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**OKLAHOMA A. AND M. COLLEGE—EXTENSION DIVISION**

Stillwater, Oklahoma

In Cooperation With the

**UNITED STATES DEPARTMENT OF AGRICULTURE**

States Relations Service

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# **COMMUNITY ORGANIZATION**

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**By C. W. CALLARMAN**

**DISTRICT AGENT**

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## COMMUNITY ORGANIZATION

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*District Agent*

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This circular is an effort to present a plan to carry out community organization as provided for in Senate Bill No. 300, which became effective March 22, 1919, and relates to farm councils, and creates a State Farm Council. The purpose of this law is to create a State Farm Council and to federate county and community farm councils and other established farmers' organizations for mutual help, and to promote all enterprises intended to benefit rural life and build up the agricultural interests of the state. This law fixes the place of the annual meeting of the State Farm Council at Stillwater, and the date of the meeting on the last Wednesday in August of each year. This circular is also an attempt to meet the demand for some concrete plan of organization coming from county agents and other local community leaders.

During the Farm Congress, held August, 1919, delegates from the various organizations in the state met at Stillwater and perfected a state organization known as the State Farm Industrial Council, and elected officers and adopted by-laws and a constitution.

The success of the state organization depends in a large measure upon the organization of the community. As the various farm organizations, such as the Grange and Farmers Union, can affiliate with the state organization, it would be unwise to attempt to organize the community farm council where these organizations are in operation, but rather to encourage them to federate under the auspices of the state organization, to the end that the farmers of the state may speak with one voice and in one language.

This plan is intended only as a starting point, and is offered in the hope that it may standardize community organization, and that those engaged in this line of work will from time to time, out of their actual experiences in the field, make such improvements and suggest such changes as in their wisdom they may consider helpful in carrying forward this potentially necessary work.

Of course, some will point to the many attempts at community organization in the past and, because most of them have come to an untimely end, will say that it cannot be done; but be sure of this, if it is right, and if it will benefit the great army of producers of food and clothing—the farmers of our country, that great army of hard-workers who have never asked for shorter hours, although some one has termed them the first exponents of the eight-hour day, "Eight hours in the morning and eight hours in the afternoon", the great army whose work is so definitely related to the world's welfare that, if they should go on a strike for one month, it would bring the whole civilized world to its knees, then, in spite of what seems to have been failures in the past, but through knowledge gained by these attempts, there will be a plan evolved that shall exalt the business of farming, and the farming class shall come into its own.

It is needless to say that in this day of progress and organization of nearly every interest with which the farmer comes in contact, that he must

either organize or make up his mind to be forever the victim of other organized enterprises. It is a matter of common knowledge that many unfair advantages are taken of the farmer, both in the process of marketing his products and in purchasing supplies. It is difficult to secure legislation that will give him proper protection in his present unorganized condition.

Protection from dishonest tradesmen is not by any means the only benefit to be derived from organization. Organization should furnish an adequate avenue for the reception and dissemination of, in a very practical way, valuable, up-to-date information relating to both better methods of production and better methods of marketing, such as standardizing products and establishing community reputation for quality of products and prompt and fair dealing, and through organization increasing community capitalization, enabling producers to hold their products off an overloaded market, and through organization carrying on cooperative selling, thus selling in carload lots and dealing direct with the central market, thereby touching the most fundamental thing in improving rural conditions, namely, INCREASING THE FARM INCOME.

The dominant characteristic of the normal man is to make his home as comfortable, convenient and attractive as his means will permit. While the wild animals make their homes in the rocks and hills, as they did thousands of years ago, each succeeding generation of men has improved upon the homes of the preceding generation until it certainly is a far cry from the home of the caveman to the modern home of this day, with its electric lights, telephones, gas for heat and cooking, and water under pressure. But all these things require money, and as most rural homes fairly represent the financial ability of the owner, the first and most important step must be to increase the farm income.

The Federal Government, realizing that, first of all, we are a great agricultural nation, with vast undeveloped agricultural resources, is watching with alarm and deep concern the tremendous movement of young men and young women from the rural districts to the towns and cities. Investigation has discovered a number of reasons for this. All of these various reasons have their foundation in the fact that the city furnishes better homes, better schools and better churches, thereby giving the young people greater educational advantages and a more attractive social life. Therefore the organization that has for its purpose the upbuilding of the rural community must touch in a very definite way these three institutions.

In selecting a plan for rural organization, it seems wise to move along the lines of the least resistance; so organization should first consider the home. The home is the oldest form of organization in existence, and in a way has served its purpose and has endured from the beginning of man. There is no doubt but that the home is the greatest single factor in shaping the ideals and character of individuals and nations, and the standard of the nation is set by the standard of the homes which it represents. Yet, in this day of telephones, daily mail, and rapid, convenient transportation, eliminating distance, the home can no longer serve its purpose in the highest possible degree without correlating to and cooperating with the surrounding homes with like interests and like problems.

Community organization is distinctly an agricultural extension activity, and work along this line is very definitely a part of the duties of the county agent. Yet he must not lose sight of the fact that it is a demonstration work, and that as such it would be vastly better to have a few successful community organizations "that really get the answer" than to attempt to organize every community in the county at once, as this would certainly invite failure, as he would fail if he attempted to have a corn-growing demonstration on every farm in the county.

The rural consolidated school is an ideal center for community organization. Its patrons have already proven that they have a progressive spirit, and have had a first lesson in the value of cooperation, and further, the consolidated school district furnishes the proper sized unit of organization.

The second choice would be a community with a small village as a center. The school should have a teacher employed the year round, and if there is a teacherage with a small acreage available for practical agricultural demonstration work, so much the better; and if the school has installed the Smith-Hughes vocational agriculture the community will have the finest possible start.

