BOYS' AND GIRLS' CLUB WORK.

*SUGGESTIONS FOR CLUB MEETINGS AND PROGRAMS.

General Club Circular No. 2.

Not the least good that comes to boys and girls from their club work is the training which this experience gives in the methods of conducting a public meeting, in 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 the 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.

An Industrial Club Charter, containing blanks for the members' names on one side and a model Constitution for Boys' and Girls' Clubs on the other, may be obtained from your County School Superintendent or from the State Agent of Club Work, Oregon Agricultural College, Corvallis, Ore.

THE 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 corrections of the minutes. Lectures, talks by guests, etc., may be introduced here.
6. Old business.
8. Voting in new members.
10. Recreational or refreshment.

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 (Interrupted member's name) 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)."
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

* Credit is due Mr. E. C. Lindeman, State Leader, Boys' and Girls' Club Work, East Lansing, Mich., for the major portion of this circular.
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 say "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 or 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 other member 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 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 monies.
2. Keeps an account of all money collected and paid out.
3. Pays bills when ordered by the president or secretary.

The advisor.
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 as chairman in case both president and vice president are absent.

The advisor.
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**SUGGESTIONS FOR CLUB PROGRAMS.**

The success of any organization depends largely upon two things: First, a worthy and sufficient motive; second, a continued, wholesome, and active interest. The three underlying principles of club work—education, achievement, demonstration—supply the motive which has made this work so successful. But in order to have the club do the most for its community and State the members must keep up a continued interest.

Regular club meetings will do more to keep up this interest than any other single element. Suggestions for such meetings may be found in books, magazines, and papers.

The following suggestions for club meetings are given merely to assist the club in arranging for its year's work.

**SUGGESTIVE PROGRAMS.**

(1) Roll call, answered by current events.

Five-minute talks on—

Preparation of ground for corn.

Clover sod or alfalfa sod for corn ground.

Ground best suited to corn growing.

When and how often to cultivate.

Fertilizers for corn.

Cultivation—level and hilled methods.

Selecting seed ears.

(2) Roll call, answered by quotations.

Five-minute talks on—

Early or late varieties of potatoes for market.

Size of tuber for seed, and how cut.

Prevention of potato scab.

Fertilizers for potatoes.

Cultivation—level and hilled methods.

Spraying.
(2) Roll call, answered by naming favorite flower.
Talks on—
Farm life and its advantages.
My plans for a "bumper" crop of potatoes.
My flower-garden plans.
How to raise 100 bushels of corn per acre.
Sewing and embroidery.
Canning fruit.
Raising poultry for profit.

(4) Roll call, answered by naming favorite breed of chickens.
Short talks on—
Breeds of chickens.
Plans on housing my flock.
Chickens hatched by incubator or hen.
Egg production.
Some of my poultry plans.

(5) Roll call, answered by naming favorite author.
Short talks on—
Home making.
Doing sewing for exhibit.
Discussion of present dress fashions.
Articles of food I am learning to bake.
Some good cake recipes.
Fruit-canning methods.
My flower bed.

(6) Roll call, answered by naming different kinds of apples.
L. H. Bailey program.
1. Short biography.
2. Names of the books he has written.
3. The different positions he has held.
4. The value of such a man in our country.

(7) Roll call, answered by naming different varieties of vegetables.
Luther Burbank program.
1. Short biography.
2. A sketch of the practical horticultural work by Mr. Burbank.
3. A sketch of things he has done.

(8) Roll call, answered by quotations from Longfellow.
Longfellow program.
1. Recitation, "Excelsior."
2. Reading, "The Psalm of Life."
3. Reading, "The Launching of the Ship."
4. A review of "Evangeline."
5. A list of Longfellow's poems.

(9) Roll call, answered by quotations from Lowell.
Lowell program.
1. Short biography of James Russell Lowell.
2. Selections from the "Vision of Sir Launfal."
3. Quotations from "Bigelow Papers."

