



# YOUTH CENTERS

## The Organization of a Community-Wide Program

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LUTHER W. YOUNGDAHL  
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Prepared by

DIVISION OF PREVENTION  
YOUTH CONSERVATION COMMISSION  
117 UNIVERSITY AVENUE  
ST. PAUL, MINNESOTA

September, 1951

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Y O U T H C E N T E R S

DIVISION OF PREVENTION  
YOUTH CONSERVATION COMMISSION  
STATE OF MINNESOTA

# Y O U T H   C E N T E R S

## THE ORGANIZATION OF A COMMUNITY-WIDE PROGRAM

Presented by

STATE OF MINNESOTA  
YOUTH CONSERVATION COMMISSION

A. Whittier Day  
Chairman - Director

### MEMBERS

Judge O. J. Anderson

Mrs. M. W. Knoblauch

George H. Leahy

Carl J. Jackson, Director  
Division of Public  
Institutions

Gordon S. Jaeck  
Chairman  
Board of Parole

### ADVISORY MEMBERS

Jarle B. Leirfallom, Dir.  
Division of Social Welfare

Dean M. Schweickhard  
Commissioner of Education

A. J. Chesley, M. D.  
Secy. & Executive Officer  
State Department of Health

Prepared by

DIVISION OF PREVENTION

George J. Reed, Chief  
Division of Prevention and Parole Services

### FIELD REPRESENTATIVES

Mr. Ray F. Horwath  
Southern 29 Counties

Mr. Jack D. Mezirow  
Northern 29 Counties

### CONSULTANTS

Mr. Ernest D. Picard  
Juvenile Control Consultant  
Western 18 Counties

Mr. John H. Leslie  
Recreational Consultant  
Eastern 11 Counties

117 University Avenue  
St. Paul 1, Minnesota  
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September, 1951

## P R E F A C E

When the 1947 Legislature, under the leadership of Governor Youngdahl and with the support of many interested organizations and individuals, passed the Youth Conservation Act, they emphasized the importance of assisting on an individual basis every youth under twenty-one years of age who has been committed from the Probate and District Courts of our state. Provision for such a program was made in the law.

Everyone interested in the work of the Youth Conservation Commission, the Commission members themselves, and our entire staff feel that it is too late to help most effectively if we wait for a child's problems to become serious enough to necessitate court action. Indeed, Sub-Division 32 of the Act provides for the development of a very inclusive program for the prevention of delinquency.

Mr. George J. Reed, Director of the Division of Prevention and Parole, and his staff have been asked numerous times by interested citizens of the state about the use of Youth Centers in the community program for youth. Realizing that a poorly organized and poorly directed Youth Center may be very ineffective or, in the extreme, a real detriment to the welfare of youth, they have here recorded suggestions regarding the purpose, organization, facilities, financing, supervision, and program of Youth Centers. It is our hope that this outline may be a real help in communities which are now considering such a project. We are pleased, therefore, to present this to you.

We hope that the Youth Conservation Commission may serve your community as effectively as is humanly possible. To this end, we welcome your requests for further service and your suggestions as to how our services to you may be improved. Only with full cooperation between the Commission and the local communities of Minnesota can we develop the best services for our youth.

A. Whittier Day  
C H A I R M A N



## FOREWORD

The Youth Center program refers to that program that has originated in the community in recognition of the need for well planned supervised activities of a varied nature in which youth of the teen ages of both sexes and representative of the youth in the community, may participate.

This program exists in many communities in various forms and under different titles. The "youth canteen", the "teen-age center", the "youth center", all are names referring to the same basic pattern recognized by most communities. Many are conducted in conjunction with an established agency of the community such as the Y.M.C.A. or the community center of the church; others are sponsored by one or combinations of civic organizations of the community and have headquarters in some available private or public building. A number of the local youth commissions have accepted this as a first project in developing an adequate youth program for their community. The Waseca Youth Commission, the Albert Lea Youth Commission and the Mankato Youth Commission all have served as sponsors of local youth centers as a part of their community youth program.

It is essential that the youth center program assume its rightful place among the other welfare and recreation programs, making its contribution in the achievement of the primary objective of all educational efforts - the completely integrated and socially adjusted personality.