In the beginning, the organization should be as simple as possible in order to avoid danger of confusion, and it can be added to as the necessity arises. There should be a president, vice president and a secretary-treasurer. The work of the organization should be handled by a system of standing committees. There should be a sufficient number of committees to cover all the interests of the community, and should be so divided as to give every one something to do. As the pleasure of doing comes from the ability to do the thing well, a wise leader will study the working force carefully and assign to each that part that he can do best.

Naturally in a rural organization, the first and most important committee will be the agricultural committee, because, as has been said, fundamental to every other development is the increase of farm incomes, as there will be a necessity for this before any other development can be expected or hoped for.

The duties of the agricultural committee might be:

1. To encourage standardization of all farm products.
2. To develop cooperative marketing and buying.
3. To cooperate with the county agent in carrying on various lines of demonstration of agricultural methods, as suggested by the Department of Agriculture and the State A. and M. College, in order to determine their local adaptability.
4. To establish a comprehensive system of farm accounts, which includes a thorough inventory once each year; for if the assertion is made that the average farm income may be increased through community organization, it will be necessary to furnish conclusive evidence that it has done this after it has been in operation a sufficient length of time to expect results, and a system of farm accounts is the best method of showing this.
5. To encourage community ownership of high-class, purebred breeding stock, and to discourage the use of scrub males, and to cooperate in every way to raise the standard of the livestock of the community.
6. To encourage the county free fair, and to make sure that the community has a collective exhibit as well as an exhaustive exhibit at community and county fairs.
7. To establish community ownership of farm implements, such as grain binders, manure spreaders, community threshers, peanut harvesters, potato diggers, small community mills for grinding grain, corn harvesters, silage cutters, cement molding outfit, cotton warehouse, and other community necessities.
8. To secure help and instruction of the specialists sent out by the Federal and state governments, in cooperation with the county agent and the home demonstration agent.
9. To foster and encourage boys and girls agricultural and home demonstration clubs.
10. To assist in every way the development of good roads.

11. To prepare at regular intervals an agricultural program for the community meetings, arranging discussion of matters of current interest.

The duties of the committee on education might be:

1. To cooperate with the school board and teachers in developing the best possible method.
2. To keep down dissension and misunderstandings that would interfere with the efficiency of the school.
3. To send regularly appointed delegates to educational meetings.
4. To secure such Federal and state appropriations as the community is entitled to.

The duties of the committee on public health might be:

1. To encourage the drainage and filling of swamps and stagnant pools, and the building of flyproof toilets.
2. To encourage proper wiring of doors and windows to keep out flies and mosquitoes.
3. To be on the lookout for and to wage ceaseless warfare upon preventable infectious diseases, both animal and human.
4. To assist the county home demonstration agent in her work for proper food and clothing.
5. To encourage proper ventilation of the home, especially sleeping quarters.
6. To encourage proper ventilation of all public buildings.
7. To enforce quarantine and segregation of those having infectious diseases until cured.
8. To put on at regular intervals programs in the community meetings with reference to how to care for the body and beneficial exercises.

The duties of the social committee might be:

1. To prepare the literary program for the regular community meetings, and to select subjects and leaders for debates.
2. To secure speakers and lecturers on important current events.
3. To arrange for select readings and special music.
4. To encourage clean athletics.
5. To organize and encourage a community circulating library.
6. To encourage in every way the regular reading of good books and papers, especially farm papers.
7. To encourage the organization of such auxiliary societies as are calculated to break up the usual monotony of rural life.
8. To create sentiment in favor of installing a moving picture show in the community house, and to encourage community singing.

The duties of the civic beauty committee might be:

1. To encourage the planting of shade trees.
2. To encourage the planting of flowers and shrubs, both at home and on public grounds.
3. To establish a public park and picnic grounds.
4. To keep roads and streets free from weeds.
5. To encourage the liberal use of paint and whitewash.
6. To remove unsightly objects from public places.

The duties of the committee on rural religious life might be:

1. To develop a wholesome regard for the Christian sabbath.

2. To organize the Christian activities of the community.
3. To encourage the community to support a local resident pastor.
4. To organize a community Bible school, and back it up and support it always and in every possible way.

This plan of organization, with its six committees, and the sub-committees that might be added, would give something for every one to do, and if other committees were needed, they might be added from time to time. This plan of organization should give the wideawake teacher a splendid opportunity to render service to the community outside of the regular channels of the profession. A teacher with the ability and vision to follow out this opportunity will be able to give his work such a definite financial value that the matter of satisfactory and adequate remuneration will be easily settled.

The community organization should be so planned that it would readily enlist the sympathy and interest of the women of the community and break into the hum-drum and monotony so often complained of by the women of the rural communities. There is an alarming percent of farm women in our state institutions for the care of the insane. The isolation and monotony of rural life seems to affect the women more disastrously than it does the men. It is being demonstrated that long hours of continual grind, day after day, are not necessary to success on the farm, but a majority of the really successful farmers divide the day into hours for labor, hours for reading and acquiring useful information, as well as hours for recreation and pure enjoyment.

The greatest outstanding hindrance to agricultural development in Oklahoma is our tremendous tenantry problem and its related evil, the one-crop system. Every family should be encouraged to own at least ten acres, where they can plan to keep a few head of livestock and grow a home garden, and such fruits as are adapted to their locality, thus getting away from the credit system by having at least a portion of the living without having to go to the credit store for it. One of the slogans for the community council should be, "Every member a home-owner".

One other problem that must be met and solved is the problem of depleted soil fertility. Nature has been so lavish with rich treasures that we deceived ourselves with the idea that the fertility of our soils was inexhaustible. But at this early date most of our rolling lands are beginning to fail to answer the call with the bounteous crops that we had only a few years ago.