(10) Roll call, answered by quotations from Whittier.
Whittier program.
Talks or papers on—
1. Life of Whittier.
2. Review of the prelude to "Among the Hills."
3. Whittier's nature poems.
4. Whittier's war poems.

(11) Oregon program.
1. Short review of Oregon history.
2. Oregon and agriculture.
3. Recitation.
4. Oregon and industry.
5. Song, "Oregon, My Oregon."

(12) County program.
1. Origin of name.
2. Resources.
   (a) Agricultural.
   (b) Industrial.
   (c) Mineral.
3. Why I am proud of my county.
4. Games.
5. Song.

(13) Local program.
1. Origin of name of township or school district.
2. Resources—best crops, etc.
3. How to improve the community.
4. Games.
5. Song.

(14) City program.
1. Relation of the city to the country.
2. How can we cooperate to mutual advantage?
3. Why I would rather live in the country than in the city.
4. Games.
5. Song.

(15) Oregon Agricultural College program.
1. Origin, early struggles, history.
2. Growth in kinds of work, extent of work, and numbers taking work.
3. Its three great fields of service—resident teaching, experimental work, extension teaching.
4. Why I should like to go to O. A. C.

(16) University of Oregon program.
Talks or papers on—
1. The history of the University of Oregon.
2. Opportunities which the university offers.
3. Noted graduates.
4. Extension work of the university.

(17) Normal School program.
Roll call, answered by names of great educators.
Talks on—
1. Oregon's Normal school.
2. Sketches of the Normal.
3. Description of the opportunities which the Normal school offers.

(18) State institution program.
Roll call, answered by names of Oregon's great men and women.
Talks on—
1. The financial budget of the State.
2. The Industrial School for Boys.
3. The School for the Blind.
4. Other State institutions.

(19) U. S. Department of Agriculture program.
Roll call, answered by names of noted agriculturists.
Talks on—
1. What the U. S. Department of Agriculture is doing for farmers.
2. How our community can secure help from the U. S. Department of Agriculture.
3. Why agriculture is so important to the nation.

(20) Woman's program.
1. Great women of the world.
2. Woman's place in life.
3. Why I believe women should vote.
4. Why I believe women should not vote.
5. How women can help the community.
(21) School program.
1. Public school system of the United States.
2. Oregon's school system.
3. Our school and how we can improve it.
4. The relation of the school to the home.
5. Song.

(22) Nature program.
1. Wild flowers of our county.
2. Birds and their uses.
3. Trees and shrubs.
4. Wild animals of our county.
5. How to enjoy nature.

(23) Exhibit program.
1. How to prepare a crop for exhibit.
2. What I would do with the prize money if I earned it.
3. How I am planning to advertise the exhibit.
4. Talk by leader.

(24) Next year's program.
1. Success of the past year.
2. Failure of the past year.
3. Plans for next year.
4. Talk by leader.
5. Song.

It is not recommended that these programs be followed out in detail. They are merely suggestive of what might be included in such programs, and the local conditions will determine how much of this material can be used effectively.

The leader who is thoroughly in sympathy with club work and is anxious to make his or her club succeed will be original in making up programs. Games and special contests will frequently be introduced for the purpose of breaking down the barriers which prevent proper social commingling. Speakers from near-by cities will be asked to volunteer their services. Stereopticon lectures by extension workers of the Agricultural College and State Department of Education will be features occasionally, and in many other ways the local leader in council with his club members will devise means for maintaining the necessary interest without which the club will soon perish. The economic basis for club work is a sufficient motive, but as in all other human affairs it is not sufficient to keep awake and strengthen the finer emotions and aspirations of human character. It always has been, is still, and without doubt will continue to be true that “man can not live by bread alone.”

In addition to the regular club meetings, which should occur at least once each month and oftener 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 for more detailed information is desired:

1. The fall festival.
2. Pageants.
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 in Charge of Club Work, Oregon Agricultural College, Corvallis, Oregon.