The youth center program has certain specific purposes which are mostly performed in the accomplishment of its objective. All of these are not unique within the youth program but those that are given add significance to the others and make their reservation more significant. These purposes of the youth center program are:

1. To provide youth with the opportunity of developing socially desirable attitudes towards both individual and group relationships.
2. To provide the place where youth may plan and play in a variety of social and recreational activities.
3. To provide the place and opportunity for youth to express its needs, desires and interests.
4. To provide youth with a "voice in community affairs".
5. To provide adult leadership as applied to interests and concerns of youth in a completely democratic environment.
6. To present opportunities to youth to assume responsibility in the conduct of their program.

7. To provide opportunities throughout the youth center program for its members to select, initiate, organize, conduct and inaugurate those activities which must meet with all interests.

When it is determined that a need exists for a youth center the local Youth Commission may, in cooperation with the Youth Council, be instrumental in developing such a community facility. A standing committee should be appointed by the local Youth Commission Executive Board to serve as a BOARD OF DIRECTORS for the Youth Center. Such board should include both youth and adults in its membership.

No community interested in developing an over-all, well balanced youth program should be content with just developing a youth center but should be concerned with the total health, recreation, religious, environmental factors, educational, and welfare programs available in the community for the average child and youth. Many communities in Minnesota have developed a local youth commission, coordinating council or committee for youth with broad representation in its membership from all or most of the agencies and organizations of the community. Such a community coordinating council for youth is an effort at the community level to study and evaluate the basic needs of children and youth and point up ways of meeting these needs. This program is described in "The Community Organizes for Youth", a booklet prepared and distributed by the Minnesota Youth Conservation Commission.

Local community groups that are interested in developing a youth program for their community are encouraged to contact the Division of Prevention of the Minnesota Youth Conservation Commission and request the assistance of a field representative or consultant to help them in meeting the needs of youth in their home communities.

George J. Reed, Chief  
Division of Prevention  
and Parole Services

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A Youth Center is a definite facility for youth groups either specifically or exclusively, where they may engage in wholesome leisure-time activities under qualified guidance.

\* \* \* \* \*

#### PURPOSE OF YOUTH CENTERS

Through the medium and activity of Youth Centers, teen-age youngsters are given the opportunity to organize, plan, and conduct activities which are their own. Such centers should be self-governed, with ~~interested~~ adults acting as guidance counselors. These centers have as their beginning various modes of activities; one may be of a purely social nature with facilities for dancing, and a refreshment bar; one may be dominated by the boys and girls interested in law enforcement and junior youth movements such as Junior Police, Bicycle Courts, Youth Forums; ~~others~~ may have entirely different motives for their existence. There is no limitation to the type of Youth Centers; it is only important that it meets the immediate needs of the group to be served. Such programs neither supplant nor eliminate the other recreation programs, either public or private, nor do they infringe on any of the nationally established youth groups (Girl Scouts, Boy Scouts, Camp Fire Girls, etc.) since they tend to coordinate all youth into ~~interested~~ groups for specific leisure-time occupation.

The need for Youth Centers, although accelerated by the war and all its attendant factors, is one of long standing in view of situation which exists in the majority of Minnesota communities: no provision has been made for the teen-age youngster to employ his leisure time in surroundings suitable to his age. There are the pool halls, the theatres, the corner drug stores, and other places where he can "hang out" until



he becomes tiresome, or the proprietor becomes weary of his continual presence. Youth need to have a place of their own where they can congregate, where they can have fun at a nominal cost, where they can feel ownership, display interest, and where they can feel they belong.

#### INITIAL STEPS

Youth Centers have various modes of originating; however those most likely to succeed are stimulated by the teen-agers themselves. Through the medium of their own Youth Council, and after ascertaining their own needs, they request the adults in the community to assist them with their facilities, properties, furnishings, and eventual formal organization. Many youth centers have failed because some single agency has sponsored or acted as the adult advisory group. No matter how well organized the group or how sincere in its purpose to aid youth, the job is too big for any one organization.

In each community there should be some one group cross-cutting the interest of all groups, the job of which is to think in terms of all the youth of the community, all the time -- to "point up" and "point out" youth needs and problems and to make use of community support to assure that action will result.

Such a group is the logical parent to the youth council.

The adult Youth Commission as a permanent body may be:

1. Appointed by the Mayor.
2. Elected through a general assembly representing all organizations interested in youth.

Such a Youth Commission acts as a local advisory board for all phases of youth betterment, health, welfare, education, employment, recreation, and the church. Through study and analysis of situations within the community, this commission is qualified to make appropriate recommendations to responsible agencies or elective groups.

