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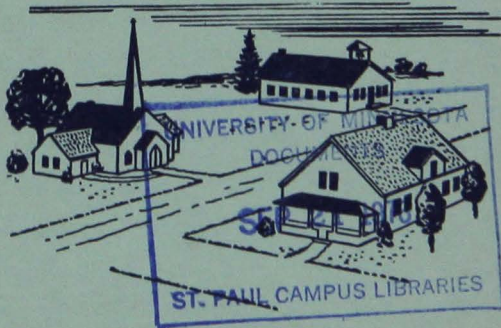
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MINNESOTA

Rural YOUTH GROUPS



UNIVERSITY OF MINNESOTA
Agricultural Extension Service
U. S. DEPARTMENT OF AGRICULTURE

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ORGANIZATION HANDBOOK

A Creed for Rural Youth

I believe in the Rural Youth of America. I believe that we have the ability, desire, and enthusiasm for improvement.

I believe there are many things which can be accomplished better through cooperation than as individuals. With a singleness of purpose, counsel of capable leaders, and our own willingness to serve, the youth of America can and will strive for a finer and fuller community life.

I believe in education as a guide to progress; not only education from books but also that which is gathered in the classroom of everyday living and learned through trial, experience, and association.

I believe in sociability as a means of making new friendships, broadening our viewpoints, and improving our character.

Through working, learning, and playing together we will strive to attain these goals.

ORGANIZATION HANDBOOK for Minnesota

Rural Youth Groups

E. W. Aiton



What Rural Youth Groups Are

Older Rural Youth work is an activity of the Agricultural Extension Service of the University of Minnesota carried on cooperatively with the United States Department of Agriculture and the County Extension Services. For the state, the program is under the supervision of the State 4-H Club Leader and his staff. Within local groups, meetings and programs are planned democratically by elected officers and committees guided and helped by County Extension Agents.

All rural young men and women 18 years of age and over are eligible for membership. Regular group meetings are held once a month. The major emphasis in Rural Youth programs is given to education, recreation, community service, and activities of an economic nature.

Aims and Purposes

At a Rural Youth conference of representatives from 12 North Central States held in 1941, the major aims or goals of the Extension Service in the Rural Youth field were defined as follows: "education, social development, economic growth, and community service."

Some purposes or objectives of local Rural Youth groups are:

- Help young people acquire knowledge and skills in the arts of farming and homemaking as the basis for their own vocational choice and to help them improve their standard of living.
- Give training in citizenship.
- Develop leaders by providing opportunities for rural young people to take part in group activities and to cooperate with other groups in programs or projects benefiting the community.
- Encourage and provide wholesome social and cultural experiences.
- Assist qualified youth to become established farmers and homemakers.
- Cooperate with churches, schools, and other public and private agencies interested in youth and their welfare.

How Groups Are Organized

According to the 1940 United States Census, there were approximately 4 million rural youths, 18 to 26 years of age, living on farms, plus 3½ million in rural villages. Although there have been important population shifts since then as a result of wartime relocations, by no means all of these young people have left the country for the armed forces or city employment.

By the end of 1943, 1,400,000 farm youth were reported in the armed services. Between two and three million were employed in war industries. The net movement away from farms from 1940 to 1943 was three times as great as the average for the previous 20 years. Looking toward the future, a government postwar planning agency predicted in June, 1944, that during the next few years a million or more young men and women released from the Services or war industries would be looking for work in agriculture.

Despite changing conditions, a careful survey of any agricultural area in Minnesota will reveal large numbers of earnest young men and women 18 to 30 years of age.

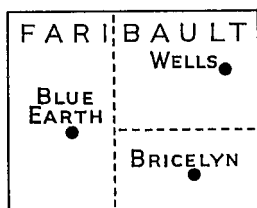
It will also be discovered that these youth have certain very vital wants and needs that are not being satisfied.¹

The first step, then, preparatory to organizing a Rural Youth group is to make a general survey in cooperation with the County Extension Service. Find out if there are young people of the proper age and with a seriousness of purpose who will put forth the individual and cooperative effort necessary for joint action. It is wise also to secure the counsel and support of community leaders.

The second step is to decide how large an area is to be covered by a single group. In past years many organizations have developed on a county-wide basis. This has only the doubtful advantage of "distance lends enchantment" in its favor. However, there are several practical advantages of a community plan as compared with the county-wide plan of organization.

The Community Plan of Organization

Prior to World War II, several counties, including Faribault, Wright, Todd, Stearns, and Brown, attempted to reach a higher percentage of available young people by forming several groups within each county. These first experiences were fruitful and successful until wartime population shifts and military service demands necessitated retraction to the single-group basis.



Faribault County was the first to pioneer with a community or multigroup plan of organization. After some special youth meetings in 1933, the first regular Rural Youth group was established on a county-wide basis in 1934.

