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**EC2026 Organization Handbook**

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Organization Handbook

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

The Agricultural Extension Service highly values its opportunities to work with and be of service to young men and women in the field of Agriculture and Home Economics.

The YMW approach offers many opportunities to young men and women in this age group who face critical decisions affecting their years ahead. They include career choosing, community service and getting along with each other.

We trust you will find this information helpful to you.

E. W. Janike

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EXTENSION WORK WITH YOUNG MEN AND WOMEN

Meaning of Term “YMW”—These letters mean the same to Extension workers as the words in the title of this page. They represent all the Extension methods of working with young people 17 to 30 years of age. YMW includes Rural Youth and Young Married Couples groups. County Extension Agents have always worked with young men and women on a personal contact basis and have encouraged their participation in other organizations in the community.

Who Can Belong—All young adults between the ages of 17 and 30 are encouraged to join YMW groups. The age range, however, is not as important in YMW as with 4-H because of the fact that there are few competitive programs.

Why YMW—The Nebraska Agricultural Extension Service is interested in all the young people who remain in the local community. Only one-eighth of these young people participate in any group activity outside their churches.

METHODS OF WORKING WITH YMW

1. Extension specialists prepare and use special materials for young adults.
2. County extension agents involve young adults in county extension program planning.

Organization Chart
3. Agents demonstrate to young adults recommended practices in farming and homemaking.

4. The Extension Service works with young adult groups organized by others.

5. Young Married Couples groups meet regularly.

6. Home Economics programs have long involved young married ladies. Nebraska has a fine record in this area of extension young adult work.

7. Extension conducts extensive Farm Management Schools for young men—training meetings for young women.

8. Rural Youth members meet regularly.

9. Farm and Home Development work has concentrated on young adults in many counties.

Y. M. W. COUNCIL

Almost every county has a 4-H Council and a Home Demonstration Council. Counties are encouraged to form YMW Councils to think through and develop the Y.M.W. program.

Examples of groups to be represented on this Council might be: older 4-H member, form organization, 4-H junior leader, a young married couple, rural youth member, senior class president from each small high school (one representative from each)—also, representatives for the rural churches, 4-H Council, FFA advisor, one person who is interested in recreation.

This group can be of assistance in: (1) determining the phases of the YMW program to develop, (2) helping to sponsor YMW groups, (3) determine the needs of the young people of the communities, (4) help to determine projects and activities for YMW groups, (5) assist the agents in reaching the full potential.

THE THREE BASIC DECISIONS

Young adults make three basic decisions. Each involves problems of choice that nearly everyone faces at some time.

1. They choose a vocation:
   Shall I be a farmer or get a job in town?
   Shall I start out alone or farm with dad?
   Shall I buy, rent or hire out for wages to gain experience?

What credit and financing plan is best? Shall I seek a higher education? As a young woman, how can I earn money? Shall I try a business or professional career or be a homemaker? Shall we plan and furnish a home?

2. They choose a mate:
   How important are attractiveness, personality, and efficiency? What are good dress, grooming, and social behavior? Shall I keep "steady company"? How can young married couples make adjustments and reach common goals? What are the child-care problems of young parents?

3. They choose their personal philosophy:
   What is the best attitude toward religion? Shall I work more for wealth or for gracious living? Is our economy, based on the profit system, better than the planned state? What politics and citizenships standards shall I follow? How is education related to efficient operation? Shall I continue my formal schooling?

Though not all young people recognize these personal problems or express them in words, the extension agents can help them in many ways to find the answers.