The Department of Agriculture gives to us a highly trained expert in soil conservation, whose services are to be had without cost to the organized community that is prepared to use his time and knowledge to the best advantage. There are certain classes of livestock diseases that have taken heavy toll from the Oklahoma farmer in the past, and at this time are making desperate inroads into what should be the profits of the livestock farmer. These diseases can positively be controlled. Again the government comes to the relief of the farmer with a competent specialist in the control of infectious livestock diseases. He is always ready to respond to the call of an organized community, as he is anxious for the best results, and realizes that he can reach more people through organization than otherwise.

Then there are the specialists in dairying, who gladly go wherever called, giving their services without cost to the community. These men are well prepared to give valuable assistance along their special line.

After a careful study of the situation in various parts of the state where

small grain is grown, it is safe to say that at least 5% of our annual oat crop is lost through the ravages of oat smut. This great loss can be entirely eliminated by following the instructions of the smut control specialist.

Then our state government has given us the State Market Commission to facilitate marketing of farm products, and again, to get the best results from this department calls for organization.

We have the poultry specialists, as well as the horticulturist, the live-stock club leaders, grain club leader, etc. All this trained force can be utilized in increasing the profits of the farm in an organized community.

Add to this force the ever-ready and always faithful county agent, the county home demonstration agent, and the new type of teacher, the kind with a vision, and you have a working force that, with the organized co-operation of a live community, can bring to that community a large measure of prosperity, and the results will be GOOD HOMES, GOOD SCHOOLS and GOOD CHURCHES, and their social and religious life may be made sweet and satisfying, and peace and contentment shall abide with them.

In arranging programs for the regular meetings, the leader must be careful to make the program meet the needs of the greatest number of people possible. There should be a liberal amount of community singing, with an occasional selection by a quartet, or solo, select readings and recitations by the school children, debates upon subjects related to the welfare of the community, speakers of note and ability on current interests, the timely use of the agricultural specialists. For instance, at the proper time, before oat-sowing, have the specialist in smut control arrange to be in the community several days and give some real demonstrations of the methods used at the homes of the community. Then at another time have the pruning and spraying specialist for a short lecture and some demonstrations.

Meetings might be held twice a month during the winter, and once a month during the busy seasons.

**Do not** require the people to join in order to belong, but act on the presumption that everybody in the community belongs by virtue of being a resident of the community.

Wherever possible, hold all of the meetings in the school house. It belongs to everybody in the community, and consequently everybody is at home in it.

Cultivate the habit of calling the school house the **COMMUNITY HOUSE**, and develop the idea that it can serve the community in other ways besides just being the place where children are taught.

Install a domestic science department and have frequent meetings where the whole community bring their food and prepare it and eat it together.

The following outline programs are intended as a guide, and are only suggestive, as each community should arrange the plan of meeting with reference to the needs of the community, rather than make the community conform to the plan.

#### **For March**

- 8:00 p. m. Community singing.
- 8:30 p. m. Lecture—Horticulture. By a specialist to be supplied by the county agent.
- 9:15 p. m. General discussion.

- 9:45 p. m. An old-fashioned box supper. Proceeds to be used to strengthen library fund, or for some other needed community equipment.
- 10:50 p. m. Preparation of next program.

#### For April

- 8:00 p. m. Singing.
- 8:30 p. m. Lecture—"What Can We Do to Promote Religious Life of Our Community?" by some person selected by committee.
- 9:00 p. m. Report of local club leader.
- 9:15 p. m. "What Boys and Girls Club Work May Be Made to Mean to the Community Life", by the county and home demonstration agents.
- 10:00 p. m.

#### For May

- 8:00 p. m. Singing.
- 8:20 p. m. Committee selected to secure cooperation in marketing vegetables and fruits, locating markets and ordering baskets and boxes or bags.
- 9:00 p. m. Lecture—"How to Prepare Perishable Farm Products for Marketing", by specialist from State Market Commission.
- 9:30 p. m. "Sanitation in Home and School", by state specialist in sanitation.

#### For June

- 8:00 p. m. Singing.
- 8:30 p. m. "The Value of the Free Community Fair", by the county agent.
- 9:00 p. m. Appointment of committee to recommend appropriation for community fair.  
Selection of committees to insure the success of the fair.
- 10:00 p. m. Making plans for Fourth of July celebration and community picnics.

Remember, your community life has never come in to its own until it has reached and helped every member. The family or individual who is left out is the menace to the continued welfare of your organization.

As an organization, get behind the home-ownership bill and demand that it be vitalized as a means of helping your tenants to become home-owners.

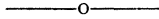
Use the Federal farm loan association for the same purpose. Finally, have faith in one another. Believe in your Government and loyally support it.

In order to encourage uniformity in community, county and state organization, and at the same time make it possible for community organization to correlate through county and state organization with the national farmers' organization, the following constitution and by-laws are offered. Minor changes might be made in these suggested constitution and by-laws to any unusual or peculiar conditions, but it would be wise to consider carefully any serious changes, as these plans are the result of considerable investigation.

There is also included a copy of constitution and by-laws for "Farmers Cooperative Association". This organization is largely a business organization, and emphasizes cooperative selling and buying, as well as owning public utilities, and this organization can be made a feature of the regular community where conditions warrant.



This constitution and by-laws have their foundation in the law passed by the Seventh Legislature, entitled House Bill No. 114, by Woodard and Gibson, an act providing for the organization and regulation of cooperative corporations.



## By-Laws of the ..... Community Farm Council



### Article 1—Name

Section 1. This organization shall be known as the ..... Community Farm Council.