The Youth Commission should have a committee to work directly with the Youth Council or Youth planning group. Logically, this group should be composed of persons who have an understanding and an appreciation of the need, the purpose of the Youth Center, and the proper attitude regarding the value of leisure-time activities as an aid in building better youth and better citizens. Obtaining the necessary facilities may require meetings with city officials or county commissioners, or other tax supported bodies. It may require personal contact with individuals who have control of some area or facility which the youth would like to use, all of which implies the continual interest in and the publicizing of the Youth Center principally in the community or the area which it serves.

#### FACILITIES

The type and size of the facility depends entirely on the need to be met, but selection should be guided by the needs of all the youth and not just those whose voices are the loudest. Youth has as many interests as there are tools to work with, and the predominating ones should be provided. The facility should either include, or have in future plans, not only a place for dancing and refreshments but also space for, and instruction in, music, craft, art work, dramatics, and other specific interests or hobbies. It should include a room for meetings of the various youth groups, whether it be a Bicycle Court, Junior Police, or a birthday party.

It is imperative that the facility be approved by the local authorities of fire, safety, and construction, and that the furnishings be of a sturdy material and so arranged that hazards will be eliminated.

## SUPERVISION

Equally as important as meeting the needs of the youth to be served is the need for well-qualified and trained supervision during all the hours that the Center is in operation. Children "have to" go to school; thus any teacher is assured of a well-filled class room, but there is no "have to" in attending a leisure-time center. The activities, therefore, must be of interest, varied, pleasant, and of educational value either socially or scholastically. These goals cannot be achieved with spasmodic, untrained leadership.

Because of training and actual experience, a Recreation Supervisor is capable of detecting leadership qualities and developing the individual's talents; he (or she) is familiar with working with youth on an impersonal basis, and has knowledge of the methods by which the best results can be accomplished.

The very first requirement for a successful Center, and one which will insure its operating to capacity, is a full-time, professionally trained recreation supervisor, meaning a person who has training and experience in recreation or group work activities. Whether this person is a volunteer or is paid from local funds is unimportant, although it is an accepted fact that the more qualified the person the more successful the project will be. It also can be stated that it is exceptional when a trained recreation worker is in a position to volunteer his services.

## FINANCE AND SPONSORSHIP

Youth Centers should, insofar as possible, be self-sustaining through dues (if feasible), charges for events, and other fund raising mediums; however it is not only recommended but is also practical that the primary financial aid be allocated from tax monies. Legislation in Minnesota allows such expenditures.

To be successful, a Youth Center must be governed by the youth, directed by competent adult leadership, and assisted by an interested adult Youth Commission, with recognized financial aid from tax supported funds.

The Minnesota Recreation Laws of 1937 (Chapter 233) state: "any city, village, or borough, or any town, county, or school district, or any board thereof may operate a program of public recreation and playgrounds; acquire, equip, and maintain land, buildings, or other recreational facilities; and expend funds for operation of such program. . ."

Other phases of the law provide for methods of operation through combinations of tax supported agencies, and also defines the requirements necessary for legal management. Private agencies or civic groups may sponsor Youth Centers independently with their own funds and are not subject to legal jurisdiction.

#### ORGANIZATION

##### Youth Council or Planning Group

The most vital and important cog in the organization is the youth group of the community. In order for the Center to be all-inclusive, successful and sustaining, the Youth Council must include total representation of all the youth in the community or the area to be served. There should be representatives from the different schools (public and parochial), from members of the local Boy Scouts, Girl Scouts, Camp Fire Girls, 4-H Groups, Church Groups, Future Farmers of America, Future Homemakers of America, Bicycle Clubs, Police Boy's Clubs, and any others that exist locally.

The Youth Planning Group through democratic processes:

Elect Executive Officers (President, Vice President, Secretary, Treasurer, and Program Chairman) who in turn act as liaison between their group and the adult Youth Commission, in representing, discussing, and accomplishing their aims.

Either through appointment by the executive officers or by election, all or some of the following committees should be developed:

Constitution and By-Laws	Activities
Special Activities	Publicity
Decorations	Refreshment
Finance	

#### Duties and Responsibilities of Youth Committees

The Constitution and By-Laws Committee shall formulate the rules and regulations which shall govern the operation of the Youth Center, ~~which~~, when completed, will be presented to the total group for correction, amendment and final adoption. When completed the Constitution should contain a definition of the purpose of the Youth Center, regulations regarding the election of officers, manner of maintenance, fees to be charged, hours of operation, membership, rules governing conduct of participants, guests, age limits, committee responsibilities, and other provisions which may be included in keeping with the locale.

From this committee should stem a subcommittee, known as a House Committee, whose members are responsible for encouraging adherence to the rules during hours of operation. As many subcommittees as are felt necessary may be developed by drawing from other members of the total group.

The Special Activities Committee is responsible principally for all special activities which are conducted either within or outside the Center: events such as Halloween parties, sleigh rides, wiener roasts, Valentine dances, hikes, etc., which are over and above the normal function of the Center. Numerous subcommittees are automatic.

The Decorations Committee should consist of two parts: one for Center decorations generally with regard to planning and beautification, and the

other for special events such as for the variety of parties, talent shows, dances, and other entertainments.

The Activities Committee is chiefly concerned with the activities which are conducted at the Center in line with the normal operating program. It is responsible for stimulating and conducting such events as ping-pong and pool tournaments, progressive game contests, regularly scheduled game nights, and special activity nights, which may include one evening for poster making, one for dancing lessons, one for craft, and the others for activities which are requested by the groups.

The Publicity Committee should consist of persons who have some artistic ability and those who can write. The most satisfactory manner for this group to function efficiently is to have subcommittees with chairmen for the various activities who are eager and anxious to publicize the Youth Center, viz:

Bulletin Board: This requires placing of Center notices, program activity announcements, and others on the school bulletin boards, on those placed in the Center, and all others which may be erected, such as one in the corner drug store, other youth club rooms or recreation centers, city and county buildings, town hall -- in fact anywhere that will present an opportunity for all the teen-agers to become aware of the Center program.

Monthly Program: This is generally a single sheet of paper which shows what is going on in the Center daily. With some artistic ingenuity it can be colorful, attractive, and "eye-catching". This can also be written on a weekly basis if volunteers are plentiful enough to keep the sheet active.

Press: The local paper is the wedge whereby every home in the community is made aware of the activities of the Center. A "spot" location for the Center news, headed with a typical picture, will make it stand out from the rest of the sheet and give it prominence. This group will also have subcommittees to cover the local school papers, farm news, church bulletins, radio, and newspapers in neighboring communities. It is also effective and helpful to exchange news sheets with other Youth Centers, as it not only advertises the local program but also makes possible the acquiring of many good ideas from them.



The Refreshments Committee is less cumbersome if it operates as a unit for club refreshments during regularly scheduled programs, with the power to appoint separate committees to function for each special event at which food is to be served.

The Finance Committee is responsible for raising funds other than those collected through dues (if any) and other fees. Some of the ways in which this can be done are through paper drives, food sales, tag days, white elephant sales, and many others.

Each committee should meet once a month for discussion of its plans. The entire Youth Group should also hold regular monthly meetings. Definite meeting dates should be established for all committees, and all members should be in attendance. (Consult Roberts Rules of Order for Parliamentary Law Procedures)

The Executive Youth Officers should meet monthly with the Adult Advisory Board or Youth Commission, or as often as is necessary. In the early stages of organization, numerous meetings will be found advantageous.

#### Election of Officers (Youth Group)

For the purposes of carry-over value and continuing interest, the Youth Executive Officers should be elected according to some plan of rotation. By means of a revolving plan, the officers will continually consist of members who have knowledge of past discussions and decisions, which will result in no lost motion caused by consulting minutes and other data. This arrangement also provides a stronger officer body for the completion of plans already approved, and the finishing of started projects.

The following plans are presented for consideration:

PLAN I    The President and Secretary are elected for six months.    At the expiration of the period the Vice-President becomes President, the Treasurer

becomes Secretary, a new Vice-President and a new Treasurer are elected, with a new Program Chairman being appointed by the President.

PLAN II The President and Secretary are elected for one year. Every eight months a new Vice-President, Treasurer and Program Chairman are elected. Eight months is recommended instead of six to prevent the complete change of all officers every alternate six months.

#### Eight Month Rotation

President. . . . .	1 yr. . . . .	1 yr.
Vice-President . . .	.8 mo. . . . .	8 mo. . . . .
Secretary. . . . .	1 yr. . . . .	1 yr.
Treasurer. . . . .	.8 mo. . . . .	8 mo. . . . .
Program Chairman . .	.8 mo. . . . .	8 mo. . . . .

PLAN III The President retires at the end of six months, with the Vice-President automatically filling the vacancy; all additional officers are newly elected.

Other plans of rotation can be devised which may be more appropriate to the locale and the wishes of the group. .

#### PHYSICAL ASPECTS OF THE CENTER

Since the Center is for youth, everything possible should be done to make them realize it is "their Center".

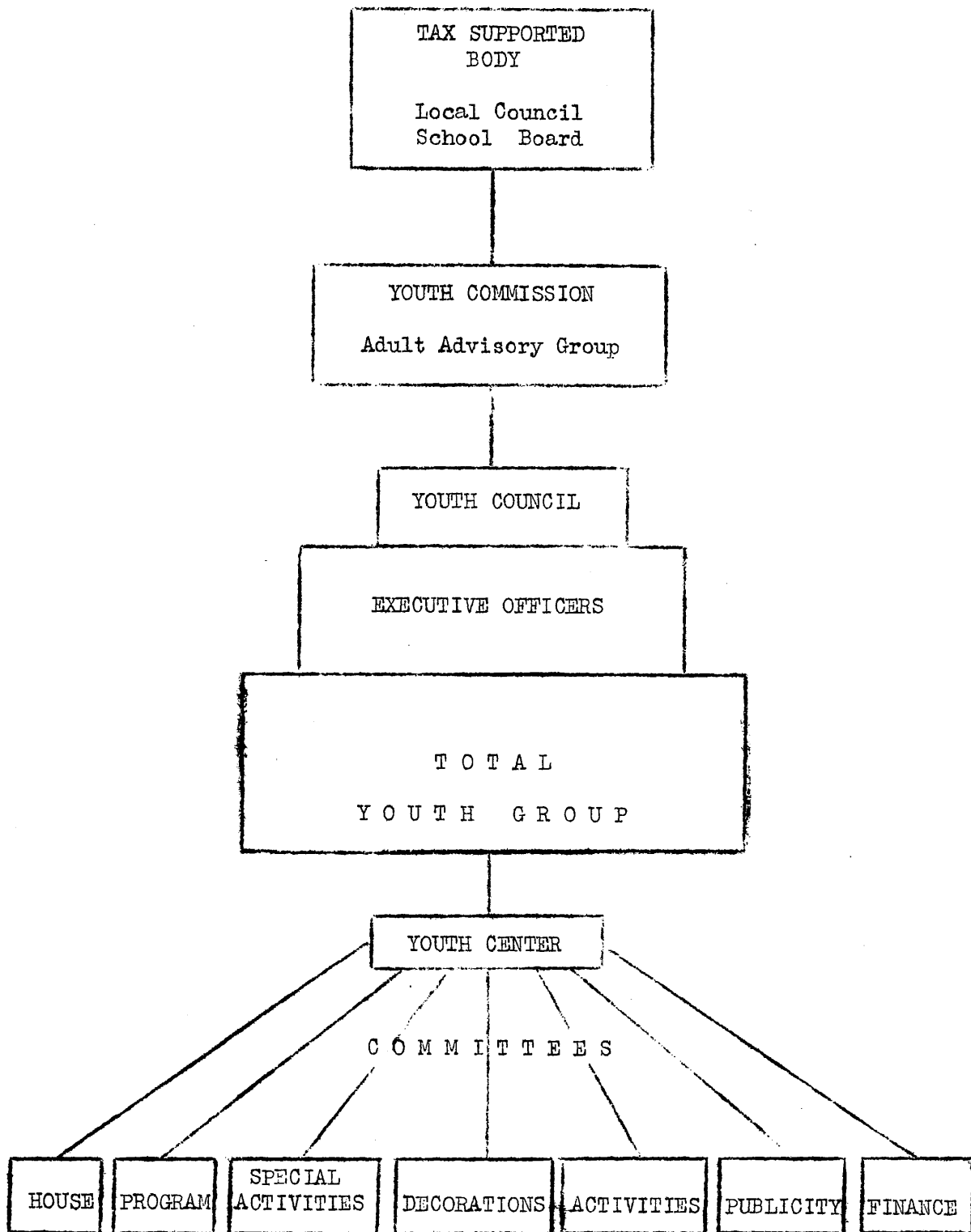
Atmosphere can be accomplished through the medium of paint and decorations: light colored paint and festive decorations will give an effect of well-being and neatness, whereas dark paints and haphazard decorations will create an atmosphere of carelessness, and the participants will react accordingly.

Coat racks with ample hangers and adequate space for hats, rubbers or overshoes to be placed in an orderly manner should be provided. During Minnesota winters these should be strategically placed near heat for health reasons, within view of the supervisor. A little snow or mud on the floor is fair exchange for preventing some youngster from telling his mother "it was stolen at the Center". Placement of the rack within supervision also prevents the hiding of smallwearing apparel, the tying of sleeves together, etc. After an evening of fun no participant should leave with other than a feeling of good fellowship. The exodus should be casual, orderly, and quickly accomplished. Such orderliness may also be considered with a view to fires or other emergencies.

Avoiding "bottlenecks" is important in regard to many features of operation. (A "bottleneck" can arise by placing ping-pong tables or pool tables directly in front of an entrance, thus preventing easy access to the room, or by placing a snack bar in a narrow space between two larger rooms where traffic can be obstructed, etc.) Their elimination provides for smooth flowing traffic, lessens hazards which arise from overcrowded areas, instills an atmosphere of ease and relaxation, and ultimately results in the absence of any "rough-housing".

Use as few "don'ts" as possible, and make the rules stick. A gentle and polite remark from a member of the house committee to one who is smoking will do far more than all the "No Smoking" signs that can be printed. Furniture left strewn around a game room at the end of the evening will be more readily placed in order if the occupants are reminded by a house committee member who starts to pick up a few minutes before closing time. If there must be signs, they should be clever, explicit, and amusing, such as a card with a sketch of a teary-eyed cup on it asking to be taken back to the snack bar. This will get the dishes back sooner than a large printed sign on a wall that will seldom be seen.

ORGANIZATION CHART



NOTE:

This bulletin is concerned primarily with the organizational framework of Youth Centers. No matter how well planned the initial program, unless the correct organizational foundation is laid first the program will fail.

However once the center is properly organized, the program becomes all-important. Because the program is not enlarged upon in this bulletin, the Youth Conservation Commission will be more than willing to assist in the program planning phase. To avail yourself of this service, without obligation of any kind, address your requests to:

Division of Prevention and Parole

Youth Conservation Commission

117 University Avenue

Saint Paul 1, Minnesota

CONSTITUTION  
OF OUR  
SOUTHEAST YOUTH CENTER

Revised as of April, 1946

ARTICLE I

- Section I. We, the Youth of southeast Minneapolis, to further our comradeship toward one another in work and play, to raise our standards, become better citizens of the community, and to support our country in peace and war, do hereby organize the Southeast Youth Center.
- Section II. To acquire by rental or otherwise, a meeting place in which our objects (Section I) may be carried out through the fostering of a program of wholesome recreation.

ARTICLE II

Section I. Rules of Membership

- A. Anyone who has reached his sixteenth (16) and not his twenty-first (21) birthday, and spends leisure time in southeast, may be admitted to the Southeast Youth Center. Member upon entering this organization shall be informed of the fact that his cooperation is expected, in order to further the progress of the organization.
- (a) Those twenty-one (21) or over must be approved and voted in by the (Youth Board) of Directors.
1. Returning Youth Center servicemen are considered charter members and are exempt from initiation fee, upon return, but must pay monthly dues.
- B. Initiation fee is 50¢ and monthly dues 25¢
- (a) Dues are to be paid by the fifth of each month, and no one is admitted after said date, under any circumstance.
- (b) Membership cards should be presented upon entering the Youth Center.
- (c) Members shall be willing to cooperate when asked for assistance and be able to accept responsibility.
- (d) Members must respect the Center and understand its rules and functions and abide by same.



## Section II. Executive Committee Duties and Qualifications.

### A. Executives Show Leadership

- (a) Executives shall be elected in accordance with their merit, spirit, general conduct, willingness to work, and acceptance of responsibility.
- (b) The President shall appoint a nominating committee of five members from the Youth Board.

### B. The Responsibility of Legislation

- (a) All executive members shall have the power to sign checks with the Youth Center Director and Chairman of the Youth Center Committee.
- (b) All executive and board members must be present and on time at all meetings unless they have a valid excuse, approved by the Executive Committee.
- (c) The Executive Committee will take action and decide upon any urgent matters arising between Board meetings.
- (d) The Executive Committee is to act as a financial committee for the purpose of checking financial standings and making recommendations as to improvement of financial matters. They will meet once a month for this purpose.
- (e) The Executive Board of EMRA representative has the power to change the Constitution at any time deemed necessary.
- (f) The Rules Committee, made up of Board members and appointed by the President, sets up all rules for the Youth Center. These rules are then subject to approval of the entire Youth Board of Directors and the Adult Youth Center Committee.

## Section III. Officers

### A. President

- (a) Conducts all meetings.
- (b) President or Vice-President acts on matters that must be decided at the moment or when Executive Committee or Board cannot be located.
  - 1. Makes report to the Board with no approval necessary.
    - a. The Youth Center Director is the only one who has the power of veto or approval.

- (c) The President heads committees and explains their duties.
- (d) Must have respect for Board.
- (e) Has power to request resignation of any Board member or committee member that he feels is not doing his job. This does not need approval of entire Board, but approval of majority of the Board.
- (f) Has power to call special meetings when he sees fit.
- (g) Recognizes all new members at general meetings and welcomes them.
- (h) For election of officers, the President shall appoint a nominating committee of five members from the Youth Board of Directors to draw up a slate of members as possible leaders. This does not mean that this slate has to be elected, as there is always a chance for nominations from the floor. This is the right of all members at a general meeting for election of officers.

B. Vice-President

- (a) Vice-President has same duties and powers as President if President is not present.
- (b) To act as assistant to President at all times.

C. Treasurer

- (a) Takes care of bank statements and bills.
- (b) Is to give bank statement and report at each meeting.
- (c) Keeps accurate accounts and is able to turn over written statement whenever requested.
- (d) Presents bills to Board at each meeting for O.K., or if bill is urgent pays it without O.K.

D. Recording Secretary

- (a) It is his duty to take down all notes of the meetings accurately.
  - 1. Must take down all votes and names of persons who made and seconded motion.
- (b) He must be able to turn over minutes at any time requested by Board or authorized member of EMRA.
- (c) Read minutes at each meeting.

(d) Make out agenda for meeting.

(e) Keep record of Executive orders and President's orders and minutes of Executive Committee.

E. Corresponding Secretary

(a) Must type and send out all notices.

1. In notifying members the notices must be sent out five days in advance of date of meeting.

(b) Must take care of all Youth Center correspondence.

1. War-Services will take care of its own correspondence.

(c) Must contact Board members for special meetings and activities.

(d) Must also contact members for meetings.

(e) Must have list of all active members.

1. His duty is to change desk log when changes are necessary.

a. Desk log has name, address, phone number, record, comments, etc. on each member.

(Both secretaries are to work together at all times.)

Section IV. Board Duties

A. The responsibility of legislation, business, enforcement, and finance shall be theirs.

B. To attend all meetings.

C. Must have respect for all Board members and Executive committee.

D. To take charge on chosen night or night assigned by President.

E. Members must perform all duties willingly with nonprejudice and conduct themselves properly at all times with the rules of the Center in mind.

(a) Unexcused absences on nights in charge or Board meeting nights will be acted upon by Executive Committee.

(b) Notification of absences on nights in charge and Board meetings must be made well in advance.

F. Rules for absences will be set up by Executive Committee.

G. Duties when in charge

- (a) Board members are to arrive fifteen (15) minutes before Center opens.
- (b) Adult in charge will be given designated amount of money for pool room, desk and coke bar. This money is to be checked, counted, and recounted by Board member and returned to adult at end of the evening.
- (c) Continual shortages will be checked and acted upon by the Executive Committee.

H. Duties at Desk

- (a) Check membership and dues of members as they sign in.
  - 1. A Board member must be at desk at all times.
- (b) Take charge of pool room and ping-pong equipment.
- (c) Enter all dues in log book and Board members number and date of payment.
- (d) Take charge of coke bar when coke bar committee members are not present.

I. Report all infractions of the rules to the Board.

### ARTICLE III

#### Section I. Meetings

- A. Board meetings will be held every Wednesday at seven-thirty o'clock.
- B. The entire organization will meet the first Wednesday of each month.
- C. Special meetings will be left to the discretion of the President.

Holtville Youth Club  
Holtville, California

CONSTITUTION

Rules and Regulations

1. Age limit - eighth grade to twenty-one years of age.
2. Anyone over the age limit must come in as a guest.
3. Those not attending school can be members through approval of the Youth Committee.
4. Membership limited to residents of Holtville Union High School District.
5. Members are allowed two guests and are responsible for the conduct of their guests. A charge of 25 cents will be made for each guest to be paid by member.
6. Anyone caught breaking the rules will be warned once, and only once by the adult advisor. Further offence, and offender's membership will be suspended until further notice. After suspension member's case will be referred to adult committee for disposal.
7. Management of club and its projects will be the direct responsibility of Youth Club Committee.
8. All matters pertaining to policy and conduct must be referred to the adult committee, and its decision will be considered as final.
9. Change of Rules:
  1. These rules cannot be changed or added to without the approval of both committees.

Restrictions

1. No smoking, swearing, gambling, rowdyism, intoxicating beverages, or signs thereof.
2. A restriction is placed on club members against the use of the pool table.

Projects.

1. At least one meeting each month must be religious or character building.
2. Games:  
Ping-pong, table games, indoor horse-shoes, darts, shuffleboard, etc.
3. Dancing:  
Music provided by juke boxes and on special occasions, an orchestra.
4. Little Theatre projects.
5. Study table where discussions may be held relative to school lessons.
6. At least one planned program each day where all present must participate.
7. All other activities or programs which lead to character building.

Supervision

An adult Supervisor must be in attendance at all times during the hours of the club. Duties of the adult supervisor will be outlined in writing by the adult committee.

Meetings are held Mondays, Wednesdays, and Fridays.

HAYES VALLEY TEEN AGE CENTER  
Hayes and Buchanan

RULES AND REGULATIONS

1. Membership

- (a) The age limit is 14 through 19 .
- (b) Registration fee is \$1.00.

2. Government.

- (a) The term of office for officers is six months, and the elections are on the last Wednesday in August and the first Wednesday in February.
- (b) Regular business meetings every Wednesday at 8:15.
- (c) Duties of elected officers:

President:

- 1. Preside over all Executive Council meetings.
- 2. To be official host of the Center.
- 3. Ex-officio on all committees.
- 4. Help new or substitute director.
- 5. Notify director or someone on Executive Council if not able to attend a meeting.
- 6. Have a short meeting with Director before each business meeting.

Vice-President:

- 1. To be in charge of all social activities.
- 2. To be well informed of the duties of the president in case the president is not able to be present.
- 3. Reports.

Secretary:

- 1. Take minutes of all Executive Council meetings and committee meetings when called on to do so.
- 2. Send out all necessary notices with the approval of Executive Council.
- 3. Take charge of the bulletin board.
  - (a) Post minutes of past meeting on bulletin board.

Treasurer:

- 1. Collect dues from members of the Center and give out cards.
- 2. Appoint two assistants to help collect membership cards at dances.
- 3. Treasurer is to be at the door on nights of dance.
- 4. Keep accounts and records of all financial transactions of the club.
- 5. Co-sign bills and receipts (with the director).

3. Dances

- (a) Members must turn in membership cards at the door at dances. They may get them back during the week from the Treasurer or Director.



- (b) Girls will not be admitted to dance with their hair in curlers, etc. Boys should not wear jeans or boots unless specified.
- (c) Members may invite a maximum of two guests. The guests must have a guest card. No guest may be a perpetual guest. (This applies to Center as well as dances).

4. Judicial

- (a) If a member fails to tell right age, he shall be suspended from Center until he is of age.
- (b) If a member misbehaves in general, that member will be given one chance. If that chance is abused, he will be put on probation. If he still fails to comply with the rules, he will be suspended indefinitely.

5. Take Care of the Center

- (a) No smoking in the clubroom. Smoking in area provided only.
- (b) Do not put feet on furniture.
- (c) Do not sit on ping-pong tables.
- (d) Act your age. If you want strenuous exercises, basketball court and boxing ring are upstairs for the boys.
- (e) Place all empty coke bottles in rack provided for them.