**STEPS IN ORGANIZING**

**STEP 1:** Canvass the county for names. Good sources for an accurate list of young people in the county are the Home Demonstration Clubs and 4-H Clubs. They usually are located in all parts of the community. Have each club list the young people they know in their county between the ages of 17-30. This form may be useful to you.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Age</th>
<th>Married, Single, or engaged</th>
<th>Principle Shopping Center</th>
</tr>
</thead>
</table>

**STEP 2:** Determine from the list whether there are sufficient names to warrant starting a club of this type. Fifty to seventy-five would be sufficient.
STEP 3: Set a target date for your first meeting. This may be a meeting of five or ten interested young people to talk over the possibilities of such an organization or the meeting may be in the form of a large Good Neighbor Party where young people from several counties get together for an evening of fun. End your meeting with a short session to tell the group what Rural Youth or Young Married Couples Club can do for them and for their community.

STEP 4: Determine three service projects in the county with which a group such as this might help. These projects should not be too complicated.

STEP 5: Survey different things in the community that would be of an educational nature, including places of interest to tour, possible speakers, persons to help with recreation, etc.

STEP 6. Decide on these important questions:

1. When, where, and how often could a group meet?
2. Would sponsors be elected by the members, selected by the Executive Board of the organization, or selected by the county extension board?
3. Is this an opportune time to start such a group?
4. When can the next meeting be held?
5. Who can keep things going until organization is completed?

THE ELECTED EXECUTIVE BOARD
President—Executive Board chairman.
Vice-President—Membership Committee Chairman.
Secretary—Program Committee Chairman, contacts speakers and heads up educational program.
Treasurer—Finance and Fund Raising Committee Chairman.
Corresponding Secretary and News Reporter—Sends news to news media—invitations to members and guests. Send reports to County Agent and to State Youth leader.
Recreation Chairman—Heads Recreation Committee.
Honorary Parents (for groups other than young married couples)—Elected for six-month periods.
County, Home and Assistant County Agents—Act as consultants and advisors—not necessary to attend all meetings.

**be a clock watcher**

**ORD E R OF BUSINESS TIMET A B LE**

Be a clock-watcher—If the meeting starts on time, it will end on time. Not all want to run past midnight. If you insist, they may not come again.

Activities for early comers .................. 20 min. 7:50- 8:10
Group singing .................................. 20 min. 8:10- 8:20
Regular business meeting .................. 20 min. 8:20- 8:40
Educational feature ......................... 30 min. 8:40- 9:10
Recreation .................................. 60 min. 9:10-10:10
Refreshments ................................ 20 min. 10:10-10:30
Recreation ................................ 30 min. 10:30-11:00
End with appropriate closing, before 11:30.

**KEEP A REG U L A R D A T E**

Plan to hold meetings on regular dates. Don’t postpone a meeting unless absolutely necessary. Let everyone know if you are going to postpone meetings. A postponed meeting is like warmed over mashed potatoes—hard to do much with.

**TA L E N T FOR Y O U R GRO U P**

Ever wonder why some groups have so much fun and there is so much talent? They use what they have and search their communities for talent. When they find young people with talent, these folks are invited to the meetings. Once talented people come, they share their talents and enthusiasm. Always bring out and tolerate
existing talents in your group. Home talent will live for a long time while talent that is imported or hired becomes competition for what you can buy elsewhere or get at home on television and radio.

REFRESHMENTS

- Keep menus light.
- Surprise folks.
- Be adventurous.
- Keep it simple.

RECIPE FOR YMW GROUPS

The recipe for a successful year could be:

- 7 Executive Committee Members
- 12 Regular Meetings
- 1 Educational Tour
- 1 Formal Dance
- 1 Float
- 1 Barn Dance
- 1 District Camp
- Lots of music, square dancing, singing and practical jokes.

Mix officers with members—let stand for twelve months to blend well. Mix thoroughly with fellowship and bake until re-election. If mixture bubbles over, give a sample to someone and gain a new member.

PARLIAMENTARY PROCEDURE

Keep Your Meetings Short—The group elected the Executive Committee to help conduct the business. They should meet regularly for one hour sessions to iron out the small details.
Keep Your Meetings Short—Study parliamentary procedure at two of your club meetings. The members should have a refresher course and it will help with the meetings. Parliamentary procedure comes naturally and easily after a little practice.

