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Rural Youth Handbook



EXTENSION SERVICE
UNIVERSITY OF NEBRASKA COLLEGE OF AGRICULTURE
AND U. S. DEPARTMENT OF AGRICULTURE
COOPERATING
W. V. LAMBERT, DIRECTOR

Officers Training Manual

Rural Youth Handbook

Introduction

This handbook is a guide for officers and members of Rural Youth organizations. It is to aid in the planning and carrying out of workable Youth Programs. The suggestions in this book should be used as an outline for planning. However, it is important that each group develop a program which will best fit its needs and desires.

Rural Youth organizations should offer the educational, recreational and leadership building activities that young men and women need in their community. By taking advantage of the opportunities offered, rural youth members can enjoy fuller and richer lives and in turn help build a better community in which to live.

Good meetings are the key to a good organization. In order to have good meetings it is essential to have good program planning.

A worthwhile program of work will increase the community support of your organization and will also win new members as well as keep the interest of those already enrolled.

Frank J. Sibert
Ass't. State Rural Youth Leader

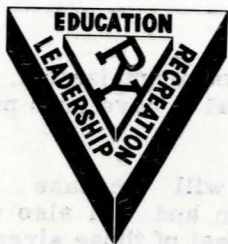
Objects of Rural Youth

The aims and objects of Rural Youth organizations are:

1. To increase and improve the contacts, stimulate fellowship and develop leadership among rural young men and women.
2. To encourage the discussion of topics among farm youth for their own development and preparation as leaders in Rural Communities.
3. To provide recreational opportunities for young men and women of this age group.

Nebraska Rural Youth Program

Education, Recreation and Leadership are the phases which Nebraska Rural Youth promotes among its members. These words, representing the three-phase program are found on the Rural Youth emblem.



Another very important job of a Rural Youth organization is the promotion of community service projects. Activities of this kind provide opportunities for personal development. They promote interest in local affairs and in addition help to improve the community in which you live. The group will benefit from the favorable publicity resulting from these projects and will also receive valuable working relationships with other community organizations.

Your group should select community projects that will require the help of your entire membership. In this way each Rural Youth member will have a part in community improvement. The most common types of Community Service projects are:

1. Sponsoring a worthwhile event.
2. Fund raising drives for a worthy cause.
3. Providing a public or community improvement.

The Rural Youth Officer's Job



You have been selected as an officer of Rural Youth because the members of your group know that you have the ability, interest, and desire to carry on the activities of Rural Youth. Being an officer of a Rural Youth group isn't an easy job. You'll be faced with many problems that will take time, planning, and hard work to overcome. You are in a position of high importance to your organization.

Its success or failure will depend largely on you. Keep in mind that any job worth doing is worth doing well.

When problems arise, feel free to contact your County Agent. He will be happy to help you with your program.

DUTIES OF PRESIDENT

1. Presides at meetings.
2. Keeps business meeting active.
 - a. Knows what business in general should be taken up at each meeting.
 - b. Has knowledge of parliamentary law. Meeting should be governed by Roberts Rules of Order.
3. Appoints temporary secretary if regular secretary is absent.
4. Appoints committee members.
5. Follows up the program of the organization, seeing if members are meeting their responsibilities by calling for committee reports.
6. Keeps in touch with advisors, County Extension Agents, and committee chairmen.
7. Delegates responsibility to members.
8. Calls special meetings if needed to carry out the program.



DUTIES OF VICE-PRESIDENT

1. Learns and understands the duties of the president.
2. Presides at meetings if president is absent.
3. Checks with chairmen of committees on plans and activities (educational, community service, and recreational).
4. Acts as chairman of membership committee.
5. Serves as general chairman of the program committee.
 - a. Takes the responsibility of seeing that the year-round program is prepared and distributed to the members.
 - b. Checks in advance of monthly meetings to see that persons to appear on programs are prepared.



DUTIES OF SECRETARY

1. Calls roll and keeps accurate record of attendance.
2. Keeps accurate and complete minutes of all meetings.
3. Sees that all members are notified of meetings.
4. Keeps a record of all members participating in county, district, state or national events, such as camps, conventions and etc.
5. Reads minutes of previous meeting and makes announcements of importance to members.
6. Sends copies of Goals, Group projects, Committee chairmen and officers report found in the official Secretary's book to county and state advisors.
7. Sends carbon copies of minutes of meetings to county extension office.
8. Draws up annual report found in the official Secretary's book and sends copies to county and state Extension offices.



DUTIES OF TREASURER



1. Keeps the financial record of the organization. The treasurer's record should include a complete account of all receipts and expenditures of the group.
2. Sends state dues to the state treasurer not later than March 1 of each year.
3. Keeps funds in bank and pay out money only after authorization by the group.
4. Makes financial report at each regular meeting.
5. Makes annual financial report at end of year.
6. Prepares treasurer's books for auditing at end of year.