As the first group became too large for well-planned meetings and programs, it assisted in organization of a

¹ Several surveys and reports are used as a basis for the facts given in this section. Of special interest are: Eighth Report (1943), The Older Youth Committee, Association of Land Grant Colleges and Universities; Minnesota Agricultural Experiment Station Bulletin 358, "Some Problems of Minnesota Rural Youth," May, 1942; Minnesota Agricultural Extension Pamphlet 78, "Older Youth in Rural Minnesota," April, 1941; Guideposts for Rural Youth, 1940, American Council on Education, Washington, D.C.; Working with Rural Youth, by Edmund deS. Brunner, 1942, American Council on Education, Washington, D.C.

second group centered around the Wells community in 1939. The Wells group subsequently aided formation of a third organization at Bricelyn in 1940.

Many advantages in favor of the community plan suggest that it should be followed in order to reach larger numbers and save travel in attending meetings. It is usually best to select an area or district at one side or in one corner of the county where interest is highest. Concentrate first efforts at organization there.

Procedure for Organizing a Group

The following procedure for organizing a new group is suggested:

- 1 Select a suitable meeting place, centrally located in the area to be served. A hall that has adequate heat, light, and movable chairs permitting active games is best. After a satisfactory place is once found, the most successful groups have "settled down" at that point in preference to rotating meetings.
- 2 In addition to young people, it is usually advisable to invite leaders of church, school, farm, home, and civic organizations to the first preliminary meeting in order to gain their support.
- 3 After thorough discussion of Rural Youth work, call for a vote on the question of organizing.
- 4 If the vote is favorable, proceed to elect temporary president, vice-president, and secretary-treasurer to hold office for three meetings or until the first regular annual election of the group in September or October.
- 5 Decide next on a regular meeting day (first Monday or second Tuesday of each month, etc.), meeting time, and place; decide if lunch will be served; name lunch, recreation, and program committees.
- 6 Arrange for a program planning meeting of the board of directors after the third meeting or when permanent officers have been elected to serve for a year. If possible, a state staff member will assist at this planning meeting (see page 11).
- 7 With a well-planned program of work the group should then be in a position to hold interesting meetings that include education, recreation, community service, and economic activities.

What Rural Youth Groups Do

The objectives of Rural Youth work are education, recreation, and community service. Some attention is given also to activities to improve the standard of living and economic status of the members. A very few out of hundreds of different meeting topics and group activities are given below. These suggest the type of programs that groups have followed in the past. The best programs are locally adapted and should be developed as a result of group planning in accordance with existing situations and need.

Educational Topics*

- *Painting and Mixing Concrete on the Farm (boys)
- *Farm and Home Outlook (joint—boys and girls)
- *Furniture Selection and Buymanship (girls)
- *Productive Use of Electricity on the Farm (boys)
- *Furniture Arrangements for Harmony and Comfort (girls)
- *Farm Carpentry (boys)
- *Curtain Construction and Design (girls)
- *Ventilation and Insulation of Farm Buildings (boys)
- *Slip Covers—also Clothing and Textile Buymanship (girls)
- How to Keep Out of Farm Legal Trouble (joint)



Group leaders study a tractor plow

Girl leaders study dressmaking



- Colored Travel Pictures (and/or talks) (joint)
- Farm Management (boys)
- Home Management (girls)
- *The Young Hostess Entertains (girls)
- The You I Meet (personality) (joint)
- *Farm and Home Accounts (joint)
- *The Well-Dressed Young Woman (girls)
- *Operation, Care, and Repair of Farm Machinery (boys)
- Conservation—Also Minnesota's 10,000 Lakes (joint)
- Safety—Also Health, First Aid, Insurance, and Legal Topics (joint)

Other Educational Activities

- Group tours to points of interest
- One, two, and three-day short courses on the subject, "Getting Started in Farming and Homemaking"
- Debates, discussions, panels, and quiz programs on subjects of current interest
- *Radio Forum programs (state-wide in 1942)
- *Radio Public Speaking Contest (state-wide in 1942 and 1943)
- Participation in camps, conferences, and institutes—delegate reports

Recreation and Social Activities

A balanced and varied program of games, parties, tours, carnivals, dramatics, athletics, song fests, socials, banquets, and picnics is much preferred to a single stereotyped plan of recreation. Three types of activities are essential to a balanced program.

Games for early comers and get-acquainted stunts. Many farm youths have heavy responsibilities at home and find it difficult to finish chores and travel to the meeting place by 8:00 p.m. or 8:30 p.m., the usual time set for the meeting to start. It is important, therefore, to have "something doing" for those who arrive on time. These games for first arrivals should be flexible enough so that either few or many can play at once.

After-meeting games. After the business and educational part of the meeting most groups follow with a spirited hour or two of folk games, singing games, relays, ring games, contests, or other social activities. The importance of this period cannot be overemphasized. It should be carefully planned and directed with enthusiasm and dispatch.

