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## Boys' and Girls' Club Work

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# Boys' and Girls' Club Work

## General Information

AGNES MORTON,  
Assistant Club Leader



South Dakota Championship Canning Team

"TO MAKE THE BEST BETTER"

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SOUTH DAKOTA STATE COLLEGE

Brookings, South Dakota

EXTENSION DIVISION

Gordon W. Randlett, Director

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Cooperative Extension Work in Agriculture and Home  
Economics, South Dakota State College and U. S.  
Department of Agriculture, cooperating

## WHAT IS CLUB WORK

It is an organized effort to awaken the interest of boys and girls in agriculture and industrial problems, to induce them to increase the wealth of the community by the production and conservation of grains and meats and vegetables through club activities and to train their hands and minds by practice and instruction in various field and home projects.

Club work is known as the 4-H brand of education. The four H's represent the equal training of the head, heart, hands and health.

The following will give the trinity of values.

Trains head to

- a. Think
- b. Plan
- c. Reason

Trains heart to

- a. Be kind
- b. Be true
- c. Be sympathetic

Trains hands to

- a. Be useful
- b. Be helpful
- c. Be skillful

Train health to

- a. Resist disease
- b. Enjoy life
- c. Make for efficiency

The fifth H stands for honesty.

A club usually represents an individual school or community. In some cases there are several clubs in the same school. There are regions where the clubs are organized on a township or school district basis. The plan generally followed is to have the clubs organized on a local basis with the local school teacher as club leader. This may be so organized that the clubs will be separated or it may be a joint club of boys and girls. It is advisable whenever possible to have all of the girls in a single club carry out the same project, and to have all the boys in a single club carry out a single project.

### Steps to Take in Organizing Club Work.

Before organizing clubs in your community, write to the State Leader, Boys' and Girls' Clubs, Extension Division, Brookings, South Dakota. Tell what you want. If you have a County Agent, invite him to cooperate with you in making plans for the work.

Talk over plans for club organization with some of your teachers. Ask your teachers to explain the club work to their pupils. Have the children consult with their parents before enrolling.

Plans should be made for club work in the fall or winter.

Select projects that would be suitable for your county.

After this, write for detailed information concerning each project.

1. Secure Enrollments

a. Age requirement

Any South Dakota boy or girl between the ages of 10-18 years is eligible to membership.

b. Enrollment

Cards will be furnished by State Leader Boys' and Girls' Clubs, Brookings, S. D., or thru the County Superintendent of Schools.

2. Secure local leadership

a. Every club should have a leader, this may be the teacher or some interested person in the community.

b. Each community ought to have a community leader.

The club is thus the connecting link between the school and the home. A leader is also assured for the entire year.

3. Organization

Each club should have a

a. President

b. Vice President

c. Secretary

d. Constitution and by-laws

4. Agreement

a. Leaders agree to

1. Assist the club in choosing projects

2. Attend meetings

3. See that instructions are given boys and girls

4. Help plan programs, copies to be mailed to State Leader.

5. Give such help and advice as seems necessary

6. Arrange for fairs and prizes

b. Club members agree to

1. Select projects

2. Read and follow instructions

3. Keep records

4. Make reports

5. Attend meetings

6. Attend fairs and make exhibits

5. Regular club meetings should be held
  - a. Every two weeks
  - b. Once a month
  - c. The club meeting is divided into three parts
    1. Business
    2. Educational
    3. Social
  
6. Exhibits
  - a. A ribbon should be given for every standard exhibit.
  - b. Judging contests should be conducted
  - c. Every school or community should conduct a fair, this to be held before State Fair.
  
7. Achievement Day
  - a. Program
    1. Addresses
    2. Speeches (3-minute speeches by club members.)
  - b. Awarding of achievement medal, by a local club leader, county superintendent of schools, county club leader or state club leader.
  - c. The bronze achievement pin is given to all members completing the project.  
 The silver achievement pin is given to district winners.  
 The gold achievement pin is given to county champions.  
 The all-star achievement pin is given to state champions.
  - d. The awarding of certificate of achievement to leaders, 75 per cent of whose members complete the projects.

#### **List of Projects**

1. Gardening and canning
2. Sewing, divided into two groups
  - a. First year's work
  - b. Second year's work
3. Liberty food club
4. Baby beef
5. Sheep club
6. Pig club
7. Poultry club
8. Corn club
9. Potato club
10. Handicraft club

## CONSTITUTION

### Article 1—Name

The name of this organization shall be .....  
..... School,  
..... Boys' and Girls' Club.  
township, county, local name

### Article 2—Object

To interest ourselves in home and country subjects and in all our activities on the farm.

### Article 3—Membership

#### Sec. 1.

Any South Dakota boy or girl between the ages of 10 and 18 years shall be eligible for membership.

#### Sec. 2.

The leader shall be an honorary member.

### Article 4—Officers

#### Sec. 1.

The officers of this club shall be president, vice president, secretary, and treasurer, who shall perform the usual duties of such officers.

