in encouraging good project work. An inner feeling of accomplishment and achievement is one of the strongest human incentives.
- ✓ Public recognition such as news articles, a photograph, a word of commendation at meetings, or a pat on the back from leaders and parents/adults encourages desirable performance.
- ✓ Learn your member's names.
- ✓ Group recognition should be used at the end of the project to recognize the accomplishments of each member who completed the project, attended a certain number of meetings, demonstrated certain acquired skills, etc. Some ideas include a barbecue, hamburger supper, potluck supper for members and parents/adults, pizza party, homemade ice cream party, swimming party, trip to an amusement park or a ball game.
- ✓ Recognize not only the individual who won the Grand Champion or first place, but use your imagination to recognize the most improved, best records, or 90 percent or 100 percent attendance and participation in project group activities.

Tangible Awards To Be Used as 4-H Incentives are:

- ✓ Completion Certificates – given to each member who completes project requirements, available from Extension Office.
- ✓ 4-H Items - T-shirts, caps, and pencils can be purchased through the National 4-H Supply Service. National 4-H supply catalogs are available at the county Extension offices. The Texas 4-H Center at Brownwood also 4-H items for sale.
- ✓ Project-related items may be used as awards. Contact your local merchants who would be interested in your project area for donations.

- ✓ Ribbons or trophies are awarded to those who exhibit their project work at project shows, livestock shows, fairs, prospect shows and/or who participate in other competitive events.
- ✓ Project pins/medals are available through the National 4-H Awards Program for county winners in 4-H projects and activities.
- ✓ Educational trips may be used as a form of recognition.
- ✓ Scholarships for 4-H members are available on a limited basis at the county, state and national level.

Important First Meeting

This should be organizational in nature. Invite parents/adults as well as members to attend the first session. Parents/adults should be encouraged to take part in all activities. The successful 4-H members have knowledgeable parents/adults to help them at home.

- ✓ Make a list of project members and their ages, addresses, telephone numbers and parents'/adults' names.
- ✓ Discuss the objectives of the project groups with members and parents/adults.
- ✓ Explain the different types of projects and what they will learn.
- ✓ Present possible lesson topics (seven to ten) and have groups select at least six.
- ✓ Plan with members and parents/adults the possible dates for future meetings and subject matter to be studied. Meeting places, materials or equipment needed, and special activities should be organized and assigned if needed. .
- ✓ Discuss what is expected of members and parents/adults.
- ✓ Make out a project plan listing the main activities and who is responsible. Provide each family with a copy.
- ✓ Present the project record form. Discuss how each member should set individual goals. Explain how important it is to keep their records.
- ✓ You may choose to elect a chairman for the group.
- ✓ Junior Leader responsibilities may be some of the following:
 - Calling members to remind of next meeting.
 - Giving a short demonstration relating to subject matter.
 - Developing and/or leading a learning game or activity.'

Other Meetings

- ✓ Contact members who did not attend the first meeting. Discuss subject matter and plans made in the first meeting and give them an outline for the rest of the year.
- ✓ Make sure junior leaders have made contacts and/or prepared materials, if necessary.
- ✓ Secure available equipment.
- ✓ Read through the lesson to be adequately prepared to present subject matter.
- ✓ Use your teaching plan, adapt it to your situation.
- ✓ **VERY IMPORTANT:** Give each member a responsibility; help them when needed; allot enough time to cover subject; keep all activities interesting. Meetings should not be boring!

Model Meeting

This is an example to be used as a general outline.

1. Arrival – It is important to have an activity for members as they arrive; may be led by a project

member or junior leader. Examples are: get-acquainted games and/or mixer games, learning activities. These should relate to the subject matter for the meeting. The photography project may feature a display of equipment to be identified or members may identify different parts of a camera. Furnish them the paper for this activity.