* Topics thus marked were developed on a district or state-wide basis, with a state specialist teaching local group leaders at district training meetings. The group leaders then returned and presented the information at their local meetings, 1936 through 1942.



Groups enjoy a wide variety of recreation and social features

Special parties and socials. These usually will be scheduled as "extra" or "between meetings" events rather than as substitutes for the monthly meeting. Only a few possibilities are suggested here.

Parties for special occasions like Christmas, Thanksgiving, or Annual Banquet—

Picnics	Basket social
Campfires	Candy pull
Wiener or marshmallow roasts	Oyster supper
Fish fry	Pheasant feed
Bowling	Penny carnival
Roller skating	One-act plays
Hay or sleigh-ride party	Music festival
Daisy Mae or hard-time party	Pageant
Exchange meeting with other groups	

Community Service Activities

Having a part in the planning, organization, and carrying out of a worth-while project for community benefit is helpful not only to the individual but also to the group. The membership profits from leadership experience, broader contacts, and the personal exhilaration resulting from a good job well done. Groups benefit from the favorable publicity and closer working relationships that result from cooperative action. The service project should be important to the local county or community. It is often tied

One of the finest ways for Rural Youth members to render a valuable community service is to assist with the county or local 4-H Club program. Individuals can serve as adult or junior leaders, serve as department superintendents at 4-H exhibits, or help clubs with educational demonstrations. Groups may sponsor and organize 4-H rallies, picnics, tours, or achievement events. Several groups have helped equip or repair 4-H buildings.

in closely with some phase of the county extension program. Only a few of the hundreds of service activities of Minnesota Rural Youth groups are listed below:

Organize and conduct community play nights to combat juvenile delinquency.

Supply recreation or talent for community meetings.

Raise funds for Red Cross, War Bonds, or other causes.

Sponsor citizenship programs or 4-H citizenship ceremony.

Cooperate with churches in a character-building program.

Sponsor and assist with crop variety and fertilizer trials.

Sponsor and organize county kittenball or athletic league.

Sponsor and assist county corn-husking contest.

Supply and distribute Christmas baskets to needy.

Organize and conduct gopher eradication campaigns.

Conduct little tots' nursery at fair.

Put on pageant or grandstand entertainment at the fair.

Sponsor team-pulling or tractor-pulling contest.

Special Projects and Activities

Farm Family Partnerships—One of the finest opportunities of rural living is the chance for youth to earn a personal income and secure valuable citizenship and vocational training by forming a junior partnership with parents at an early age. A special bulletin² on this subject is available through county extension offices. It suggests a definite plan for young people to follow and outlines 10 types of partnership arrangements.

As young people become ready for more advanced partnerships or lease arrangements, other Extension Service bulletins

² Extension Bulletin 231, "Junior Partnerships for Rural Youth," revised June, 1944. Also see: "Father and Son Farm Partnerships," Special Bulletin 330, Michigan State College, East Lansing, Michigan; "50-50 Live-stock Share Lease," Extension Bulletin 207; and "Farm Tenancy and Leasing," Extension Bulletin 188, available at county extension offices or University Farm, St. Paul 8.

should be consulted. The two-family farm is gaining considerable attention as a possible trend in farm management practice. A special bulletin on that subject was being prepared as this handbook went to press.

On the subject of partnerships, many Rural Youth groups have enjoyed special discussions and have invited extension agents or specialists to speak and to answer questions. An excellent way of doing this is to arrange a parent's night program and invite all fathers and mothers to take part in the discussion.

Other Projects—Approximately two thirds of all Minnesota Rural Youth members are or have been 4-H Club members. The Rural Youth program is considered a graduate organization, with advanced activities that challenge the interests of an older age group. Among these are several advanced projects that are available only to older 4-H and Rural Youth members.

Farm and Home Record Keeping—This project requires cooperation from the entire family but it returns marvelous experience and training in farm and home management, besides factual information for income tax and farm business analysis purposes. Two recommended account books, plus helpful instructions, are available through county extension agents. Awards are presented members who keep outstanding books.

The Ten Ewe Project—Members owning 10 or more breeding ewes keep feed records and figure cost of gains and returns per ewe. Special awards are given to state champions. This makes an excellent partnership arrangement.

Radio Public Speaking Contest—This has been an annual feature for winter months. Participants write six- to eight-minute speeches on current topics and compete for county awards and the right to take part in a district event over a radio station. District winners receive free trips to a state contest.

Special references, record forms, and contest rules and ideas are available at county extension offices for each of these projects. Other projects and contests are announced from time to time in the state-wide Rural Youth Rouser, quarterly newsletter published at University Farm and sent to each officer.



