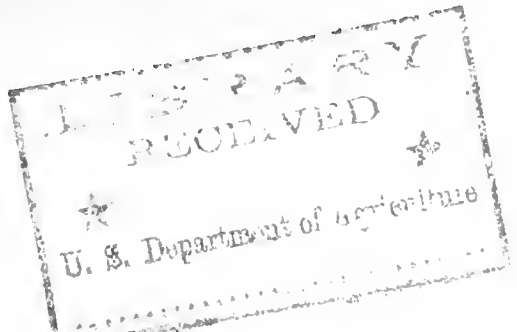


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## COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS.

U. S. DEPARTMENT OF AGRICULTURE  
AND MICHIGAN AGRICULTURAL COL-  
LEGE, COOPERATING.

STATES RELATIONS SERVICE, OFFICE  
OF EXTENSION WORK, NORTH AND  
WEST, WASHINGTON, D. C.

### A MODEL CONSTITUTION FOR BOYS' AND GIRLS' CLUBS, WITH SUGGESTIONS FOR PARLIAMENTARY PROCEDURE.

Not the least good that comes from boys' and girls' clubs is the training which this experience gives in the methods of conducting a public meeting, of standing before an audience and giving expression to their thoughts. This is a training which can be secured in no other way than by actual participation in meetings.

This circular is intended as a guide for club leaders in placing their clubs on a sound business basis. There has been too much loose organization among young people. The junior clubs have a sufficient motive and they should also have sufficient machinery to make this motive an actuality. A simple but workable constitution will be a big factor in giving the club meetings zest and in providing a cohesive force which will weld the organization into an efficient whole.

#### MACHINERY OF ORGANIZATION.

Every organization demands a certain amount of machinery for the purpose of carrying out its functions. In organizations for young people there should be as little of this as will be consistent with effective organization. However, these junior clubs will offer excellent training for public speaking, parliamentary practice, and the common business of all organizations. This phase of club work should not be neglected.

The following constitution is merely suggestive and every local club is at liberty to work out its own constitution according to local conditions and needs. Care must be taken that it does not conflict with any of the rulings of the Michigan Agricultural College and the United States Department of Agriculture in regard to age, acreage, projects, etc.

#### A MODEL CONSTITUTION FOR BOYS' AND GIRLS' CLUBS.

ARTICLE I. The name of this organization shall be the  
.....  
(School, township, county, etc.)  
..... Club.

ART. II. The object of this club is to increase the agricul-  
tural, educational, and social advantages of .....  
(Name of  
.....through home projects, enter-  
geographical unit.)  
tainments, lectures, fairs, exhibits, etc.

ART. III. All boys and girls living.....  
(Geographical unit.)  
between the ages of 10 and 18 years shall be eligible for  
membership.

ART. IV. Sec. 1. The officers of this club shall consist of a  
supervisor or leader, a president, a vice president, a  
secretary, and a treasurer; in addition there shall be  
chosen three adults (men or women) who shall act in the  
capacity of an advisory board, and one member to act as  
county delegate.

Sec. 2. A majority vote shall constitute an election.

ART. V. Roberts's Rules of Order shall govern the meet-  
ings of the club.

ART. VI. The order of business for all regular meetings  
shall be as follows:

1. Call to order.
2. Roll call.
3. Reading of minutes of last meeting.
4. Addition or corrections to the minutes.  
(Lecturers, talks by guests, etc., may be intro-  
duced here.)
5. Reports of committees.
6. Old business.
7. New business.
8. Voting in new members.
9. Considering new names for membership.
10. Adjournment.
11. Recreation or refreshments.

ART. VII. Committees for special purposes may be ap-  
pointed by the president at any time.

## BY-LAWS.

ARTICLE I. There shall be an annual (or monthly) due of ..... to be paid by each member for the purpose of defraying cost of entertainments, exhibits, etc.

ART. II. The officers shall be elected by ballot at the annual election in ..... of each year.

ART. III. The regular meeting of the club shall take place at ..... on the .....  
(Name of building.) (Day of the month.)

ART. IV. Sec. 1. A quorum shall consist of .....  
(usually two-thirds.)  
of the membership of the club.

Sec. 2. This constitution may be amended by a vote of ..... of the members present at any regular meeting.  
(two-thirds.)