### Article 2—Purpose

Section 1. The purpose of this organization shall be to promote the development of all lines of agriculture in the community of .....; aid and assist all worthy projects tending toward the improvement of agricultural and livestock interests, home economics, home sanitation, home beautification, and the social welfare of its members, and to cooperate with the state and United States Departments of Agriculture, and all other interests tending toward the improvement of farm life conditions.

### Article 3—Membership

Section 1. The members of the ..... Community Farm Council shall consist of all reputable citizens of the ..... community, 14 years old or over. Those under 16 years are not allowed to vote.

### Article 4—Officers

Section 1. The officers of the Community Farm Council shall consist of a president, vice president and a secretary-treasurer, and an executive committee.

2. The executive committee shall consist of the president, vice president, secretary-treasurer, and the chairman of each department.

Section 3. The president, vice president, secretary-treasurer of the Community Farm Council shall be chairman, vice chairman and secretary, respectively, of the executive committee.

Section 4. Two delegates to the County Farm Council meeting shall be elected at the regular time for the election of officers, who shall represent the

..... Community Farm Council in all matters of business of the County Farm Council.

### Article 5—Duties of Officers

Section 1. The president shall preside at all meetings of the council and of the executive committee, and shall perform such other duties as usually devolve upon that officer.

Section 2. In the absence or inability of the president to perform the duties of his office, the vice president shall perform all the duties of the president.

Section 3. The secretary-treasurer shall keep a record of the minutes of each meeting of the Community Farm Council and of the executive com-

mittee. He shall also keep a record of all funds received and expended by the council, and shall make regular annual reports of the condition of the finances and the accomplishments of the council. He shall also make a similar report to the executive committee at any time when called for by them. He shall perform such other duties as may be imposed upon him from time to time by action of the council.

Section 4. The executive committee shall audit all accounts, receive reports from all departments, arrange programs for regular and special meetings of the council, and report matters of importance to the council at its regular meetings.

### Article 6—Departments

Section 1. The work of the Community Farm Council shall be divided into the following departments, consisting of a chairman and four assistants:

- Department of Agriculture.
- Department of Education.
- Department of Public Health.
- Department of Community Social Life.
- Department of Civic Beauty.
- Department of Community Religious Life.

Section 2. The chairman of each department shall nominate the assistants in his department, and upon the ratification by a majority vote of the members present shall be elected.

Section 3. The term of office of each assistant in any department shall expire at the same time as the term of office of the chairman of the department.

Section 4. Department of Education.—It shall be the duty of this department to inquire into the educational conditions in each school district in the community, and to formulate plans and assist in the development in the community of such plans as will improve the educational facilities and conditions in the schools in the community, and assist in and encourage the teachers in developing club work, as is now being conducted by the county agent.

Section 5. Department of Agriculture.—It shall be the duty of this department to formulate plans and to assist in putting those plans into operation for the improvement of the field crops grown in this community, and, after careful study, to recommend such other crops to be grown as deemed best suited to the conditions of this community, and market demand; and to recommend the selection and the use of pure seed, and support of the Boys and Girls Agricultural Club work. To formulate plans, and to assist in the putting of these plans into operation for the improvement of the livestock industry in this community by encouraging the use of purebred sires and the eradication of scrub sires; the cooperation with the livestock association, and all other associations in the county working in the interest of livestock; to cooperate with the representatives of the Extension Division of the Agricultural and Mechanical College in the Boys and Girls Livestock Clubs, and in the eradication or control of livestock diseases.

To coordinate the interests of the various members represented in the Community Farm Council by studying market conditions for the purpose of securing just and adequate markets for such commodities as are produced on the farm and procuring such commodities as are used at an equitable price, and to cooperate with the State Market Commission to that end.

Section 6. Department of Social Welfare. Recognizing the responsibilities of the community in all matters pertaining to the general welfare it shall be the purpose of this department to secure the cooperation of all interested in furnishing better social, moral and physical conditions in the community, the prevention of those things that tend to a lower standard of

living, the proper education of the young people in right living, and to cooperate with the state and county welfare legislation.

Section 7. The chairman of each department shall make a report of the plans and programs of his respective department at regular meetings of the council. In addition to the duties hereinbefore imposed upon the various departments each department shall perform such other duties as may be imposed upon it by vote of the council.

**Article 7.—Meetings**

Section 1. The regular meetings of the.....Community Farm Council shall be held in ..... in ..... Special meetings may be held on the call of the president or secretary, provided written notice is sent each member six days prior to the call of such meetings. Meetings of the executive committee shall be held on the call of the president or secretary.

**Article 8.—Committees**

Section 1. In addition to the organized departments of the organized community farm council, special committees may be appointed according to the wishes of the council.

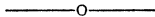
**Article 9.—Amendments**

Section 1. Amendments to these by-laws may be made in the following manner: Any proposed amendment shall be presented in writing and read at any regular meeting of the council one month before the vote is taken. The amendment must then receive the majority vote of those voting and present.

**Order of Business**

The business meeting of the council shall be conducted as follows:

- Roll call.
- Reading of minutes of previous meeting.
- Unfinished business.
- Report of chairman of each department.
- Reports of other committees.
- New business.
- Election of officers.
- Adjournment.



**Constitution of the.....County Council  
of Agriculture**

**Article 1—Name**

Section 1. The name of this organization shall be the ..... County Council of Agriculture.

**Article 2—Object**

Section 1. The object of this organization shall be to promote the economic and social welfare of ..... county, especially as related to agriculture and country life,

- (1) By correlating, coordinating and guiding the work of the various agencies and organizations in the county;

(2) By encouraging the organization of specialized associations or industries for the purpose of developing a specific part of the economic or social resources of the county;

(3) By assisting in the organization of rural communities for economic and social welfare purposes throughout the county;

(4) By fostering friendly relations between rural and urban communities;

(5) By cooperating with the various branches of the county, state and Federal Government in the broadest possible manner.