District winner in 4-H and Rural Youth radio public speaking contest



Delegates at Rural Youth camp, Medicine Lake, June, 1942

State-Wide Events

In normal times, at least three activities of a state-wide nature are included in the Rural Youth program. These are: State-wide Camp in June, Special State Fair Counselors' Conference, and Special Youth Meetings during Farm and Home Week, usually held at University Farm in January. In addition, district conferences on special subjects are often held.

There are many valuable features of all state-wide or district events, including a chance to meet other young people, to hear outstanding speakers, to see new places of interest, and to gain new ideas for leadership development. Most of the events are conducted on a delegate basis. Under this plan local groups designate representatives who receive part of their expenses from the local treasury in return for bringing back a report about the conference.

Planning Meetings That Click³

At least once at the beginning of each year, or in some cases every six months, the board of directors (see pages 12-13) of the Rural Youth group should meet to plan a program of work. This includes: selection of the main topic, date, place, and time for each meeting; naming the recreation, lunch, and program committees who will be in charge; and planning the general phases of special business and community service projects to be taken up during the following six or twelve months. Also the duties and responsibilities of new officers should be discussed. Special pages are included in the Secretary's book for recording the program of work.

Many groups prepare a special folder each year that contains the advance program of work, names of officers, financial

³ See also "Program Planning Handbook for Young People's Organizations," Pamphlet 27, Iowa State College, Ames, Iowa, April, 1942.

status, and other information of interest. These are usually mimeographed and copies are given to each member in order that all may be informed of meeting plans and their own committee responsibilities.

One or more of the county extension agents should be present at the program planning meeting. Also whenever possible a member of the state extension staff will be happy to assist with information about state-wide plans. The planning meeting should be held soon after the annual election. All recommendations should be heard and approved by the membership before they are finally considered adopted. To be successful, the program of work must reflect the wishes and needs of the membership.

Guiding Thoughts in Developing Good Programs⁴

A program for rural youth should:

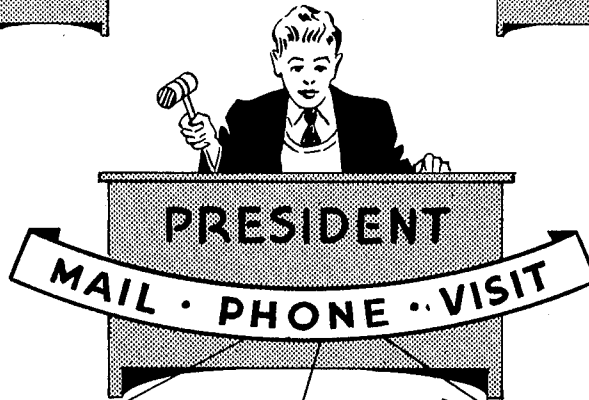
- **Be based on the fundamental needs of all young farm people.**
- **Include both boys and girls. The interests and needs of older youth are largely coeducational.**
- **Be balanced to include attractive social and recreational activities as well as educational features.**
- **Allow for a maximum amount of self-direction. No solid and permanent service to youth is possible without the leadership and support of adults, but adults usually underestimate the ability of youth to take responsibility.**
- **Be based on adult tasks. Older youth are ready to roll up their sleeves to attack the fundamental problems of society. They should feel free to undertake the better practices that adults often fail to apply.**
- **Provide for cooperation with other agencies that contribute to rural life such as schools, churches, libraries, health services, farm organizations, service clubs, veterans' organizations, labor unions, and cooperative societies.**
- **Be organized at the neighborhood and community level. The community is closer to youth, the family, the church, and the school, and nearer to local leadership and resources. Emphasis on the community need not prevent some type of county, state, and even national organization.**

⁴ Based on an address by Dr. Howard Y. McClusky, Associate Director of the American Youth Commission, given before delegates from 12 states attending Regional Extension Conference on Rural Youth, Ames, Iowa, April, 1941.

GROUP
ADVISORS

BOARD of DIRECTORS

COUNTY
EXTENSION
AGENTS



DISCUSSION *and* DECISION *by* MEMBERS

Duties of Rural Youth Group Officers

President

1. Should be present at the meeting before the appointed time and check with committee chairmen on final arrangements.

2. Notifies vice-president, advisors, or county extension agents if he must be absent.

3. Appoints temporary secretary if regular one is absent.

4. Presides, calls meeting to order, and directs business meeting.

a. Knows in advance what general business should be taken up.

b. Has a knowledge of parliamentary law. Keeps the meeting spirited, brief, and practical.

c. Decides points of order fairly.

5. Appoints all committees except the elected chairmen of the permanent education, recreation, and community service committees. Delegates responsibilities to these committees and calls for reports.

6. Appoints a nominating committee at the August meeting. In many groups a committee of the old officers nominates the new officers.

