

## Guidelines for Whitewater 4-H Club

### What is a 4-H Club?

A 4-H club is a self-governing group of young people between the ages of 8 and 18. It has adult guidance from parents and other interested adults in the local community. Members elect officers to lead their club meetings and activities. The main purpose of 4-H club work is to have adults and youth working together in the development of themselves and their community.

### Membership

1. Membership is open to youth ages 9 (or 8 and in third grade) through grade 13 for the regular 4-H members. Youth in kindergarten through grade 2 are eligible for the Cloverbud program.
2. Members must re-enroll each year.
3. Completed enrollment forms are to be turned in to the general leader before December 1 for re-enrolling members and before March 1 for new members.
4. Project changes are due to the general leader before March 1.
5. Each member must do 1 demonstration at a club meeting each year.

### Meetings/Activities

1. The club's monthly meetings will be held at 7 p.m. the first Thursday of each month at the Whitewater Town Hall, unless notified otherwise.
2. Joining 4-H carries with it responsibilities. To exhibit at the fair, members must attend 50 percent of the club meetings. There can be excused absences. It is the member's responsibility to inform the general leader or secretary of excused absences prior to the meeting.
3. When absent, it is the member's responsibility to find out what has transpired at the meeting from the general leader or other club member.
4. All members are expected to take part in club activities and to serve on committees.
5. All members must do one demonstration or talk at a club meeting each year.
6. All members must participate in at least one club fund raiser each year.
7. Exceptions may be made for members attending and living on a college campus. These instances will be decided by the general leader(s) and project leaders.
8. All members must turn in a completed record book each year.
9. Families are invited to all Whitewater 4-H Club activities.

### Finances

1. \$12 per member for dues is to be paid when turning in registration forms.
2. The club will pay 50 percent or up to \$50 for any county or out-of-state 4-H trips.
3. Members graduating from 4-H will receive a \$250 scholarship from the club if they have participated in the Whitewater Club (including fund raisers) and turned in a completed record book for the three preceding years. This will be evaluated yearly.

### Projects

1. Members must carry at least one project. This project must be exhibited at the fair or a club meeting.
2. Members between ages 8-10 should take the Exploring project the first year, but may take one other project.
3. Members should select a project suited to their age and skill level.
4. Project leaders will get a Whitewater membership booklet listing members in each project.
5. Project leaders are asked to hold a minimum of three meetings. These meetings should include helping members plan their
6. . project, helping members with their project, and helping members keep records and –
7. evaluate the project.
8. Members should feel free to call the project leaders any time they have questions or need help.
9. Junior leaders must be leaders in specific project areas and must help the adult leaders.

### Committees

1. Each family will be asked to be responsible for refreshments and cleanup at one or more club meetings.
2. The committee chairman is responsible for contacting the committee members and setting up a time and place for meeting.

### Parental Support

1. 4-H is a family oriented organization. We need the support and guidance of parents. Any and all ideas, suggestions, and criticisms will be welcome at all times.
2. Parents are encouraged to attend all meetings and become informed of 4-H activities.
3. Many projects have no leaders; won't you help?

### Records/Awards

1. The club year begins and ends on the date the record books are due to the Whitewater 4-H Club.
2. Project work of current projects must be exhibited at the County Fair or club meeting.
3. To receive a fair check, a member must turn in a completed record book.
4. A completed record book must be turned in to be eligible for awards.
5. Late record books are not eligible for awards.

## Officers

1. Officers not fulfilling their duties for three meetings, without a valid excuse, will be replaced.
2. Officers must have been members of the Whitewater 4-H Club for at least one year.
3. Members must be capable of performing the duties of the office for which they are running.
4. President, vice president, secretary, and treasurer should be 14 years or older.
5. Officers will be elected by written ballot of the current membership at the September meeting.

## President

1. Prepare agenda before the club meeting.
2. Know parliamentary procedure and conduct an orderly meeting.
3. Keep the meeting moving. Get all club members to participate in discussion and on committees.
4. Avoid giving opinions on motions under discussion
5. Cast deciding vote in case of a tie vote. You may vote when the vote is by ballot.
6. Appoint committees when needed and define their responsibilities.
7. Notify, well in advance, the general leader and vice president if you will not be able to preside at a club meeting.
8. Help in planning yearly program.
9. Attend county officers' training session.

## Vice President

1. Know parliamentary procedure and able to conduct an orderly meeting.
2. Preside at club meetings in the absence of the president.
3. Attend county officers' training session.

## Recording Secretary

1. Call the roll and record attendance.
2. Keep accurate, complete records of all club meetings.
3. Read the minutes of the last meeting. Make any corrections given by the members.
4. Inform the president and general leader if you cannot attend a club meeting.
5. Send a duplicate copy of the minutes to the extension within a week.
6. Attend county officers' training session.

#### Treasurer

1. Collect all moneys and pay all bills authorized by the club or general leader.
2. Keep an accurate record of all money received and its source and all money paid out, showing whom the money was paid to and what it was paid for.
3. Give a report of money received, bills paid, and cash on hand at each club meeting.
4. Have records ready for auditing in July before turning over to successor after the club banquet.
5. Prepare an annual report in July on all money collected and paid out during the year.
6. Attend county officers' training session.

#### Reporter

1. Write a report of each 4-H club meeting (and other Whitewater 4-H Club activities) immediately following the meeting and mail it to the Whitewater Register as soon as possible.
2. Write articles about special 4-H events for newspaper with the help of a leader or general leader.
3. Keep the newspaper informed of upcoming 4-H events so they may be published as notices or your members, as well as members of the community.
4. When writing news articles, be sure to include the names of all Whitewater 4-H members involved in the event. This enables them to clip these articles for record books or other 4-H collectibles.

#### Sunshine

1. Send get well, congratulations, sympathy, etc. cards to members, leaders, and their immediate families as directed by the club officers and leaders.
2. Purchase plants or other gifts up to \$25 for hospitalized members or leaders as directed by the club officers and leaders.
3. Purchase gifts up to \$25 for Music Fest director, Drama Fest director, etc. as directed by the club officers and leaders.
4. Send out thank you notes.
5. Announce birthdays of members for the month at each meeting.

## Historian/Photographer

1. Take pictures at all club events. Club will pay for film and developing.
2. Have pictures developed and label them as to event, date, and who is pictured.
3. Reprints for other club members and self should be ordered upon request, but should be paid for by the member ordering them.
4. Collect all news articles and pictures about Whitewater 4-H Club and its members.
5. Keep a neat, well arranged scrapbook for the club. Keep the book up to date and available periodically at club meetings. The completed book should be brought to the Achievement Banquet.

## 2016 Officers

President	Matt Meiners
Vice President	Brady Meudt
Secretary	Yvanna Strait
Treasurer	Mary Hegeman
Reporter	Millie Meiners
Photographer/Historian	Theodore Bellrichard
Sunshine	Mason Meiners

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General Leaders-Laurie Giorno and Linda Giorno