2. Information – Recognize members' participation at club meetings, county events or other activities. Make plans for tours and exhibits members may attend. Encourage participation in other events held outside of regular project meetings.
3. Teaching or Instruction – Review subject matter from last meeting prior to presenting new material to be studied. Use of video tapes, slide-tape sets, method demonstrations, discussion and lecture provides a variety of learning experiences. An outside resource person may be used for variety and to present current materials.
4. Activity – Members should be given a chance to learn by doing. This should relate to material presented: A dish prepared; sewing activities; a craft; or judging an animal. This is very important because many members will learn more by doing. Sometimes the teaching period and activity period will be combined, going step-by-step during the teaching time. You must be enthusiastic and let the members know that you enjoy this activity as much as they do or even more.
5. Recognition – All boys and girls need recognition. Do this at every meeting.

Examples are: "John, you are doing a good job."

"Jane, thank you for helping Tom today."

Recognize those who won a game or had the most correct answers, or completed a project. Let members know you care about them – talk to them personally about this project, and let them know their successful completion is important. Give someone the opportunity to be responsible for an activity or assignment at the next meeting.

6. Fun or Recreation Time – This may be the beginning or ending of a meeting. Games may be used – led by a project member or junior leader. Refreshments are optional. This may be a time of discussion and informal sharing of individual projects. Parents/adults and leaders may become better acquainted. Members should be responsible for these. If project meetings are held after school, refreshments are almost a necessity.
7. Assignments – Announce the subject matter of the next meeting. Encourage members to explore the information given today and possibly to do a follow-up activity. Plan for equipment needed or make assignments for members to lead parts of the next meeting. Record any pertinent information on the project record form. This encourages members to keep these up to date.
8. Things to remember.
✓ Keep meetings informal, but orderly.

- ✓ Remind members a few days before the meeting - especially those with program presentation responsibilities.
- ✓ Use your junior and teen leaders. Listen to their ideas and work as a team.

Other Resources:

- A Winning Hand In Leadership, Level I (4-H 3-5.210)
- A Winning Hand In Leadership, Level II (4-H 3-5.220)
- Leader Guides in specific project areas

Attachment #8

Checklist For Evaluating A Project Meeting

Check one:

	Great	Good	Poor	Comment
1. Was each program detail planned before the meeting?	_____	_____	_____	_____
2. Did each person who had a responsibility before and during the meeting know what was expected of him or her?	_____	_____	_____	_____
3. Did each person with a responsibility carry out his or her assignment?	_____	_____	_____	_____
4. Were the meeting room and other facilities satisfactory for the program and meeting?	_____	_____	_____	_____
5. Was the meeting time schedule adequate for the meeting?	_____	_____	_____	_____
6. Did appropriate people know about the meeting?	_____	_____	_____	_____
7. Did members know the purpose of the meeting?	_____	_____	_____	_____
8. Were program topics or educational features interesting and clearly presented?	_____	_____	_____	_____
9. Was there an opportunity for member participation?	_____	_____	_____	_____
10. Were teaching/learning methods used effectively?	_____	_____	_____	_____
11. Did visuals or other props contribute or detract from the meeting?	_____	_____	_____	_____
12. Was follow-up action required and were appropriate assignments made?	_____	_____	_____	_____

Other Comments: _____

4-H Club _____ Year _____

4-H Project Group Roster

Volunteer Leader(s): _____
_____ Name and Address

Teen Leader: _____
_____ Name and Address

Junior Leader(s): _____
_____ Name(s) and Address(s)

Members' Names & Address	Phone	Age as of August 31	Attendance											
			1	2	3	4	5	6	7	8	9	10	11	12

Project Meeting Agenda Plan

Date: _____ Time: _____ Place: _____

	Things to Do	Materials and/or Equipment	Person Responsible
Arrival Activity			
Business <ul style="list-style-type: none"> • Planning • Discussion • Reports • Demonstrations 			
Program			
Activity or Work			
Recognition			
Fun/Social Activity			
Assignment			