7. Casts the deciding vote in case of a tie vote and can always vote if by ballot or roll call.

8. Approves payment of accounts, after action by the group.

9. Keeps in close touch with advisors, county extension agents, and committee chairmen.

10. Shows courtesy to guests.



Vice-President

1. Studies the duties of president.

2. Presides in case the regular president is absent.

3. Serves as chairman of a membership committee with the secretary and one other as members. This committee has the following duties:

a. With the group, decides on membership qualifications.

b. Heads up "new member" campaigns.

c. Welcomes visitors and new members. Sees that they are introduced to the group.

d. Keeps mailing list up to date. Periodically reviews this list with the group.

e. Sees that prospective members are given membership cards to fill out. Returns cards to secretary.

Secretary



1. Keeps a permanent record of the group and minutes of each meeting, including kind, date, place, and the names of acting officers if regular ones are absent. Also includes statements about the disposition of each item of business, including minutes of previous meeting, roll call, committees, officers elected, and motions carried and lost.

2. Serves as presiding officer if both the president and vice-president are absent.

3. Takes roll call and records attendance.

4. Sits at table near president; keeps close tab on all activities of the group. Reminds president of any unfinished business or new business he forgets.

5. Writes letters required by decisions of the club.

6. Prepares annual summary for county and state extension offices.

7. Keeps an accurate membership list. Keeps an active and an inactive membership card file using Form RY-4.

8. A prepared Secretary's book is available from the State 4-H Club Office.

Secretary's Attendance Record

Name	O	N	D	J	F	M	A	M	J	J	A	S	Summary
1. Melbourne Sweet	P	P	P	P	P	P	P	P					Moved out of county.
2. Jay Olson	P	P	P	P	A	P	P	P	P	P	P	P	Eleven meetings.
3. Mary Jasper			P						P	P	P	P	Attending University of Minnesota.

Treasurer

1. Keeps an accurate account of all money or credits owned by the club. Gives an oral and written summary and report to the group at least once a year and sometimes monthly or semi-annually. The use of prepared Form RY-2 is recommended.

2. Deposits surplus funds in a manner approved by the group.

3. Pays all bills promptly on order of the president and after approval by the group.

4. Draws checks or secures receipts for all expenditures. Turns these over to the president and secretary or to an auditing committee at the year's end.

5. Recommends plan for replenishing treasury or reinvestment of surplus funds.



Reporter

1. Writes announcement of meetings and reports of group "doings" for newspapers.

2. Sends a "Report of Rural Youth Meeting," card Form RY-6, to the State Extension Service after each meeting.

3. Collects news clippings for Secretary's permanent record.

4. Learns to write interesting items and sends or takes them to the editor on time. Stresses social plans, meeting happenings, attendance, educational features, time and place for next meeting in the report. Items such as "lunch was served," "meeting was called to order," "minutes of the last meeting were read and approved," etc., are routine and should be omitted by the reporter.



5. Stresses the most important points first, such as:

- a. Judge Jones spoke on "Our Opportunities as American Citizens," pointing out that we have more individual liberties than any other—etc.
- b. Officers elected for the coming year are:—.
- c. Our club voted to buy a \$25 war bond—etc.
- d. The next meeting will be held—.

Includes the who, what, when, where, and why in the first sentence or paragraph.

6. Signs name, as reporter, at the end. Otherwise it's an anonymous letter and editors usually frown upon these.

7. The reporter is liaison agent between the group and the public. Pre-meeting announcements should arouse interest. The follow-up stories should add prestige to the organization.

Above all, the reporter should remember that other people *are* interested in the work and activities of young people. Be a missionary—tell other folks about it.

Standing Committee Chairmen

Together with the officers, the chairmen of the education, recreation, and community service committee comprise the board of directors. This board, with the counsel and advice of the group advisors and county extension agents, is responsible for a well-planned and interesting program of meetings for the year. Each of the three chairmen should:



1. Advise the president concerning other members to be appointed for his own particular committee.

2. Attend all meetings of the group board of directors, particularly the annual or semiannual program planning meeting. See page 11 for program planning suggestions.

3. With the other members of his committee, plan in detail how to carry out the general ideas and suggestions decided upon at the program planning meeting.

a. The education committee should plan the who, how, and when for each meeting topic chosen; should ask for speakers, inform them of the meeting topic, length of time to speak, and give them information about the group. This committee also should decide on any special demonstrations, exhibits, or other program numbers that fit into the educational theme for the month and then see that these plans are carried out.

b. The recreation committee should be sure that there are recreation or social features for every meeting. Games or jobs should be provided for "early comers" to the meeting until most of the members are present. Committee members may lead recreation themselves or name others to do so. In either case they are obligated to check on plans and be sure that something worthwhile is presented. In addition to games and stunts for regular meetings, this committee has general charge of special parties or social events but may call on others for assistance. Special activities for the recreation committee may include:

- Development of group singing. Purchase songbooks, secure piano, arrange for accompanist, find a leader, have spontaneous singing around the piano at every meeting.

- Introduction of folk games. Secure instructions and music. Start with simple and familiar ones, learn one new one at each meeting.

- Planning of special parties, socials, banquets, and carnivals. Schedule at least one during the summer and another winter feature. See pages 6 and 7 for additional social suggestions.

c. The Community service committee should represent the group at the county extension planning meeting and take part in discussions of needs and programs for the entire county. Rural Youth groups may decide to sponsor one or more activities that will benefit the community, county, or the nation. It is the general responsibility of the community service committee to carry out decisions of the group with regard to service activities. The following procedures are suggested:

- Analyze the situation and needs expressed at the county extension planning meeting, Rural Youth program planning



meeting, and at regular monthly meeting. Decide where and how the group can best contribute.

- Present plans at regular group meeting.
- Organize detailed plan. Advise on committee responsibilities.
- Give all members a chance to take part if possible.

Advisors

The most successful Rural Youth groups in Minnesota have found that an advisory couple or a man or a woman adult advisor adds stability, prestige, and impetus to the movement. The advisors are usually a married couple living in the area. Parents and the public generally look with more favor upon meetings of young people that are chaperoned by known and respected adults. In addition, conscientious advisors can relieve busy county extension agents of routine and detailed matters which are, however, important to the group's progress.

The following duties, opportunities, and characteristics of advisors were suggested by the advisory couple of one of Minnesota's first and most progressive groups:

1. Attend meetings regularly. Participate actively in games and parties.

2. Be interested in young people and be available for individual or committee conferences with them at any reasonable time.

3. As a counselor, be ready with sound advice and suggestions but avoid a domineering attitude. Do not give long speeches or lectures, but through constructive attitudes and suggestions see that the group maintains high ideals and stresses character-building activities.

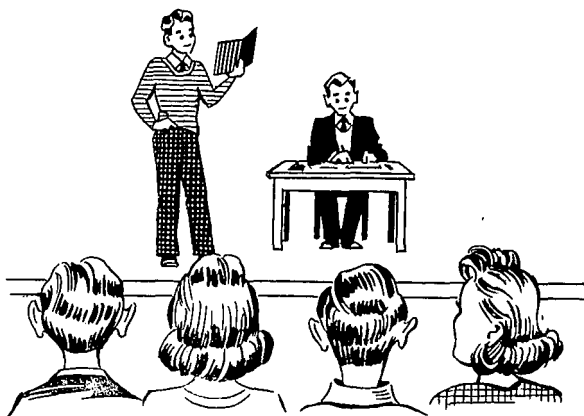
4. Encourage the development of leadership among the members. Insist on the fulfillment of responsibilities assigned. Decisions of the group should be their own, arrived at after thorough discussion rather than as the result of prompting or heckling from the advisors.

5. Be alert to observe new members or the shy or retiring ones and help them to get acquainted in the group and to participate in all phases of the meeting, especially recreation.

6. Keep in close touch with county extension agents. Relieve them of as much routine work as possible but keep them advised of problems, progress, and decisions.

Important Points in Conducting Good Meetings

- 1 The president arrives early, checks with committees and calls the meeting to order on time.
- 2 Members are seated comfortably, in concentric semicircles, if possible, with the president and secretary at a table in front. There should be good light and ventilation. Have only a few extra chairs, to discourage "sitting in the back row."



- 3 Open the meeting with flag pledge, American Creed, or the singing of a patriotic song.
- 4 The business meeting should be conducted briskly and with good parliamentary procedures as follows:
 - a. Roll call
 - b. Minutes of the last meeting
 - c. Unfinished business
 - d. New business
 - e. Reports of committees (including nominating committee)
 - f. Election of officers
 - g. Announcement of committees and program for the next meeting
 - h. Adjournment; turn meeting over to committees
- 5 The educational chairman announces the program topic and introduces guest speakers.
- 6 Recreation plans are announced by recreation chairman.
- 7 Lunch should be simple.
- 8 Clean up and leave the premises orderly.

Parliamentary Procedure



To receive and dispose of a motion of business:

1. Member rises, addresses presiding officer, "Mr. President."
2. Chairman recognizes member with first name or Mr. _____ or Miss _____.
3. Member says, "I move that _____." never "I make a motion" or "I move you."
4. Motion may be seconded without rising or addressing chair.
5. Chairman repeats the motion and calls for discussion.
6. Any member can make remarks for or against, after being recognized.
7. After discussion, chair states, "Are you ready to vote on the motion?"
8. A member from audience may call, "question."
9. Chairman puts motion by restating it and, "All in favor say 'aye,' opposed, 'no'."
10. Chairman states whether motion is "carried" or "lost."

A motion introducing a new subject may not be made while there is another motion before the meeting. Only motions that affect the original motion may be made at that time, such as: to amend, to lay it on the table, to postpone, or to adjourn.



To receive and dispose of a motion and its amendment:

1. Amendment changes, modifies, or perfects the original motion.
2. Motion may be amended by:
 - a. Adding or striking out words
 - b. Striking out words, adding others
 - c. Substituting a different motion
 - d. Dividing the question
3. An amendment requires a second.
4. An amendment is debatable and can be amended.
5. Vote on amendment first, then the original motion.

If a motion is not seconded, it is declared lost by the president without a vote.

Most motions are debatable except a motion to adjourn, which is in order at any time unless a member holds the floor. It must be considered immediately. The only way to delay a vote on it is by substituting a motion to adjourn to a specified time or place. A motion to adjourn may not be reconsidered if it carries. Only regular members in good standing are eligible to vote.

Nominations and Elections

The annual meeting for election of officers is usually held in September but some groups prefer October. At the meeting previous, the president should appoint a nominating committee which will meet and select a slate of candidates, usually two for each office. These names are presented to the members at the annual election meeting. Additional nominations for each office are called for by the president before he can accept a motion that "nominations cease."

Voting should be by written ballot and no candidate is elected until he receives a majority (over half) of all votes cast. If the ballot is secret, everyone votes, including the president and the candidates.

A number of groups have adopted the typewritten ballot, similar to those used in state and national elections. The nominations of the committee are listed with blank spaces for additional names if presented "from the floor." The group then ballots on the entire slate at one time. This plan is especially effective if conducted as part of an annual meeting banquet, parents' night, or other special affair where the usual time required for separate balloting would make the party lag.

Assistance from the County Extension Office

Since Rural Youth work is a project of the Federal, State, and County Agricultural Extension Service, the county extension office is the focal point of Rural Youth activities in each county. A number of valuable services are available, including:

1. Educational assistance from the county agricultural agent, home demonstration agent, or 4-H Club agent. These are college-trained people who can aid with subject matter or organization.
2. Hundreds of different bulletins and references on timely agricultural subjects.
3. A mimeograph service for the printing of programs of work or announcements of educational meetings.
4. Facts and information about the county.
5. Organization assistance and counsel.

Assistance from State Extension Office

Working through the county extension office, the State 4-H Club Office offers aids of numerous types.

1. Bulletins, forms, and other literature on organization and subject-matter information.
2. Quarterly issues of a state-wide newsletter, "The Rural Youth Rouser."
3. Assistance in the organization and conducting of state-wide and district events.
4. State staff members who will gladly attend local group or program planning meetings and assist with education, recreation, or organization matters.
5. Arrangement for state specialists to attend and present educational lessons at district or county training meetings.

State Rural Youth Advisory Committee

Nine members, elected by delegates to one of the annual state-wide events, comprise the state Rural Youth advisory committee. This group elects state officers at its first meeting during the Rural Youth year. The state committee serves in an advisory capacity, recommending projects, events, or other activities of a state-wide nature for local group consideration. It also considers recommendations of the county agricultural agent's association and home demonstration agent's association that pertain to Rural Youth.

Suggested Constitution for a Local Group

Constitution and By-Laws⁵ of _____
Rural Youth Group, _____ County, Minnesota

CONSTITUTION

Article I. Name

SECTION 1—NAME. This organization will be known as _____ Rural Youth Group.

(Name)

Article II. Purpose

SECTION 1—PURPOSE. The purpose of this group is to provide opportunity for young people to work together for a fuller personal development and for better rural living by cooperating with the county, state, and federal extension service and such other agencies as have mutual interests and purposes.

⁵ Adapted from a form prepared by the Illinois Rural Youth Committee.

Article III. Membership

SECTION 1—ELIGIBILITY. Any interested young man or woman from a rural community 18 years of age or over is eligible for membership.

SEC. 2—DUES. (If dues are desired, state the amount.)

SEC. 3—TENURE. Members in good standing are those who have attended _____ or more meetings of the group, who have filed a membership card with the secretary, and have not been absent for three consecutive meetings without excuse.

Article IV. Officers

SECTION 1—OFFICERS. Officers will be president, vice-president, secretary, treasurer, and reporter.

SEC. 2—TERM OF OFFICE. The term of office will be one year beginning with the month of _____. They will serve until their successors are duly elected and qualified.

SEC. 3—ELECTION. Nomination shall be by ballot, nominating committee, or nomination from the floor. Officers will be elected at the annual meeting from among members in good standing, by written ballot.

SEC. 4—VACANCIES. Upon resignation of an officer or failure to serve, the board of directors may fill the vacancy.

Article V. Meetings

SECTION 1—REGULAR MEETINGS. Regular meetings will be held on _____ of each month.

SEC. 2—ANNUAL MEETING. Annual meeting will be held during the month of _____.

Article VI. Amendment

SECTION 1—AMENDMENT. This constitution and by-laws may be amended by a two-thirds vote of the members present at any annual meeting or at a special meeting called for that purpose, provided notice of such meeting and proposed changes have been sent to all members of the _____ Rural Youth Group at least one week previous to the time of such meeting.

BY-LAWS

Article I. Duties of Officers

SECTION 1—DUTIES OF PRESIDENT. It shall be the duty of the president: (1) to preside at meetings (call them on time, conduct the business session, and in other ways to see that the programs for the meetings are orderly), (2) appoint necessary committees, (3) keep informed on the county, state, and national programs for youth, and (4) when possible, attend conferences which will further the interests of the group.

SEC. 2—DUTIES OF VICE-PRESIDENT. It shall be the duty of the vice-president: (1) to perform all of the duties of the presi-

dent when the latter is unable to serve, and assist him in his duties, (2) to act as membership chairman.

SEC. 3—DUTIES OF SECRETARY. It shall be the duty of the secretary: (1) to keep a record of all meetings, (2) make a record of attendance and of proceedings—business conducted, motions made and passed, committees appointed, and special work done by the group, (3) to see that notices of meetings are sent to members in good standing, (4) read minutes of previous meetings and make announcements to the members.

SEC. 4—DUTIES OF TREASURER. It shall be the duty of the treasurer: (1) to keep accurate account of money received and expended, (2) to pay bills upon approval of the membership and order of the president.

SEC. 5—DUTIES OF REPORTER. It shall be the duty of the reporter: (1) to announce all meetings—through the local newspapers, farm organization news bulletins, and any other effective way available, (2) to make reports through the above agencies of all meetings and accomplishments of the group, (3) to assume responsibility for giving publicity, when authorized, to any project which the group may undertake, and (4) to send a summary of each meeting to the state office.

Article II. Board of Directors

SECTION 1—MEMBERSHIP. The board of directors shall consist of the five regular officers of the group, and the chairmen of the education, recreation, and community service committees. The county extension agents and group advisors will act in an ex-officio capacity.

SEC. 2—DUTIES. It shall be the duty of the board of directors to formulate policies, plan the program of work, and perform such other duties as may be necessary for efficiently carrying on the work of the organization.

Article III. Meetings

SECTION 1—QUORUM. At least 25 per cent of members in good standing in attendance at the group will constitute a quorum. Five members of the board of directors will constitute a quorum at meetings of that group.

SEC. 2—ORDER OF BUSINESS. The order of business at all meetings of the association shall be as follows:

- | | |
|---|--------------------------|
| 1. Call to order by the president | 4. Unfinished business |
| 2. Roll call | 5. New business |
| 3. Reading and approval of minutes of previous meetings | 6. Reports of committees |
| | 7. Adjournment |

SEC. 3—NOTICE OF MEETINGS. Notice of meetings will be sent only to members in good standing.

SEC. 4—RULES. Robert's Rules of Order shall be the basis for manner of procedure at business meetings of the executive committee and the group.

The American's Creed^{*}

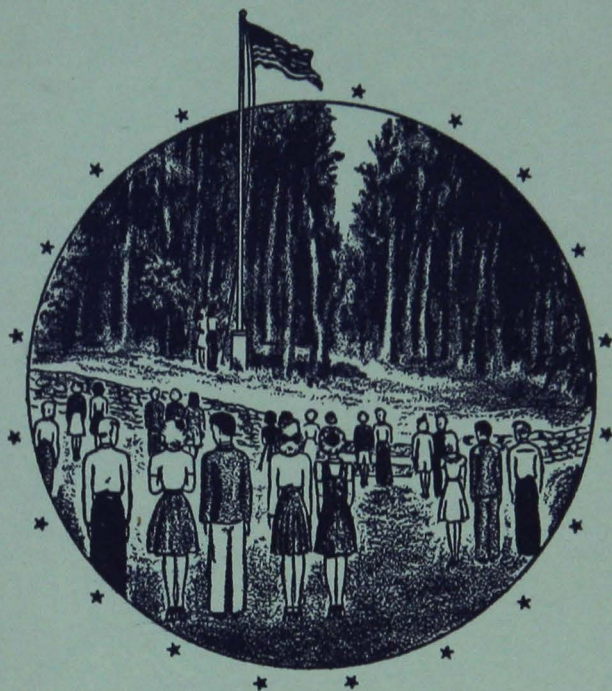
*"Breathes there a man with soul so dead,
Who never to himself hath said,
This is my own, my native land."*

—Scott

I believe in the United States of America, as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable; established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it is my duty to my country to love it, support its constitution, to obey its laws, to respect its flag, and to defend it against all enemies.

^{*} By William Tyler Page, adopted by Congress, April 6, 1918.



I pledge allegiance to the Flag of the
United States of America and to the
Republic for which it stands, one
nation indivisible, with liberty and
justice for all.



UNIVERSITY FARM, ST. PAUL 8, MINNESOTA

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