### Article 3—Membership

Section 1. Any person directly interested in the objects of this County Council of Agriculture may become a member by subscribing to this constitution and paying the annual dues hereinafter provided.

Section 2. Any person, persons or organizations may subscribe for more than one membership in the County Council of Agriculture by undertaking to pay the annual dues therefor; provided, that all the privileges of each such membership are assigned to an individual.

Section 3. The annual dues shall be \$3.00 per year, pledged for a period of three years, to be paid annually in advance. Any member more than six months in arrears for dues shall not be entitled to the privileges of the County Council of Agriculture; but such action shall not relieve him from liability.

### Article 4—Board of Directors

Section 1. The government of the County Council of Agriculture shall be vested in a board of twenty-one directors, who shall all be bona fide farmers.

Section 2. The directors shall be nominated and elected annually in the manner hereinafter described, the election to be completed on or before the second Saturday in January.

Section 3. A membership roster ballot, properly classified by interests with members to be voted for in each class, as indicated on membership subscription blanks (see sample ballot and subscription blank), shall be mailed to each member, together with stamped return envelope. The member shall designate on the membership roster ballot by cross (X), opposite each name voted for, a choice of twenty-one members for the board of directors. The completed ballots are then to be returned in time to reach the County Council of Agriculture headquarters before the date set for the official election. At the official election the votes shall be counted and the members receiving the highest number of votes in each class, as indicated, aggregating twenty-one in all, shall be declared elected. In case of a tie, the election shall be made by lot under the direction of the committee in charge of the election. No proxy voting will be permitted.

Section 4. Vacancies in the board of directors shall be filled by the board of directors for the unexpired term.

Section 5. The board of directors shall be empowered to employ such skilled or technical help as may be necessary for the proper carrying out of the objects of the County Council of Agriculture, and shall determine the compensation to be paid for such services. Such skilled or technical help shall not be members of the board of directors, but are to be considered ex-officio members thereof.

Section 6. The board of directors shall request the county court to appoint a committee of three members to act in an advisory capacity to the board of directors of the County Council of Agriculture.

### Article 5—Officers

Section 1. The board of directors shall meet on the last Saturday of January to elect by ballot from its own membership a president, vice presi-

dent and secretary-treasurer to serve for one year, or until their successors shall be elected. A two-thirds majority vote of the entire board of directors shall be required to elect the officers.

### Article 6—Duties of Officers

Section 1. The president shall perform such duties as usually pertain to the office of president. He shall have power to fill such vacancies as may occur in any office or committee, subject to the approval of the board of directors. He shall make requisitions on the secretary-treasurer for such sums of money as may be required for disbursement. He may call meetings of the County Council of Agriculture or board of directors, or any committee, whenever he deems it advisable, and must do so on the written request of 20% of the members of the county council of agriculture, for a council meeting, or seven members of the board of directors for a board meeting.

Section 2. The vice president shall perform the duties of the president in case of his absence or disability.

Section 3. The secretary-treasurer shall perform such duties as usually pertain to that office. He shall act as secretary at all meetings of the county council of agriculture and board of directors. He shall mail notifications of all regular or special meetings of the County Council of Agriculture to the membership at least ten days prior to date set for meeting, giving date, place and nature of business, and shall likewise notify members of the board of directors at least five days in advance of all regular or special meetings of the board of directors.

As treasurer, he shall keep a full and complete record of all moneys received and paid out by the County Council of Agriculture; send out all notices of unpaid dues; receive and receipt for all membership fees; keep an account of the membership fees paid in, and the date thereof; deliver to his successor all funds remaining in his hands at the expiration of his term of office, and render financial statements at the regular meetings of the board of directors, and when otherwise required by the officers or a majority of the membership present at any regular meeting of the County Council of Agriculture. No disbursements shall be made except by order signed by the president, and all payments of \$1.00 and over shall be made only by check.

Section 4. The books, papers and records of said County Council of Agriculture shall at all times be open to the inspection of the members of the County Council of Agriculture. All clerical work in connection with the office of secretary-treasurer shall be done in the office of the County Council of Agriculture under the treasurer's direction. The treasurer shall, at the discretion of the board of directors, give bond, the amount to be fixed by the board of directors, in double the amount of money likely to come into his hands, with securities. The cost of the bond shall be paid by the County Council of Agriculture.

Section 5. The officers and members of the board of directors shall serve without remuneration, except the secretary-treasurer, who may be allowed such compensation as the board of directors may allow; but necessary traveling and hotel expenses may be authorized by a two-thirds majority vote of the board of directors.

### Article 7—Committees

Section 1. The standing committees of the County Council of Agriculture shall be as follows: General Farming, Livestock, Fruit and Truck, Marketing, Finance, Membership, Publicity, Social Welfare, Urban Relations, Home Welfare, School, Health and Sanitation, Transportation and Communication, and such other committees as may seem advisable and necessary by the board of directors.

Section 2. The directors receiving the highest number of votes in each

respective committee group on the membership roster ballot at the regular election, shall be the chairmen of the respective committees. They shall have the authority, by and with the approval of the board of directors, to select three to five additional members to serve on their respective committees from among the membership of the County Council of Agriculture, as may be advisable and necessary. The committeemen thus selected will not, however, have power to vote on any subject presented by the board of directors.

### Article 8—Community Chairmen

Section 1. If well-defined community organizations exist in the county, the president can, with the approval of the board of directors, appoint the chairman of each community organization as community representative of the County Council of Agriculture; provided, each such chairman shall be a paid-up member of the County Council of Agriculture.