#### Sec. 2.

A majority vote shall constitute all elections.

### Article 5—Meetings

Roberts rules of order shall govern the meeting of the club.

### Article 6—Amendments

This constitution may be amended at any time by a two-thirds vote of the membership.

### Article 7.

Any club may draw up by-laws to conform with general constitution.

## BY LAWS

### Article I.

The club motto shall be "To Make the Best Better" and the club emblem shall be a four-leaf clover bearing an H on each leaf.

### Article II.

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

### Article III.

The regular meeting of the club shall take place at ..... on the .....  
building day of month.

## **Article IV.**

### **Sec. 1**

A quorum shall consist of .....  
(usually 2-3)

of the membership of the club.

### **Sec. 2**

These by-laws may be amended by a vote of .....  
(2-3 at any regular meeting) of the members present  
at any regular meeting.

### **Order of Business**

The order of business for all regular meetings should  
be as follows:

1. Call to order
2. Roll call
3. Reading of minutes of last meeting
4. Additions to or correction of minutes
5. Lectures, talks by guests, etc., may be introduced  
here.
6. Report of committees
7. Reports of sales, costs and time to secretary
8. Old business
9. New business
10. Voting in new members
11. Adjournment
12. Recreation or refreshments

### **\*Parliamentary Practice Hints and Suggestions**

1. Always address the president as Mr. or Miss President
2. All remarks should be addressed to the president.
3. There should be no talking between members.
4. The president should recognize the person who seeks  
the floor by saying "Mr. or Miss .....".
5. This indicates that the person thus recognized has  
the privilege of speaking (of the floor) and must not  
be interrupted.
6. The only interruptions allowable are
  - a. A call for point of order
  - b. A question
7. A point or order applies to a member who has made a  
motion which is out of order because another motion  
is before the meeting, or to a member whose re-  
marks are not on the subject under consideration, or  
to a person who is exceeding the time limit for dis-

\*Credit is due Mr. E. C. Lindermann, State Club  
Leader, of Michigan, for this material.

cussion, etc. A point of order is executed as follows:

- a. Member rising while another is speaking: "Mr. President I rise to a point of order."
- b. The president will then recognize the speaker as follows: "Mr. .... please state your point of order."
- c. Member who has interrupted speaker: "Mr. President, the speaker, Mr. ...., (interrupted member's name) is out of order because his remarks are not on the subject under consideration (or is out of order because there is another motion before the meeting)".
- d. President: "The chair decides that the point is (or is not) well taken."
- e. Whereupon the interrupted speaker takes his seat or makes an appeal from the decision of the chair as follows:
  1. Interrupted speaker: "Mr. President I appeal from the decision of the chair."
  2. 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."
  3. 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 the decision of the chair is not sustained and the speaker may continue to speak.

- f. **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 the motion may proceed as follows:
  1. Member taking floor while another member is speaking: "Mr. President I rise to a question of information."
  2. President: "State your question."
  3. Member: "Do I understand the speaker to mean that ..... etc."
  4. The speaker then proceeds to give the information desired and the meeting proceeds.
- g. In case of a question of personal privilege the process is as follows:



1. Presiding officer: "State your question."
2. Member: "Mr. President, this room is too warm for comfort, and I therefore ask to have the windows opened."
  - h. In either case the presiding officer may rule for or against the person asking the question.
8. Never offer a motion saying "I move you" but simply say "I move, etc."
9. Never offer a motion while another motion is still before the meeting.
10. Before any matter is voted upon the presiding officer must state the motion fully and completely.
11. The ordinary form of voting upon regular motions is as follows:
  - a. Presiding officer: "All in favor of this motion say 'Aye' (a short pause or the vote); contrary 'No'."
  - b. The presiding officer then announces the result by saying: "The motion is carried," or "the motion is lost."
    1. Motion for question or privilege or point of order take precedence over all other motions.
12. Never attempt to place too many amendments of a motion. (Two are allowable, that is, an amendment to an amendment). It is usually much better to offer a substitute motion.
13. 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.
14. In case of tie votes, the president or presiding officer decides the motion.
15. 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 Officers**

The president:

1. Calls the meetings to order
2. Announces the order of business
3. Puts all questions and motions
4. Decides the votes
5. 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 bill when ordered by the president or secretary.

The leader:

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

### **Suggestions for Club Programs**

In addition to the regular club meetings, which should occur at least once each month and more often if possible, there should be other reasons for social gatherings. Following is a list of such occasions and the interested reader will write or confer further with the State Leader in charge of club work if more detailed information is desired:

1. The fall festival
2. Pageants
3. Bird socials
4. Husking bees
5. Canning bees
6. Field meets
7. Demonstrations
8. Educational hikes to city or neighboring farms
9. Entertainments, plays, debates, etc.
10. Lyceum courses

For further information regarding boys' and girls' club work, write to the State Leader of Club Work, South Dakota State College, Brookings, S. D.



SCHOOL GARDEN CLUB—WATERTOWN  
Dorothy Hand, Demonstrator