Record Book for Club Secretary

By

H. C. Seymour,
State Club Leader

County .....

Name of Club..... Project .....

Name of Local Leader..... Address.....

Name of Secretary..... Address.....

School Dist. Name..... Number.....

As one of the most important phases of club work is the record kept by each club member of his or her club work, we believe that a similar record of the activities of the club will be of benefit, not only to the member of the club keeping the record but to all other clubs throughout the state.

In this book a few suggestions for club meetings are given; also a suggested constitution and by-laws and a suggested program for the club year. You do not need to follow this program but may make your program to fit your conditions.

The secretary is in charge of this book at all times and is responsible for keeping it in good condition. The secretary should have the book at all club meetings and at the close of the club year should have it completely filled out, signed by local club leader, and then send it to your county club agent, if you are in a county maintaining a county club agent; if you do not have a county club agent send it to the State Club Leader.

Oregon State System of Higher Education

Federal Cooperative Extension Service

Oregon State College

Corvallis

Club Series A-12 December 1939

SUGGESTED CONSTITUTION AND BY-LAWS

Article 1. NAME

The name of this organization shall be the.....

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Article 2. OBJECT

The object of this club shall be to increase the homemaking, agricultural, educational, and social advantages of the boys and girls of the community by the study of useful and practical instructions concerning the problems of agriculture, livestock, or homemaking of the community. This shall be done through (a) club meetings, (b) demonstrations, (c) tours, (d) exhibits, (e) contests.

Article 3. MEMBERSHIP

Any boy or girl between the ages of 9 and 19 inclusive is eligible for membership who will agree to do all the work pertaining to his or her project and will complete the work, filing final reports with the State Club Leader and making an exhibit.

Article 4. OFFICERS

Section 1. The officers of the club shall be an adult local club leader, President, Vice President, Secretary. (Others if desired.)

Section 2. Duties. The duties of the adult local club leader shall be (a) to direct the activities of the club, (b) to attend all club meetings, (c) to keep duplicate enrollment sheet, (d) to receive the instructions for club members and to distribute them to club members, (e) to collect the report cards, sign them, and mail to county club agent or State Club Leader, (f) to assist members to the extent that they will know how to do their club work, (g) to arrange for and help train demonstration and judging teams, (h) to arrange for exhibits, (i) to collect and send to county or State Club Leader the final reports of all club members, (j) to give to local papers all publicity pertaining to club work.

President. To preside at all meetings.

Vice President. (a) To preside at meetings in absence of president, (b) chairman of program committee.

Secretary. (a) Keep minutes of all meetings, (b) write letters for club, (c) notify members of all meetings.

Section 3. Tenure of office. All officers shall hold office for the club year.

Article 5. MEETINGS

At least ten regular meetings shall be held during the club year; as many more should be held as possible.

Article 6. RULES OF ORDER

Roberts' Rules of Order shall govern all meetings of the club.

Article 7. ORDER OF BUSINESS

The order of business shall be as follows:

a. Call to order by President.
b. Opening song and yell.
c. Club pledge.
d. Roll call.
e. Reading of minutes of preceding meeting.
f. Reports of committees.
g. Unfinished business.
h. New business.
i. Program of day.
j. Adjournment.
k. Recreation—games, songs, yells, etc.

Article 8. AMENDING CONSTITUTION

It shall require a two-thirds vote of the members present at any regular meeting of the club to amend the constitution.

BY-LAWS

Article 1. ELECTION

All officers shall be elected by ballot.

Article 2. QUORUM

At least 3 members of the club shall constitute a quorum.

Article 3. COMMITTEES

The President shall appoint such committees as are necessary.

Article 4. CLUB FUNDS

All funds created by the club shall be in the hands of the local leader or club secretary, which shall be left to a vote of the club. These funds to be expended as the club orders.

Article 5. AMENDING BY-LAWS

It shall require a two-thirds vote of the members present at any regular meeting to amend the by-laws.

CLUB CONSTITUTION AND BY-LAWS

RECORD FOR BOYS' AND GIRLS' 4-H CLUBS

Name of Club..... Project.....

County .....

School Dist..... No.....

NAMES AND ADDRESSES OF OFFICERS

Name Local Leader..... Address.....

Name President ..... Address.....

Name Vice President..... Address.....

Name Secretary ..... Address.....

PROGRAM COMMITTEE

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SOCIAL COMMITTEE

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EXHIBIT COMMITTEE

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CONTEST COMMITTEE

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SPECIAL COMMITTEE

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ENROLLMENT OF MEMBERS AND ATTENDANCE

Name	Address	Age	Div.	Date of meetings								

MINUTES OF MEETING

1. Place ..... Date.....
2. Officers present .....

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3. Number of members present..... Visitors.....
4. Record of meeting.

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FINAL CLUB REPORT

Date.....

Member's name	Address	Age	Years in club work	Amount of work	Total value	Total cost	Total profit or loss	PRIZES WON AND VALUES											
								Community		County		State		P.I.L.E.		Other		Total	
								No.	Value	No.	Value	No.	Value	No.	Value	No.	Value	No.	Value
					$	$	$		$		$		$		$		$		$

Name demonstration given.....

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Number of members in demonstration.....

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The above is a true summary of the achievements of the club.

Signed.....
Local Leader

Note: Under amount of work, give size of plot, number animals raised, birds cared for, articles made, fruit canned, etc.

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STATEMENT BY LOCAL CLUB LEADER REGARDING CLUB AS A WHOLE OR INDIVIDUAL MEMBERS

STATEMENT BY LOCAL CLUB LEADER REGARDING CLUB AS A WHOLE OR INDIVIDUAL MEMBERS

SUMMARY OF YEAR'S WORK

This should be carefully filled out after the last meeting has been held. This book should then be sent to your county club agent or State Club Leader.

Name of Club.....

Date organized.....

Number enrolled.....

Number who began work.....

Number of record books completed and filed.....

Total value of crops, animal, poultry, clothing, cookery, canning or other projects completed $.....

Total cost of doing above work $.....

Total profit or loss $.....

Total number meetings held during year.....

Total number of members making exhibits at following fairs:

Community..... County..... State.....

Pacific International Livestock Exposition.....

Other fairs.....

Total of all exhibits.....

Total number of demonstrations given.....

Signed.....
President

Signed.....
Secretary

Signed.....
Local Leader

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Wm. A. Schoenfeld, Director
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