Section 2. The duties of the community representative shall be to present to the County Council of Agriculture, through the board of directors, the needs and recommendations of his respective community, and to cooperate and assist in a substantial manner with the officers, representatives and cooperating agencies of the county council of agriculture in the community.

### Article 9—Meetings and Quorums

Section 1. The annual meeting of the members of the County Council of Agriculture shall be held on the first Saturday in December.

Section 2. Twenty-four members and a majority of the board of directors and officers shall constitute a quorum for the transaction of business.

Section 3. The order of business at the annual meeting of the County Council of Agriculture shall be as follows:

- 1 Call to order by the president.
- 2 Reading minutes of previous annual meeting.
- 3 Annual report and recommendations of secretary-treasurer.
- 4 Annual report and recommendations of representatives of cooperating agencies.
- 5 Annual report and recommendations of board of directors, by president.
- 6 Unfinished business.
- 7 Special program presented by the chairmen of the various committees.
- 8 Adjournment.

Section 4. The board of directors shall meet on the last Saturday of each month at the office of the County Council of Agriculture at the designated hour. Seven directors, in addition to two or more of the officers, shall constitute a quorum for the transaction of business.

Section 5. The fiscal year of the County Council of Agriculture shall end on Friday preceding the last Saturday in January.

Section 6. The order of business at all meetings of the board of directors shall be as follows:

- 1 Call to order by the president.
- 2 Reading minutes of the previous meeting.
- 3 Report of the secretary-treasurer.
- 4 Report and recommendations of the representatives of cooperating agencies.
- 5 Reports of the committees by chairmen.
- 6 Unfinished business.
- 7 New business.
- 8 Adjournment.

Section 7. All questions of parliamentary procedure arising in any meeting shall be settled according to Roberts' "Rules of Order".

### Article 10—Audit

Section 1. A duly qualified accountant shall audit the books of the County Council of Agriculture at the expiration of the fiscal year. He shall certify under oath to the correctness of the annual financial statement rendered by the secretary-treasurer.

Section 2. The president of the County Council of Agriculture shall then publish this certified financial statement in the local papers.

### Article 11—Commercial Activities

Section 1. The county council of agriculture, as an organization, shall not engage in buying, selling nor trading activities, nor shall it hold stocks or bonds in organizations undertaking such activities. It may encourage, however, the organization of such activities or industries as may seem necessary and advisable to the board of directors.

### Article 12—Amendments

Section 1. This constitution may be amended only by a majority vote by mail of the qualified members of the county council of agriculture. With each ballot submitted for this purpose must be a copy of the original article or section to be amended, together with a copy of the modified section or article, with reasons for the amendment.

Section 2. All previously adopted and existing constitutions and by-laws, if any, of the county council of agriculture are hereby repealed.

### Duties of Committees

Membership.—Prepare plans for maintaining and increasing membership, especially of farm men and women.

Publicity.—Keep the work of the county council of agriculture before the public; supply the county papers with agricultural news, advertise special campaigns, meetings and other efforts in any line of rural development.

Finance.—Determine ways and means of raising necessary funds; recommend budget to board of directors; assist Boys and Girls Clubs in financing special enterprises.

General Farming.—To consider ways and means of maintaining and increasing soil fertility, cropping systems and crop management, crop rotation, the introduction of new crops and improved strains, the proper balance of crops and livestock, pasturage, fencing, farm woodlots, labor, tenantry, in general, farm management in-so-far as it affects or may be affected by the general welfare of the community and county.

Livestock.—To consider all phases of the livestock industry, especially the improvements and increase of all kinds of farm animals up to the limit of profitable production. What breeds shall the county concentrate on? Bull clubs, cow-testing associations, livestock associations (beef cattle, dairy cattle, hogs, sheep, work stock); feeding (concentrates, roughage, pasture); insurance; sanitation; advertising.

Fruit and Truck (Only in counties adapted to these crops).—The study of market varieties, and tillage methods; grading; local organization of communities especially adapted to particular crops; cooperative operations (spraying, harvesting and purchase); advertising.

Marketing.—Study the county and assist in the organization of commission marketing associations for farm products (crops and livestock), where desirable, with county control organizations; this committee should confer with others, especially the general farming, livestock, fruit and truck, and home welfare committees.

Transportation and Communication.—Roads and highways; bond issues for highways; improvement of dirt roads by cooperative neighborhood effort; waterways (in counties having navigable rivers); postal, telegraph and telephone facilities.

School.—Better teachers, longer terms; stimulate interest of patrons

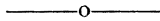
in school work; adapt instruction to rural life and needs; make the school the community center for education, business and recreation throughout the year. Improve the school equipment and grounds.

**Health and Sanitation.**—Public health nurse; school inspection; insure sanitary conditions in all schools; rest-rooms in town; campaigns against malaria, typhoid, tuberculosis, etc.; cooperation with state and county boards of health.

**Home Welfare.**—Improvement of farmhouse and surroundings; water systems; labor-savers; neighborhood cooperation in household matters; book and magazine clubs.

**Social Welfare.**—Consider ways of cooperating with national, state and local agencies, such as the Red Cross, Board of Health, Board of Charities and Corrections, parent-teachers associations, etc. County and community social gatherings; dependency.

**Urban Relations.**—The bringing together of country and town to mutual advantage of social and business interests.



## Constitution and By-Laws, Oklahoma State Farm Industrial Council

### Article 1

Section 1. The name of this association shall be the Oklahoma State Farm Industrial Council.

### Article 2

Section 1. The objects of this association shall be to promote the agricultural, educational, industrial enterprises, good homes, good roads, community building, cooperative marketing, and carrying on of projects of state and national interest in the State of Oklahoma.

### Article 3

Section 1. The membership of this association shall consist of delegates duly elected from the County Farm Councils of each county in the state, and from duly organized and affiliated statewide agricultural and home economics associations, and in the absence of duly elected members representing the Boys and Girls Club work, the two state leaders of such work shall be ex-officio members.

### Article 4

Section 1. Each affiliated association has the privilege of sending as many delegates as it may deem expedient. The delegates have the privilege of casting only one vote per affiliated association.

### Article 5

Section 1. An annual membership fee to this association of \$10.00 for each state affiliated association, and \$5.00 for each county shall be required.

### Article 6

Section 1. The officers of the Oklahoma State Farm Industrial Council shall be elected by its members, and shall consist of president, vice president, secretary, treasurer, and a board of directors composed of one member representing each of the affiliated statewide interests.

Section 2. There shall be an executive committee composed of the president, vice president, secretary and treasurer of the Oklahoma State Farm Industrial Council and two members elected by the board of directors thereof.



Section 3. Officers of this association shall hold their offices for one year, or until their successors are elected.

#### Article 7

Section 1. A majority of the members of the association present shall constitute a quorum.

Section 2. A majority of the members, of the officers and board of directors shall constitute a quorum.

Section 3. A majority of the executive committee shall constitute a quorum.

#### Article 8

Section 1. This constitution may be amended at any annual meeting by a two-thirds majority vote of the members present; provided, ten days' notice of such proposed amendment is given to the members of the Oklahoma State Farm Industrial Council.

#### BY-LAWS

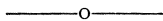
Rule 1. The officers and directors of the Oklahoma State Farm Industrial Council shall be elected by ballot at the annual meeting of the officers and board of directors. Said meeting shall be held at the headquarters of the Oklahoma State Farm Industrial Council.

Rule 2. This association shall be governed by Roberts' Rules of Order.

Rule 3. The annual meeting of this association shall be held at Stillwater, Oklahoma, the last Wednesday in August.

Rule 4. Special meetings of this association, or of the officers and board of directors, may be held at any time and place, subject to the call of the executive committee.

Rule 5. These by-laws of the Oklahoma State Farm Industrial Council may be amended at any annual meeting by a majority vote of the members of the association present; provided, ten days' notice of the proposed amendment is given to the members of the Oklahoma State Farm Industrial Council.



## Suggested Constitution and By-Laws for Farmers Cooperative Associations

#### Article 1—Name

Section 1. The name of this corporation shall be the .....,  
and its principal place of business and office shall be at .....  
..... county, Oklahoma.

#### Article 2—Purpose

The purpose of this corporation shall be to buy, sell and store all kinds of grains, cotton and other farm products, hardware, implements, lumber, coal, flour and feed, and other related articles; to prepare for market, manufacture and transport any of the above mentioned articles, and purchase, hold or convey real estate, and to do all things necessary to carry out the business of this corporation.

#### Article 3—Directors and Their Duties

Section 1. The affairs of this corporation shall be managed by a board of directors of five members, who shall be farmers, and who shall be elected at the annual meeting of the stockholders. At the first meeting of the stockholders there shall be elected five directors, one of whom shall serve

one year, two of them shall serve two years, and the remaining two of whom shall serve three years. As the term of office of each of these directors expires, a successor shall be elected, who shall serve for three years, or until his successor is elected and qualifies.

Section 2. The directors shall have full power to make all necessary rules and regulations for this corporation, which are not inconsistent with the laws of Oklahoma, and this constitution and by-laws, and shall fix salaries or per diem compensation for all the officers and the manager of the corporation, and such other help as is necessary for carrying on the business. Vacancies in the board of directors may be filled by the remaining members of the board at any regular or special meeting of the board for the unexpired term.

Section 3. The board of directors shall hold a meeting after the adjournment of the annual stockholders' meeting for the purpose of organizing the board of directors and electing the president, vice president and secretary-treasurer. Regular monthly meetings shall be on the first Monday of each month at the hour of 10 o'clock a. m.; provided, that when such day shall fall on a legal holiday, the meeting shall be held on the next succeeding business day.

Section 4. Special meetings of the board of directors may be called by the president, and, in his absence, by the vice president, or by a majority of the members of the board of directors.

Section 5. At all regular or special meetings of the board of directors, a majority of the board shall constitute a quorum for the transaction of business, but a smaller number may adjourn the meeting to another day or hour.

Section 6. At each regular annual meeting of the stockholders, the board of directors shall present a detailed statement or report of the business of the preceding year. Such statement shall show the financial condition of the corporation at the end of the period to which such dividends or apportionment relates, in such form as shall fully exhibit the assets and liabilities of the corporation, its earnings and profits, purchases and sales, expenses and outlays, for the period covered by such dividends or apportionments.

Section 7. The board of directors shall annually employ a competent accountant, who shall audit the books of the association and make a report in detail to the board, which report shall in turn be made to the stockholders.

#### **Article 4—Officers and Their Duties**

Section 1. Officers of this corporation shall consist of a president, vice president and secretary-treasurer, who shall be elected by the board of directors. Said officers shall hold office for one year, or until their successors are elected and qualify.

Section 2. The president shall preside at all board and stockholders' meetings, shall sign all stockholders' certificates of the corporation, and shall perform all such other duties incident to his office. In case of the absence or disability of the president, the vice president shall perform his duties, and in the absence of the president and vice president, a chairman shall be elected from the directors present to preside at the meeting.

Section 3. The secretary-treasurer shall issue notices of all board and stockholders' meetings; shall attend and keep the minutes of same; shall have charge of all corporate books, records and the seal; he shall perform other duties as are incident to his office.

Section 4. No person shall be eligible to the office of president or vice president who is not a director, and no person shall be eligible to the office of director who is not a stockholder. Any director who ceases at any time to be a stockholder shall at the same time cease to hold any office in this corporation.

Section 5. The manager shall have custody of the funds used in the

operation of the business of the corporation, and keep such books as will preserve an accurate record of all business transacted by the corporation, and show any day the financial condition of the corporation. He shall make a written, detailed statement on the first Monday of each month showing the business done the previous month, and the financial condition of the corporation at the close of the previous month, and file said statement with the secretary-treasurer. He shall perform such other duties as are incident to the position he holds.

Section 6. The secretary-treasurer and the manager shall be bonded by a surety company in such amounts as the board of directors may require. Said bond shall be paid by, and shall run to, the corporation, and shall be conditioned for the faithful performance of their duties. The president of the corporation shall be custodian of the bonds.

#### Article 5—Stockholders' Meetings

Section 1. The regular annual meeting of the stockholders shall be held at the location of the general office of the corporation, on the ..... of each year, at the hour of 10 o'clock a. m. Special meetings of the stockholders may also be called by the board of directors, or by petition of 20% of the total number of stockholders, setting forth therein the purpose, time, hour and place of such meeting, which shall be filed with the secretary-treasurer at least fifteen days before each meeting is to take place. Said special meeting may be called for any lawful purpose, including the matter of considering charges against any officer or employe.

Section 2. Before all regular and special meetings of the stockholders, the secretary-treasurer shall mail to each stockholder, at his own place of residence, a written or printed notice of the place and time of holding such meeting. Such notice shall be mailed at least ten days, and published in the nearest newspaper at least two weeks, prior to the date of said meeting.

Section 3. At all meetings of the stockholders, each stockholder shall be entitled to cast one vote, irrespective of the number of shares owned. Voting by proxy under no condition shall be allowed.

Section 4. At any stockholders' meeting a majority of the stockholders shall constitute a quorum for the transaction of business, but the stockholders present at any meeting may adjourn the meeting to some other day or hour.

#### Article 6—Capital Stock

Section 1. The capital stock of this corporation shall be ..... dollars (\$.....), which shall be divided into ..... hundred shares of ..... dollars each, which shall be paid as follows: Twenty percent of the par value of the stock shall be paid at the time of subscribing for the stock; the remainder shall be paid at such time and in such amounts as the board of directors may determine, and may be paid either in cash or property, as the board of directors may determine.

Section 2. Certificates of stock shall be issued by order of the board of directors when such stock shall have been fully paid for by the subscriber. No stockholder, either in person or through members of the immediate family, shall be allowed to own more than \$500.00 or more than 5% of the paid-up capital stock.

Section 3. No stock shall ever be issued for less than par value, and all certificates of stock shall be signed by the president and attested by the secretary-treasurer, and shall be sealed with the corporate seal.

Section 4. The corporation shall have the first lien on all shares of its capital stock and upon all dividends declared upon same for any indebtedness of the holders thereof to the corporation.

Section 5. Transfer of stock shall be made only on the books of the corporation, and the old certificate properly endorsed shall be surrendered and cancelled before a new certificate is issued. The stock books of the

corporation shall be closed against transfer for a period of ten days before each annual meeting of the stockholders.

Section 6. In case of loss or destruction of a certificate of stock, no new certificate shall be issued in lieu thereof except upon satisfactory proof to the board of directors of such loss or destruction, and upon the giving of satisfactory security by bond or otherwise against loss to the corporation. Any such new certificate shall be plainly marked, "DUPLICATE" upon its face.

Section 7. All applications for stock must be submitted to and approved by the board of directors before being issued. The certificates of the capital stock of the association shall be issued in such form as the board may direct, and shall be numbered and registered as issued. They shall exhibit the holder's name, the number of shares, and the number of certificates, and shall be signed by the president and attested and sealed by the secretary. Any person who owns one or more shares of stock shall be deemed a member of the association.

### **Article 7—Apportionment of Earnings**

Section 1. The directors, subject to revision by the stockholders in meeting, shall apportion the earnings from time to time, at least once in each year, in the following manner: By first setting aside not less than 10% per annum of the total earnings accruing, since the last disbursement, in a reserve fund until such time as the reserve fund shall equal at least 50% of the paid-up capital stock. Second: Dividends at the rate of not to exceed 8% may be paid upon the paid-up capital stock. Third: Five percent (5%) may be set aside for educational purposes to be used at the discretion of the directors. Fourth: The remainder of such net earnings and profits shall be apportioned and paid to its members ratably upon the amounts of the products sold to the corporation by its members, and the amount of the purchases of members from the corporation; provided, that the directors may, at their discretion, credit to non-stockholders their pro rata part of the surplus dividends on certificates of stock, until such dividends amount to the par value of one or more shares of stock.

### **Article 8—Amendments**

Section 1. These by-laws may be altered or amended at any regular or special meeting by a majority vote of the stockholders of the corporation when such notice of such proposed amendment is included in the call for such meeting.

Section 2. Any proposed amendment to this constitution and by-laws shall be in conformity with Chapter 147 of the Session Laws of Oklahoma, 1919.

### **Article 9**

Order of business for regular and special meetings:

- 1 Call to order.
- 2 Roll call.
- 3 Reading of minutes of last meeting.
- 4 Reports of officers.
- 5 Reports of committees.
- 6 Communications and bills.
- 7 Grievances and complaints.
- 8 Consideration of reports.
- 9 Election of officers.
- 10 Appointment of committees.
- 11 Unfinished business.
- 12 New business.
- 13 Adjournment.