Goals of 4 -H Project Work

Leadership Life Skills

General Skills	Definition	Specific Skills
1. Understanding Self	Ability to develop a positive attitude toward self and pursue personal potential.	Develop pride and confidence in self. Understand and clarify values. Exhibit enthusiasm. Develop an attitude of responsibility and dependability. Take initiative. Be open to progressive change.
2. Relating to Others	Ability to interact effectively with others.	Develop an attitude of fairness, honesty and trust. Exhibit an accepting and caring attitude. Develop sensitivity. Meet and get along with others.
3. Communicating	Ability to exchange information effectively.	Effective listening. Verbal and non-verbal communications Express feelings. Public speaking. Record keeping and reporting. Give and follow directions.
4. Learning/Sharing	Ability to develop a spirit of inquiry and the use of knowledge to benefit self and others.	Desire to learn new things. Ability to ask questions, acquire knowledge, and reason objectively. Think creatively. Teach and share with others.
5. Managing and Making Decisions	Ability to make decisions and manage resources to accomplish goals.	Assess needs and interests. Consider alternatives and set priorities. Goal setting and implementation. Decision-making. Organize and coordinate. Resource management. Delegate responsibility. Evaluation.
6. Working with Groups	Ability to work together to accomplish group goals.	Ability to lead. Ability to follow and cooperate. Group officer roles and responsibilities. Involve and motivate people. Parliamentary procedure. Program planning. Participate actively in groups. Lead discussions. Group process skills.

Example

Nominations For 4-H Club Officers

Club officers are important to your club. It is necessary that you select officers who are best qualified to carry out the responsibilities of these positions. Consider ability, skills, attendance and commitment to fulfilling their responsibilities when making choices. Other factors to consider are age and participation in club meetings and activities. Please nominate yourself and other club members to offices for next year. The nominating committee will compile the nominations.

PRESIDENT

1st VICE-PRESIDENT (Programs)

2nd VICE-PRESIDENT (Social)

3rd VICE-PRESIDENT (Membership)

COUNTY DELEGATE

SECRETARY

TREASURER

REPORTER

PARLIAMENTARIAN

Example

Attachment #13

4-H Club Bylaws
_____ 4-H Club
Adopted _____

ARTICLE I: Name and Objectives

- Section 1. The name of this organization shall be the _____ 4-H Club.
- Section 2. This shall be a nonprofit organization for the purpose of promoting education through 4-H club work.
- Section 3. The objectives of this organization shall be
- (a) to provide learning situations for the development of leadership, responsibility and effective citizenship.
 - (b) to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
 - (c) to provide information and training in other 4-H activities as members' interests dictate.
 - (d) to help each member experience personal growth and achievement, as well as be of service to others.

ARTICLE II: Membership

- Section 1. Membership in this organization shall be open to all youth who have reached 8 years of age and have entered the third grade and have not reached their 19th birthday before September 1 of the current 4-H year and who reside in _____ County regardless of socioeconomic level, race, color, sex, national origin or disability.
- Section 2. New members must complete a 4-H Enrollment Form at a regular club meeting before being accepted into membership of the club. All members must re-enroll using a 4-H Enrollment Form each 4-H year.
- Section 3. Members are not required to pay dues but will be expected to participate in fund raising activities of the club.
- Section 4. All members should conduct at least one project, and then complete and turn in a project record form or appropriate paperwork.

ARTICLE III: Officers and Elections

- Section 1. The officers of the club shall be a president, first vice-president, second vice-president, third vice-president, council delegate, secretary, treasurer, reporter and parliamentarian.
- Section 2. Officers shall be elected annually. Officers shall serve for a term of one year beginning whenever installation is held (June, July, August or September), and shall not be eligible for the same office the following year. Any person appointed to fill an unexpired term

may be eligible for the same office the following year. The outgoing president shall automatically be the club parliamentarian.

Section 3. The officers of the club shall constitute an executive committee.

Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.

Section 5. The president, with the approval of the executive committee, may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.

ARTICLE IV: Duties of Officers

Section 1. Duties of the president shall be

- (a) to preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
- (b) to appoint standing and special committees.
- (c) to serve as an ex-officio member of each committee, except the nominating committee.
- (d) to serve as delegate of the club to the County 4-H Council.