DUTIES OF NEWS REPORTER

1. Writes announcements and reports of activities of the group for county newspapers.
2. Makes arrangements to have good pictures taken of the group and of some of the leading activities. Uses these pictures in publicizing the group.
3. Sends copies of news articles to County Extension office. The office may have outlets which you cannot reach such as Farm Organization Papers.



4. Sends a report of any special events to the State Rural Youth office for publication in state papers.
5. Reports promptly.

Committees

Functioning organizations must have committees to carry on the detailed work of their activities. The number and kind of committees, however, will vary with the current program of work.

Many organizations have set up standing committees to take care of the more important phases of the program. The standing committee is then sub-divided into smaller temporary committees that carry out the numerous details of the work assigned to the standing committee. This will tend to give a larger number of members an opportunity to share responsibility in carrying out the program of work. It is important that each member of the organization have an opportunity to serve on one of the permanent committees. In this way every member will have a part in the activities of the organization.



STANDING COMMITTEES

1. Program Committee

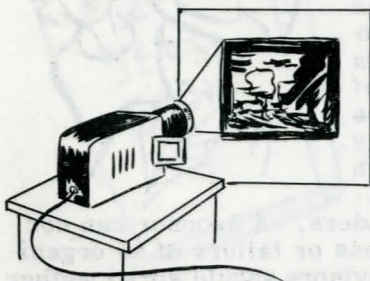
The program committee should consist of the officers, sponsors and the permanent Chairman. The committee should plan the year's program to comply with the wishes of the members. It is very important that a program of work has the approval and fits the needs of the entire organization. Programs of work that center around one phase of rural youth work tend to drag and the members lose interest. The best solution to this problem is to plan your yearly program in advance. Then review the program to see that you have a variety of activities. Keep in mind the three main phases of Rural Youth work, Education, Recreation and Leadership. If a program of work is built around these main phases and then each phase is carried out, your members will learn, enjoy and respond to Rural Youth activities.

A Good Rural Youth Program will:

- (1) Be planned by and based on the needs of the members in a given community.
- (2) Include both young men and young women.

- (3) Be balanced. Include education, recreation and community service projects.
- (4) Lend itself to group participation.
- (5) Provide for cooperation with other rural agencies that contribute to better Rural life.

2. Education Committee



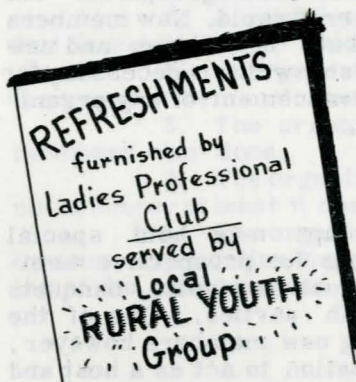
This committee is responsible for the educational phase of the yearly program. When the educational needs and desires are determined it is the responsibility of this committee to find interesting and effective ways to bring this portion of the program to the members of the organization.

3. Recreation Committee

This committee will provide recreation for each meeting. They will be in charge of parties and special fun making events. Their overall job is to bring new and adequate recreation to the entire group.



4. Community Service Committee



This committee should study the needs of the community. They should present suggestions and procedures for doing a community service. After the entire membership has selected a project, this committee with the assistance of the president, should work out the details and arrange for the entire organization to carry out the project.

Other committees should be appointed when needed. Remember, however, that the number of committees is not as important as the quality and quantity of work done by those that already exist.

SPONSORS

It is advisable for each organization to select some sponsors from their community. They should be people who are interested in youth work and who enjoy doing the things that youth groups do. The chief duty of the sponsor is to attend the meetings and act in an advisory capacity. The public will look with favor to organizations who are advised by well known community leaders. A sponsor can contribute a great deal to the success or failure of an organization. Officers, members and advisors should work together in establishing and developing sound programs.



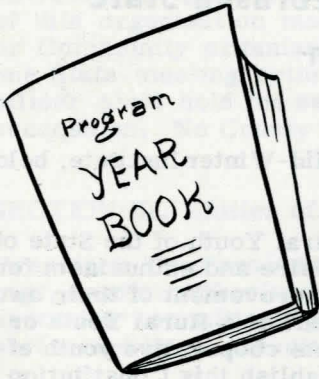
NEW MEMBERS

Organizations must seek new members if they are to survive and grow. This is especially true of Rural Youth groups for the turnover is rapid. New members contribute new ideas and new leadership which is necessary for the advancement of any organization.



Groups may hold special meetings for prospective members, such as picnics, banquets or rush parties. One of the most effective methods of obtaining new members however, is for each person in the organization to act as a host and bring prospective members throughout the year. Guests -- if they are to become interested in membership -- must be recognized as individuals. They must feel welcome in the group and of value to the organization.