Keep Your Meetings Short—Follow the same order of business each time. Here is a sample to follow:

1. Call meeting to order.
2. Roll call by secretary.
3. Read and approve minutes of previous meeting.
4. Presentation of guests—new members.
5. Hear reports of committees.
6. Unfinished business.
8. Motion to adjourn.

Keep Your Meetings Short—Have the officers sit in front of the group at a table. Seat the members in as compact a group as possible.

Keep Your Meetings Short—Learn to make motions. (1) stand to obtain floor; address the chairman or president by saying, “Mr. President” or “Madam Chairman.” The chairman then recognizes the speaker by saying, “Mrs. Smith,” or “Mr. Jones.” The chairman may not present the motion until recognized by the chairman. (2) state motion carefully—“I move that …………” or, “I move the adoption of the following resolution.” (3) the chairman must repeat the motion in full after it has been seconded.

Keep Your Meetings Short—Learn to amend motions. Amendments may be done in one of four ways: (1) add or insert certain words, or a sentence to the motion under consideration, (2) strike out a certain word or words or a sentence, in the motion under consideration, (3) substitute another motion for the one being considered, (4) substitute words to replace wording under consideration. The proper form for making an amendment is: “I move to amend the motion to read …………” or, “I move to amend the motion by …………..” The amendment to a motion, if seconded, must be voted upon before the original motion. If the amendment to the motion is carried, the original motion must be voted upon as
amended. On the other hand, if the amendment is lost, the motion is voted upon as originally stated. In case of an amendment to the amendment, the last amendment is always voted upon first. If it is carried, the preceding amendment is then voted upon as amended.

**PLANNING THE YEARS PROGRAM**

The secretary is chairman of the Program Committee. It will be the secretary's job to see to it that the program is running smoothly, the speakers are contacted and later reminded. The secretary is in charge of seeing to it that the programs are secured for the group. Steps in organizing the years program might be:

**January:** Hand out check lists to the members to fill out. The Executive Committee, headed by the secretary, meets to make recommendations as to the year's program.

**February:** The year's program is sent by mail to the group for their written suggestions. No meeting time should have to be devoted to this activity.

**June:** The Executive Committee meets to discuss the program developments.

**November:** The Executive Committee meets to discuss the program developments.

The following subject matter specialists from the University of Nebraska are available to YM/W groups for meetings. The County Agricultural Extension Staff are also excellent program possibilities. Specialists are contacted through the County Agricultural Extension Agents. Many times these specialists can arrange to attend your meeting while doing other work in your area.

**EXTENSION SPECIALISTS, TOPICS**

**Ag Economics**

Everett Peterson—Public Policy—Outlook—Ag Adjustment Programs

Norris Anderson—Marketing—Taxes—Leases
Philip Henderson—Farm Management—Farm and Home Development

**Ag Engineering**
- E. A. Olson—Farm Buildings—Crop Drying
- Paul Fischbach—Irrigation
- John Steele—Irrigation
- Deon Axthelm—Irrigation
- Milo Mungaard—Electrification
- Delbert Lane—Farm Power and Machinery
- William Lutes—Safety

**Agronomy and Soils**
- J. C. Swinbank—Cereal Crops
- John Furrer—Cereal Crops—Weeds
- M. D. Weldon—Soils—Fertilizers
- Clinton Hoover—Soils—Fertilizers
- Charles Fenster—Stubble Mulch Farming
- Duane Foote—Grain Marketing
- Harold Gilman—Soil and Water Conservation
- Donald Burzlaff—Range—Pastures

**Animal Husbandry**
- Paul Guyer—Beef Cattle—Livestock Nutrition—Production Testing
- Don Engel—Hogs—Meat Type Testing
- Keith Zoellner—Sheep—4-H Clubs
- E. Crosby Howe—Animal Hygiene

**Dairy Husbandry**
- C. W. Nibler—Production Records—Breeding
- Philip Cole—Care and Raising of Dairy Calves—Pastures
- T. Allen Evans—Dairy Marketing—Milk Flavors

**Entomology**
- Robert Roselle—Insects—Man’s Greatest Enemy
- Lloyd Anderson—Insect Surveys

**Farm Forestry**
- Karl Loerch—Farm Forestry

**Home Economics**
- Gerda Petersen—Fabrics, Clothing Selection—Good Grooming
- Jerre Withrow—Houses, Remodeling
- Ethel Diedrichsen—Foods and Nutrition
- Kathryn Cooley—Foods and Nutrition
- Clara Leopold—Legal Papers, Wills, Insurance

**Health Education**
- Helen Becker—Health Education

**Horticulture**
- Wayne Whitney—Gardens—Lawns—Fruit—Flowers

**Plant Pathology**
- John Weihting—Plant Diseases—The Unseen World

**Poultry Husbandry**
- John Skinner—Chickens, Turkeys, Housing, Feeding, Management
THE ROLE OF AN ADVISOR

The plan of using advisors, sometimes called honorary members or honorary parents, for the Rural Youth program, has been used successfully in Nebraska. Often the advisors have been a young married couple who are former members of Rural Youth and feel a keen interest in helping the group continue its work. The following list should help to clarify the work of an advisor:

1. Attend meetings of the group.
2. Assist the club with program planning.
3. Don't hold back or push them—rather guide their natural enthusiastic progress.
4. Work closely with the county extension agents.
5. Definitely help the group find members.
6. Suggest group community service projects.
7. Actually help strengthen weak points in their program; encourage their own efforts in the strong points.
8. Show an interest in new members.
9. Advisors should be "on tap—not on top."
10. The advisors often contribute but do not dominate skills.

GROUP DISCUSSION

Key To Interesting Meetings

To make their educational speakers more effective, many YMW groups have asked their speakers to: (1) talk for about twenty minutes (2) answer questions for ten to twenty minutes or
(3) form the group into discussion groups for ten to twenty minutes.

**“Phillips 66” Method**
1. Form club into groups of 6.
2. Ask each group to get acquainted.
3. Discussion leader states a specific concise question or topic.
4. Leader circulates among groups and helps slow groups.
5. Spokesmen are called to report after group has had six minutes to discuss.

**The Roundtable Discussion**
1. Not more than ten persons in circle or around table.
2. Select chairman.
3. Word the topic carefully.

**Panel Discussion**
1. Five to seven persons discussing one topic.
2. Audience participation is encouraged.
3. Agree—disagree questions can be used.
4. Chairman should summarize or “pull together” discussion at the close.

**Symposium Discussion**
1. Three to five persons giving five-minute talks on a specific problem.
2. These talks are followed by general discussion within the symposium group and from the audience.

**Debate**
1. Two persons take the affirmative side of the discussion and two persons take the negative side.
2. The order of speakers is: 1st affirmative, 1st negative, 2nd affirmative, 2nd negative. Rebuttal: 1st negative, 1st affirmative, 2nd negative, 2nd affirmative.
3. For Y.M.W. groups, it is recommended that the speeches be limited to five minutes and two minutes for rebuttal.

**BUILDING MEMBERSHIP**
Three things go into the making of a strong membership. (A) A variety-packed program, (B) An enthusiastic and friendly group, (C) Interested officers.

However, sooner or later, every group must face up to the problem of getting and keeping a strong membership. It is important to set the membership goal of your group.
Establish your membership goal—1. If your club does not have 25 active members—make this your number one goal: 2. If your club has from 25 to 40 active members, (a) get a firm membership list (b) set a goal between $33\frac{1}{3}\%$ to $50\%$ increase—decide what your goal will be: 3. If your club has between 41 to 60 members, make the goal at least a $33\frac{1}{3}\%$ increase: 4. If more than 60 members, hold present, plus $25\%$ increase.

**ANNUAL MEMBERSHIP CAMPAIGN**

There is no substitute for an annual membership campaign—well planned and carried out. The Vice President is the Membership Chairman.

1. The fall is the best time to conduct this campaign.
2. Secure a potential membership list.
3. Be familiar with and be sure to use materials prepared to help tell the story (a) young married couples promotional leaflet (b) rural youth promotional leaflet (c) YMW promotional leaflet (d) rural youth promotional slides showing different activities—county and state (e) Young Men and Women promotional slides showing different activities.
4. Invite personal acquaintances to join (a) “Every member get a member,” (b) ask friends to come, (c) have members at a regular meeting “list” prospective members.
5. Conduct “Special Nights.”
6. Contact potential members through other groups.
7. Keep your membership drive short
   A. Everybody works.
   B. Uniform story is told.
   C. Prospective members visited.
   D. New members are brought to the meeting.
8. Send cards to all young people of that age group.

**USE OF COMMITTEES**

Learning to be an effective member of a committee is one of the most important leadership skills learned in Y.M.W. groups. It ranks along with parliamentary procedure, learning to give short talks, and recreation leading as important leadership skills.
Committees To Be Considered

1. The Executive Board—The Executive Board is usually made up of the President, Vice President, Secretary, Treasurer, Corresponding Secretary, Recreation Chairman, (Honorary Parents—optional), and the County, Home or Assistant County Agent. They should meet in separate session at least four times a year. The President is Chairman of the Executive Board. The Board should never be in session without one of the Extension Agents in attendance.

2. Program Committee—headded up by the Secretary. This committee meets to review the program and make recommendations to the Executive Committee. Usually meets twice each year.

3. Finance and Fund Raising Committee—The treasurer is Chairman of the Finance Committee. The treasurer usually heads up fund raising campaigns.

4. Recreational Committee—The Recreation Chairman may be an elective or appointed officer and usually heads up the Recreation Committee and arranges for special talent for club meetings. The committee makes recommendations to the Executive Board as to recreational activities for the club—usually meets twice each year.

5. Special Committees—Many times a special committee may be needed. They might include: service projects, sports, baby-sitting, safety, music, parliamentary procedure, and International Farm Youth Exchange.

Occasionally all committees, with the exception of the Executive Board, will meet at the same place and same time. This makes it a little handier for some members.

Sources of News Outlets

A monthly newsletter to all members and those on the mailing list seems to be the best possible way to build group spirit. It means work for the corresponding secretary but is really worth the effort.

Another important news outlet is the small town newspaper. Groups provide good news, especially if they are doing group projects. Occasionally a project is unique enough to attract the attention of a larger paper. State farm magazines, radio and television stations use a great
deal of news about rural groups. Contact farm editors employed by larger newspapers, magazines, radio stations and farm magazines.

Tips on Writing News
1. The lead sentence is the first sentence in your news story. It should contain the who, what, when, where, and why of your news article.
2. It is unnecessary to write headlines for your stories.
3. Avoid nicknames in news stories but have many names included.
4. Avoid pronouns—I, we, you, and ours.
5. Write the story in a straight-forward, simple manner and when the facts are given, stop.
6. Read and rewrite until you are satisfied.
7. Compare it to other stories in the news media for which you are writing.

OFFICER INSTALLATION CEREMONY
Many YMW groups have used the information in Extension Circular 2018—Nebraska Rural Youth Installation Ceremony, as a guide to interesting officer installation. Other groups have made up their own ceremonies.

Each year a new ceremony is used to install Rural Youth officers at Mid-Winter Institute. Young Married Couples groups have not used installation ceremonies to the extent that Rural Youth clubs have used them. The basic ingredients of any installation ceremony are:
1. Symbols—gavel, constitution, secretary's book, news story, scrapbook, phonograph record, candles, etc.
2. Charge to members, explanation of what members can do to make the organization function more efficiently.
4. Installation—old officers tell the new officers what their duties will be: New officers receive symbol of office.

The installation ceremony works better if no notes are used. A separate practice makes the ceremony run smoothly.

EDUCATION
Every Community and County Has Interesting People—Use Them!
1. Artists—
   “Drawing of Members”——
   “Drawing for Fun”——
2. Congressman or Legislator—
   “How an Idea Becomes Law”——
   “Issues Facing the Next Session”——
   “How Our Roads and Highways are Financed”——

3. Cooperative Manager—
   “Principles of Cooperatives”——

4. County Superintendent of Schools—
   “Our Schools Still Have Problems”——
   “Education In Grandpa’s Day”——
   “Tests for Vocational Aptitude”——

5. Doctor—
   “You’ll Live Longer—If”——
   “What To Do Until the Doctor Comes”——
   “Brucellosis and Undulant Fever”——

6. Farm Implement Dealer—
   “Repair of Farm Equipment”——
   “Safe Operation of Farm Equipment”——

7. Farm Manager or Economist—
   “Farm Outlook for Coming Year”——
   “Planning Production to Fit the Market”——

8. Farm Organization Fieldman—
   “The Importance of Farm Organizations Today”——
   “History of Farm Organizations in U. S.”——

9. Foreign Visitor or Student—
   “Youth Activities In My Country”——
   “How Farming Is Done Where I Live”——

10. Game Warden—
    “Safe Use of Firearms”——
    “Nebraska’s Lakes and Streams”——
    “Conserving Game and Fish”——

11. Highway Patrolman—
    “Highway Traffic and Safety Problems”——
    “Are You a Safe Driver?”——

12. Lawyer—
    “How to Keep Out of Farm Legal Trouble”——
    “Wills, Legal Papers, and Contracts”——

13. Leading Farm Woman—
    “Democracy Begins At Home”——
    “What Makes A House A Home”——
    “So You Are the Hosts”——
14. **Member of the Clergy**—
   “How Do You Know You Are In Love?”
   “Getting Along With People”

15. **Newspaper Editor**—
   “Gathering News That Is Fit to Print”

16. **Outstanding Farmer**—
   “Farm Family Partners”
   “Farming As A Vocation”

17. **Soil Conservation Farm Planner**—
   “Our Soils—Let’s Keep Them”
   “Procedure in Making a Soils Plan for a Farm”

18. **Veterinarian**—
   “Care of Dogs and Other Pets”
   “Protecting the Health of Humans Through Care of Animals”

19. **Vocational Agriculture Teacher**—
   “Some Principles of Farm Management”
   “Equipping a Farm Shop”

**ROLE PLAYING**

An important educational device is role playing. As the name implies, this is the playing of different roles or characters. Here are some topics to be acted out:

1. Entering a restaurant with a date.
2. Seating a lady at the table.
3. Things I wish people wouldn’t do.
4. Meeting people and introductions.
5. Asking a girl to dance.
6. Table manners.
7. Cartoons—have someone else give punch line.
8. Correct posture.

These are only a few of many possibilities. It is a painless method of getting information to an audience.

**FUND RAISING ACTIVITIES**

Some of the best group participation happens when the group works together. Here are some methods of raising funds:

- Direct Dues—Door Charge—Plays or Stunt Night—Benefit Performance—Sale of Home Articles—Concessions or Booths—International Supper—Gay ’90’s Supper.
Fun Feed—Food Concession Stand—Sale of Advertisements in “ASC” Handbooks—Amateur Contests—Farm Sales—Community Square Dance—Box Socials—Shadow Social (girls stand behind large sheets, light makes shadows)—Box Social—one sock sold of each man with box—Paper Drive—Carnival.

**FILMS**

Films are not as popular as they were prior to television. If clubs use films, they should include a discussion period afterwards.

**COMMUNITY SERVICE**

Help sponsor the International Farm Youth Exchange.

Help organize Rural Youth in neighboring counties.

Act as local recreation leaders for:

1. church
2. 4-H
3. adult groups

Conduct blind corner survey—erect reflector signs at dead-ends.

Civil Defense first aid training.

Wildlife conservation—cooperate with wildlife clubs.

Work up quartets for community groups.

Clean grain information.

Help with county fairs.

Visit to homes for aged—carol the aged and rural shutins at Christmas.

Buy a record player for county use.

Hold land appraisal clinic for young farmers and others.

Establish small one table picnic parks.

One-act plays for community.

Scholarship.

Help in county-wide fund raising drives such as: polio benefit, recessitator, Red Cross and Red
Feather campaigns and rural fire department equipment.
Establish a community recreation program.
Establish Red Cross classes for young adults.
The whole club learn basic first aid.
Poison ivy eradication.
Paint, fix up your meeting place.
Set up community playground.

TOURS
State Capitol
Colleges and Universities
Experiment Stations
Museums
Laundry establishments
Mines
Creameries or Cheese Factories
Greenhouses
New homes
Furniture stores
Radio, TV Stations
Newspaper Offices
Telephone Companies
Athletic Contests
Miniature Golf
Oil Fields
State Parks and Recreation Grounds

SAMPLE CONSTITUTION
ARTICLE ------
The order of business shall be:
1. Call to order
2. Roll Call
3. Minutes of previous meeting
4. Approval
5. Presentation of guests
6. Reports of committees
7. Unfinished business
8. New business
9. Motion to adjourn

ARTICLE ------
A quorum shall consist of ........... per cent of the active members.

ARTICLE ------
The proceedings of this club shall be conducted in accordance with Roberts Rules of Order, except insofar as they conflict with the constitution and by-laws,
ARTICLE ——

These by-laws may be amended by a two-thirds vote of the active members (quorum) present at a regular or special meeting. Written notice of constitutional changes will be sent to members at least seven days prior to the meeting.

SUGGESTED CONSTITUTION FOR A LOCAL GROUP

Constitution and By-Laws of——— Group, ——— County, Nebraska.

Article I. Name

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

Article II. Purpose

We believe in the young men and women 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 an organization to inspire and help facilitate cooperative efforts; we do hereby set forth and establish this Constitution.

Article III. Membership

SECTION I—Eligibility. Any interested young man or woman from a rural community, 17 years of age or over, is eligible for membership.

SECTION II—Dues. (If dues are desired, as in the case of Rural Youth, state the amount).

SECTION III—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 who have not been absent for three consecutive meetings without excuse.

Article IV. Officers

SECTION I—Officers. Officers will be president, vice-president, secretary, treasurer, corresponding secretary, recreation chairman and honorary parent.

SECTION II—Term of Office. The term of office will be one year beginning with the month of ................. Officers will serve until their successors are duly elected and qualified.
SECTION III—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.

SECTION IV—Vacancies. Upon resignation of an officer or failure to serve, the board of directors may fill the vacancy.

Article V. Meetings

SECTION I—Regular Meetings. Regular meetings will be held on .................. of each month.

SECTION II—Annual Meeting. Annual meeting will be held during the month of ..................

Article VI. Amendment

SECTION I—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 ......... Group at least one week previous to the time of such meeting.

BY-LAWS

Article I. Duties of Officers

SECTION I—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 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. The president will call the Executive Board into session two or more times each year and serve as chairman of that board.

SECTION II—Duties of Vice-President. It shall be the duty of the vice-president: (1) to perform all of the duties of the president when the latter is unable to serve, and assist him in his duties, (2) to act as membership chairman.

SECTION III—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, (5) act as program committee chairman.

SECTION IV—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, (3) act as chairman of finance committee.

SECTION V—Duties of Corresponding Secretary—It shall be the duty of the corresponding secretary: (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.

SECTION VI—Duties of Recreation Chairman. It shall be the duty of the Recreation Chairman: (1) to see to it that a complete and varied recreation program is carried out during the year, (2) act as chairman of the recreation committee.

PROBLEMS

1. Age Limit—While it is recommended that the majority of members fit the 17-30 age range, the group itself must decide the age limits. Many groups ignore the upper limit but say the combined age shouldn't be over seventy. When the majority of the group is over thirty, it is recommended that the group continue to function, but should help to organize a different group.

2. Children—Usually there are more children at young married couples clubs than parents and this is part of the fun. It saves baby-sitting bills, gives the mothers an extra night out, and the children can have fun also. But sometimes it is fun to have “parents only” nights. Plan at least ½ of your meetings to be “free mother” nights.

3. Fund Raising—Young married couples clubs are usually free from the job of raising money. As young married couples are tied down, too many fund raising campaigns are discouraged.
Service projects, where the group works together, are popular.

4. **Number of Meetings Per Year**—In Nebraska, there are groups meeting once a year, three times a year, six times a year and over twelve times per year. From six to eight times per year seems to be the average for all the groups.

5. **Length of Meeting**—Most Young Married Couples Clubs meetings start at 8:00 and members leave at 10:30. Some leave at 10:00.

6. **District, State, National**—There are no district, state or national meetings for young married couples groups.

7. **Dues**—Young married couples do not pay dues to any state organization.

8. **Name**—The name of the local club will be determined by the members.

9. **Slogan**—The Y.M.W. motto is “A program with a purpose.” Young married couples groups are established for Social, Educational, and Financial Betterment of the individual through group activities.

10. Are young married couples clubs popular? Yes, to the extent that the members belong year after year with less turnover than with many other adult organizations.

**RECREATION**

Here are some sources of recreational materials:

The Methodist Publishing House, 740 Rush Street, Chicago, Ill.

*The Fun Encyclopedia,* by E. O. Harbin—Includes ideas for: home fun, banquet fun, games for small groups, fun with general parties, seasonal parties, etc. 1,008 pages of 2,400 suggestions.

*Games for Boys and Girls*—E. O. Harbin—Contains some of the good old games such as: shadow guessing, spin the platter, Up Jenkins, etc. Has a variety of homemade game suggestions (does repeat some from Fun Encyclopedia).

*The Recreation Leader*—E. O. Harbin—The why, what and how of church or community leisure time activities.

*Gay Parties for All Occasions*—E. O. Harbin—72 parties built around a clever plan, from invitations to refreshments included.
“The Handbook of Skits and Stunts”—Helen and Larry Eisenberg.
“The Pleasure Chest” by Larry and Helen Eisenberg—A condensed resource of general and teenage recreation.
“And Promenade All” by Larry and Helen Eisenberg—Folk games, squares, singing games, helps for leaders, how to build a program.
“Skit Hits”—“The End of Your Stunt Hunt”—by the Eisenbergs.

National Committee on Boys and Girls Club Work, 59 East Van Buren Street, Chicago 5, Ill.
“Games For Small Groups”—“4-H Homemade Games”—“Fun at the Meeting Place”
—All three are valuable recreation booklets.

Cooperative Recreation Service—Delaware, Ohio.

“Handy Stunts,” Kit 1
“Handy Play Party Book”—Includes many authentic folk games. They are really dances, but the players furnish their own music by singing, such as: “Happy is the Miller,” “Skip to My Lou,” etc.

“Handy Country Dance Book”—A selection of circle and line dances.


“Planning Recreation for Rural Home and Community”—Bul. 20.


National Recreation Association—315 Fourth Avenue—New York, N. Y.

“Parties—Musical Mixers and Simple Square Dances”

“Games for Quiet Hours and Small Spaces”
Northland Recreation Laboratory—3100 West Lake St., Minneapolis, Minn.

“Happy Days”—New revised songbook—A must for group singing enthusiasts.

Recreation Bulletins from your County Agent.

“Fun for Folks,” Series I—Folk and Circle Dances, EC 0-14-2.

“Games for Club Meetings”—EC 0-04-2.

“Group Singing”—Sixty pages of songs.
Young Men and Women

A ROAD TO......

BETTER MEETINGS

PLANNING

GOOD PROGRAMS

TRAINED OFFICERS

ACTIVE MEMBERS