Section 2. Duties of the first vice-president shall be

- (a) to assist the president.
- (b) to perform the duties of the president in the absence of that officer.
- (c) to serve as chairman of the program committee.
- (d) to help plan all club educational programs one year in advance.

Section 3. Duties of the second vice-president shall be

- (a) to assist the president.
- (b) to perform the duties of the president in the absence of the president and first vice-president.
- (c) to serve as chairman of the creation/social committee.
- (d) to help plan recreation and refreshments for each club meeting and plan special social events of the club.

Section 4. Duties of the third vice-president shall be

- (a) to assist the president.
- (b) to perform the duties of the president in the absence of that officer, the first vice-president and the second vice-president.
- (c) to serve as chairman of the membership committee.
- (d) to help enroll members into the club and be in charge of promotion and recruitment of new members.

Section 5. Duties of council delegate(s) shall be

- (a) to serve as delegate to the County 4-H Council.
- (b) to keep the club informed of county 4-H activities and assist in the coordination of

- local and county activities.
- (c) to encourage all 4-H members to become involved in county 4-H activities.

Section 6. Duties of the secretary shall be

- (a) to keep a full and correct record of all proceedings of the club.
- (b) to have charge of club correspondence.
- (c) to keep the roll and read the minutes at each meeting.

Section 7. Duties of the treasurer shall be

- (a) to help prepare a budget for approval by the club.
- (b) to receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditures not included in the budget must be approved by the executive committee.
- (c) to keep an accurate record of the receipt and expenditures of all funds.
- (d) to present a financial statement when requested to do so.
- (e) to serve as chairman of the finance committee.

Section 8. Duties of the reporter shall be

- (a) to report activities of the club to local news media.
- (b) to report activities to the county Extension agent and/or in the county 4-H newsletter.

Section 9. Duties of the parliamentarian shall be

- (a) to provide advice to the presiding officer on parliamentary procedure.
- (b) to instruct members in correct parliamentary procedure.

ARTICLE V: Leaders and Duties

Section 1. Adult leaders of the club shall be

- (a) the club manager and the assistant club manager recruited by a special committee, or nominated by the nominating committee during April or May of each year. Subject to the approval of the county Extension agent and the 4-H & Youth Development Committee.
- (b) leaders in specific project or activity areas such as judging, clothing, swine, poultry, demonstrations, records, etc., who shall be appointed by the club managers and the executive committee.
- (c) committee advisors or leaders who shall be appointed by the executive committee and club managers.

Section 2. Duties of the club managers shall be

- (a) to be responsible for the overall year's program of the club.
- (b) to work as close advisors and leaders along with the executive committee, other committees and adult and junior leaders to see that the club's program and activities are well-planned and executed.

- (c) to work closely with county Extension agents and other adult volunteers to coordinate local and county activities.
- (d) to keep the best interests of each member foremost in the plans of the club.

- Section 3. Duties of the project and activity leaders shall be
- (a) to be responsible for planning and directing activities and programs in their specific area.
 - (b) to work closely with club managers to coordinate their projects with other club activities.
 - (c) to use junior leaders to assist them in their areas.

- Section 4. Duties of the committee advisors or leaders shall be
- (a) to provide leadership and guidance to individual committees.
 - (b) to help committee members assume as much responsibility as they are capable of and to have successful experiences in carrying out responsibilities.

- Section 5. Junior Leaders of the club shall be members who are 10 years of age or older who have been members for at least one year. Their duties shall include
- (a) assisting adult leaders in all phases of the 4-H program.
 - (b) providing leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise.
 - (c) helping individual club members.

- Section 6. Teen Leaders of the club shall be members who are at least 13 years of age with 1 year of project experience. Their duties shall include.
- (a) lead a club or a project group with an adult present.
 - (b) providing leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise.
 - (c) helping individual club members.

ARTICLE VI: Committees and Duties

- Section 1. The standing committees of the organization shall be finance, membership, program social and community service. These committees shall be appointed by the executive committee, club manager and assistant club manager at the beginning of the year for a one-year term.