## PARLIAMENTARY PRACTICE HINTS AND SUGGESTIONS.

- a. Always address the president as Mr. or Miss President.
- b. All remarks should be addressed to the president.
- c. There should be no talking between members.
- d. The president should recognize the person who seeks the floor by saying: "Mr. or Miss ....."  
(Person's name.)

e. This indicates that the person thus recognized has the privilege of speaking (of the floor) and must not be interrupted.

f. The only interruptions allowable are (1) a call for a point of order, or (2) a question.

g. A *point of order* applies to a member who has made a motion which is out of order because of another motion before the meeting, or to a member whose remarks are not on the subject under consideration, or to a person who is exceeding the time limit for discussion, etc. A point of order is executed as follows:

Member rising while another is speaking: "Mr. President, I rise to a point of order."

The president will then recognize the speaker as follows: "Mr. ...., please state your point of order."

Member who has interrupted speaker: "Mr. President, the speaker, Mr. .... is out of order  
(Interrupted member's name.)

because his remarks are not on the subject under consideration (or is out of order because there is another motion before the meeting)."

President: "The chair decides that the point is (or is not) well taken."

Whereupon the interrupted speaker takes his seat or makes an appeal from the decision of the chair as follows:

Interrupted speaker: "Mr. President, I appeal from the decision of the chair."

President: "Mr. .... appeals from the decision of the chair. As many as are in favor of sustaining the decision

of the chair will make manifest by saying 'Aye;' contrary-minded, 'No.' "

The motion is (or is not) carried.

If the motion is carried, and the decision of the chair is thus sustained, the interrupted speaker has no further recourse and must take his seat. If, however, the motion is lost and the decision of the chair is not sustained, the speaker may continue to speak.

*Question.* The speaker may be interrupted by any member for the purpose of asking a question. This question may be one of personal privilege or may be for the purpose of gaining information about the subject under discussion. The execution of this motion may proceed as follows:

Member taking floor while another member is speaking: "Mr. President, I rise to a question of information."

Presiding officer: "State your question."

Member: "Do I understand the speaker to mean that \* \* \* etc?"

The speaker then proceeds to give the information desired, and the meeting proceeds.

In case of a question of personal privilege the process is as follows:

Member, rising and interrupting speaker: "Mr. President, I rise to a question of personal privilege."

Presiding officer: "State your question."

Member: "Mr. President, this room is too warm for comfort, and I therefore ask to have the windows opened."

In either case the presiding officer may rule for or against the person asking the question.

h. Never offer a motion by saying, "I move *you*—," but simply with "I move, etc."

i. Never offer a motion while another motion is still before the meeting.

j. Before any matter is voted upon the presiding officer must state the motion fully and completely.

k. The ordinary form of voting upon regular motions is as follows: Presiding officer: "All in favor of this motion say 'Aye' (a short pause for the vote); contrary, 'No.' " The presiding officer then announces the result by saying: "The motion is carried," or "The motion is lost."

l. Motions for question of privilege or point of order take precedence over all other motions.

m. Never attempt to place too many amendments to a motion. (Two are allowable, that is, an amendment to an amendment.) It is usually much better to offer a substitute motion.

n. A motion may not be put to a vote of the meeting until it has been seconded or supported by some member other than the one making the motion.

o. In case of tie votes the president or presiding officer decides the motion.

p. A motion to adjourn the meeting is in order at any time.

In addition to these simple rules which may serve for the beginning of the club's activities, each club library should contain a modern work on parliamentary practice.

**DUTIES OF THE OFFICERS.**

## The president.

1. Calls the meetings to order.
2. Announces the order of business.
3. Puts all questions and motions.
4. Decides points of order.
5. Decides the votes.
6. Calls another member to the chair if he or she wishes to take part in the debate.

## The vice president.

1. Performs all the duties of the president in case he or she is absent.

## The secretary.

1. Keeps the minutes of all meetings.
2. Handles all correspondence.
3. Sends or posts notices for meetings.
4. Reads the minutes of the previous meetings.
5. Acts as chairman in case both president and vice president are absent.

## The treasurer.

1. Collects all dues and moneys.
2. Keeps an account of all moneys collected and paid out.
3. Pays bills when ordered by the president or secretary.

## The advisory board.

1. Assists the club in choosing projects.
2. Secures prizes for fairs, exhibits, and contests.
3. Assists in all cooperating community affairs under club auspices.
4. Secures or acts in the capacity of judges, witnesses, etc.

## The county delegate.

1. Attends all county meetings.
2. Reports county affairs to the club.
3. Assists in arranging for county contests, fairs, exhibits, etc.

For further information in regard to boys' and girls' club work, write to State agent in charge of Boys' and Girls' Clubs, East Lansing, Mich.