Yearbook



The use of a program yearbook is an effective way to get the dates, places and times of meetings into the hands of the members. It should include the main topics of discussion, special events, the committees in charge of each meeting, the officers, the advisors, and other topics of interest. These yearbooks serve as a handy reference for members.

The following is a suggested form which may be used in making a yearbook.

January: Date _____ Time _____
Place _____
Program feature _____

Committee: _____

Marks of a Good Rural Youth Organization

1. A useful purpose is served, which members feel is worthwhile to them.
2. Everyone has an opportunity to take part in the way that he can do most for the good of all.
3. The organization does efficiently what the members want done.
4. The organization is also good for those who do not belong or at least it does not interfere with their welfare.
5. The organization is recognized by the community as an organization that contributes to the improved well being of the members and of the community.

Constitution of The Nebraska State Rural Youth

PREAMBLE

Adopted Feb. 1950 at 1st Annual Mid-Winter Institute, held in Lincoln, Nebraska.

WHEREAS: We believe in the Rural Youth of the State of Nebraska -- their ability, vision, desire and enthusiasm for the betterment of rural life, and improvement of their own welfare; and whereas there is a need for a Rural Youth organization to inspire and help facilitate cooperative youth efforts; we do hereby set forth and establish this Constitution.

ARTICLE I. NAME

The name of this organization shall be "THE NEBRASKA STATE RURAL YOUTH".

ARTICLE II. MEMBERSHIP

SECTION I. The membership age limit of this organization shall be 17 to 30 inclusive.

ARTICLE III. DUES

SECTION I. Each county or community organization shall establish their own membership rate; \$. 25 of each individual membership fee is payable to the State Treasurer for State membership.

SECTION II. The fee will be payable to the State Treasurer on January 1st of each year on the past years membership.

SECTION III. Dues not paid by March 1st become delinquent and said County delegates are not eligible to vote at the next State meeting.

ARTICLE IV. OFFICERS

SECTION I. The officers of this organization shall be the President, Vice-President, Secretary, Treasurer, and News Reporter.

SECTION II. Qualifications for officers: Each elected officer of this organization must be an active member of a County or Community organization and must have attended at least one State meeting prior to his/her election. No elected officer shall hold the same office for more than one year in succession. No County may have more than one officer.

SECTION III. Duties of officers:

President: The President shall preside at all business meetings, appoint authorized committees, act as chairman of the executive committee, perform all acts and duties usually performed by an executive and presiding officer.

Vice-President: The Vice-President shall assist the President at all times. In the absence or resignation of the President, the Vice-President shall preside over meetings and conduct all other duties of the President.

Secretary: The secretary shall keep record of all business transacted at all regular, special, and executive committee meetings, and also keep copies of all official correspondence.

Treasurer: The treasurer shall keep all official records of all financial transactions and sign all checks.

News Reporter: The news reporter shall assume responsibility for the preparation of all information concerning this organization.

SECTION IV. Election of Officers:

The officers of this organization shall be elected at the annual business meeting held at the State Camp. Officers shall serve for a period of one year or until their successors have been duly elected and qualified. Nominations for officers shall be made by a committee of at least five members. There shall be one member picked from each Rural Youth district and one appointed by the President. There shall be a minimum of two nominees for each office. Nominations may also be made from the floor. Voting to be by secret ballot, and each elected officer must be elected by a majority of the votes cast.

ARTICLE V. MEETINGS

SECTION I. There shall be a State Camp and a Mid-Winter Institute held annually. There shall also be any other meetings held as deemed necessary and advisable to the executive committee.

ARTICLE VI. AMMENDMENTS

SECTION I. This Constitution may be ammended or repealed by a two-thirds ($2/3$) vote of members in good standing present at any regular or special business meeting, provided a one-month written notice of the proposed ammendments or repeal has been given to all County Presidents.

BY-LAWS

BY-LAW I. Voting

SECTION I. Each organized Rural Youth group shall be allowed one voting delegate for each 10 paid members, or major fraction thereof, with a minimum of two delegates.

BY-LAW II. Committees

SECTION I. Executive Committee: The elected officers and the past years President shall constitute the Executive Committee.

SECTION II. Duties of the Executive Committee.

a. To execute the purposes and objectives as set forth in the preamble.

b. To deal with all business that cannot be deferred until the succeeding business meeting.

c. To act in the capacity of program committee to select individual committees and meeting dates. To make a recommendation of legislation to members at business meetings.

SECTION III. Advisory Committee: The advisory committee shall be composed of Two (2) County Agents and Two (2) County Home Extension Agents. One County Agent and One

Home Agent shall be elected each year to serve a two (2) year term. Each must represent a different County. They shall be nominated by the same rules which govern the officers.

SECTION IV. Duties of the Advisory Committee: It shall be the duties of the Advisory Committee to confer with the advise of the Executive Committee.

BY-LAW III. Interpretation: Interpretation of the foregoing Constitution and By-Laws and meetings shall be in accordance with Robert's "Rules of Order".