- Section 2. Duties of the standing committees shall be
- (a) Finance - the finance committee shall have the responsibility of presenting a proposed budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects during the year.
 - (b) Membership - The membership committee shall encourage every eligible boy or girl in the neighborhood or community to become a 4-H member. The committee

will also be responsible for securing and enrolling new members for the club, welcoming visitors and prospective members at club meetings, and providing new members with 4-H club information.

- (c) Program - The program committee shall be responsible for all of the programs at the regular meetings. This includes planning the year's programs at the beginning of the club year and being responsible for each program during the year.
- (d) Social - The social committee shall be responsible for providing recreation at each club meeting, for all special social activities during the year, and for appointing families to provide refreshments and be hosts and hostesses for each regular meeting.
- (e) Community Service - The community service committee shall be responsible for planning community service activities to involve all members of the club. Those activities should help the members develop personally as well as benefitting the community and county.

Section 3. The nominating committee shall be appointed by the president at least 30 days before the election of officers. It shall consist of three to seven members and one to two advisors. This committee shall secure the consent of each nominee before placing his or her name on the proposed slate of officers.

Section 4. Other committees may be named as the need arises.

ARTICLES VII: Meetings

Section 1. Regular meetings of this organization shall be held on the _____ of each month.

Section 2. Special meetings may be called by the president.

ARTICLE VIII: Procedure

Section 1. Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's bylaws.

Section 2. The order of business for regular meetings is:

- Call to order
- Inspirational
- Roll call
- Reception of new members and recognition of guests
- Reading and approval of minutes
- Reports - officers, committees, project groups, special activities, leaders
- Unfinished business
- New business
- Program
- Adjournment
- Recreation

This order of business may be altered for the convenience of a speaker giving the program.

ARTICLE IX: Club Disbandment

Upon the disbandment of the club, all real property, including money, equipment and land, shall become the property of the County 4-H Program for care and disposition. The last official duty of the club's manager shall be to effect the transfer of club property and to turn over club records to the county Extension agent.

ARTICLE X: Amendments

Section 1. These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy.

4-H Club Meeting Agenda

To be used for the first two meetings of the year.

1. Call to order - President stands.

“Will the meeting please come to order?”

2. Inspiration

“_____ will now lead us in the pledge to the American Flag.”

“Will you please stand.”

“_____ will now lead us in the 4-H Motto and Pledge.”

“_____ will now give the inspiration.”

3. Roll Call

“The secretary will now call the roll.”

(Secretary stays seated and calls roll.)

4. Recognition of New Members and Guests

“Do we have any visitors or new members here tonight?”

(Third Vice-President introduces new members or visitors.)

5. Reading of Minutes

“_____ will read the minutes of the _____ (date) meeting.”

(“Are there any corrections or additions to the minutes? If not, they stand approved as read.”)

OR “They stand approved as corrected.”)

6. Reports

President calls on each person who is to give a report by simply introducing them.

“_____, treasurer, will now give the treasurer’s report by simply introducing them.”

“_____, has a report on the Achievement Banquet.”

“_____, has a report on _____.”

“_____, has a report on _____.”

7. Unfinished Business

“Is there any unfinished or old business?”

8. New Business

“Is there any new business?”

9. Program

“_____ will introduce the program for tonight.”

10. Thank Speaker

11. Announcements

“Are there any announcements?”

12. Adjournment

“Is there any further business or any announcements?”

“The meeting is adjourned for recreation led by _____.”

“The refreshments are provided by _____ and _____.”

Annual 4-H Club Meeting Agenda

Place: _____ Date: _____ Time: _____

Call to Order: _____

Inspiration: _____

U.S. Pledge: _____

4-H Motto and Pledge: _____

Roll Call: (Answer with _____)

Recognition of New Members and Guests: _____

Reading of Minutes: _____

Reports: (officer, committee, activity, leader, other)

Unfinished Business:

Introduction of Program:

Program:

Announcements:

Adjourn: _____

Recreation:

Refreshments: