

ARTICLE II. The officers shall be elected by ballot at the annual election in.....of each year. (Elections may be made more often if preferred.)

ARTICLE III. The regular meeting of the club shall take place each.....at.....on the.....

(name of week) (name of building)

(day of month)

ARTICLE IV. Sec. 1. A quorum shall consist of.....of the membership of the club.

(usually two-thirds)

Sec. 2. This constitution may be amended by a vote of.....of the members present at any regular meeting.

(usually two-thirds)

SUGGESTIONS TO LEADERS

1. Select an advisory committee of 3 members, who will support club work. These members may be a banker, a farmer, a prominent woman, or a school man or woman. Keep this committee informed as to the club activities.
2. See that the organization of the club is completed according to state requirements.
3. See that each member is provided with all necessary blanks, records, supplies, etc.
4. See that each member understands clearly the club rules and knows how to use blanks, records, etc.
5. See that the club secretary is provided with a secretary's book and that all records and reports are kept up to date, not only by the secretary but by individual members.

6. Be responsible for the calling of club meetings and for the carrying out of the club program as planned by county and State leaders.
7. Be responsible for the holding of a club festival or an achievement day program or both.
8. Cooperate with the county and State leaders in an effort to develop prize winning demonstration team to represent the club in local, or State programs where demonstrations are called for.
9. Cooperate with the county leaders in the matter of securing money for prizes, medals, or awards of different kinds for all honor prize winning members.
10. Cooperate with the county leader in securing from each member a final report and story of achievement for the State Leader, National Leader, or the public press.
11. Visit projects.
 - (1) When leaders visit club members, it will be well to send notice of visit in advance, meet the club member not in the parlor, but upon plot, commend the member for worth-while work on plot, and incidentally instruct for results.
 - (2) Keep an account of each member, with the name of project, date of each visit, progress, advice given, troubles, etc. A card catalogue simplifies this.
 - (3) Take photographs of anything interesting or original.
 - (4) Encourage each member to put a sign on his or her project plot, telling the name of club, and project.
12. Place all responsibility possible on the club members and expect them to succeed.
13. Do not forget the social side of the club meeting. Games, contests, songs, setting-up exercises, etc., should be given at least 30 minutes at each meeting.

14. Where help may be obtained:

(1) For financial help

Bankers—will assist in supplying funds for purchasing animals.

Associations of commerce—will assist in supporting the work in premiums.

Enterprising persons—will offer premiums.

County and local fairs—will offer scholarships.

(2) For leadership and supervision

Agricultural Extension Service, Boys' and Girls' Clubs, Madison, Wis.

U. S. Department of Agriculture, Boys' and Girls' Club Department, Washington, D. C.

(3) For programs

Literature from Club Department, Agricultural Hall, Madison, Wis.

Package libraries from Department of Debating and Public Discussion, University Extension Bldg., Madison, Wis.

Books from Traveling Library, care Wisconsin State Library Commission, Madison, Wis.

15. Cooperate with all clubs and organizations that will follow the club rules of keeping records (Boy Scouts, Campfire Girls, etc.)

16. The least important factors in club work are club enrollment, newspaper promises, and cash prizes.

17. The things of greatest importance in connection with the club work are the system of organization of the local clubs, federated with county, state, and national clubs; a carefully prepared system of follow-up instructional personal visits of local leaders to club plots; field instructions and club festivals for the purpose of exhibiting products; play contests and demonstrations.

18. Do not fail to hold meetings at which definite instructions as to cultural methods, treatment for insects and plant diseases, management of crop, seed selection, and other important demonstrations are taken for the day. Hold such meetings for the club members but invite the parents.

19. Cultivate the community spirit, cooperation, team work, social life, and an appreciation of neighbors, so essential to the success of any community.
20. There is essentially no difference in the physical and mental needs of the boys and girls of the rural and city communities. Both should be given opportunity, through organization of their play and contest activities, to do manly and womanly jobs.
21. The most important, as well as the most successful method of putting club work before the public is through the agencies of public demonstrations.
22. Never make a promise in connection with the club work of any kind that you do not expect to redeem at its full value and at the proper time. Some broken promises have in the past discouraged many young people.
23. The club leader who talks, works, and thinks club work, both in and out of season, is the one who succeeds and becomes recognized as an authority in junior extension work.
24. Make a program for the club year.

SUGGESTED PROGRAM FOR YEAR'S CLUB WORK

The following suggestions may help the leader in planning a club year program in any project:

- (1) Enrollment.
- (2) Study of subject-matter of the project—methods and rules, equipment (homemade or commercial).
- (3) Actual starting of project. (Demonstrations are most effective.) Practice in keeping records.
- (4) Supervising project work.
- (5) Training of demonstration team, when members are skillful.
- (6) Contests and exhibits at local, county and state fairs.
- (7) Final records.
- (8) Achievement Days.