

INDIANA YOUNG FARMERS' ASSOCIATION HANDBOOK



Office of Career and Technical Education
Indiana Department of Education

Revised February 7, 2008

PREFACE

This handbook is designed for the use of Young Farmer Chapter officers, Young Farmer Chapter members, agriculture education teachers and friends of the Indiana Young Farmers' Association program. It offers suggestions for developing and improving local Young Farmer programs. Our hope is that it will help teachers in developing a good instructional program. It is our further desire that through the use of this manual there will develop a better understanding of the aims and purposes of the Indiana Young Farmers' Association.

Providing educational opportunities for young adults involved in agriculture is an important part of the local program of vocational education in agriculture. Young farmers and agribusiness people need agricultural instruction. Public schools, which have agricultural education programs, have a challenging opportunity to serve this group.

New agribusiness technology and the need for continuous education are a never-ending challenge to the economic development in Indiana communities. One way to meet this challenge is with a strong Young Farmer program. It is our hope that this handbook will help meet the challenge.

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HISTORY

A group of agriculture teachers, personnel at Purdue University and graduate students at Purdue began doing the research necessary for bringing the organization together. Agriculture teachers involved were Elsworth Christmas, Morris Norfleet, Ray Bundy, Jim Little and J. D. Foster. Phil Teske represented the Purdue University staff. Dr. Teske was the first executive secretary for the Indiana Young Farmers' Association. The first meeting was held in 1962. The following year, the first convention was held. A state convention has been held each year since that time.

1973, the Indiana Young Farmers' Association hosted the first national meeting ever held in Indianapolis - the Seventh National Young Farmers' Educational Institute. More than 900 members, guests and representatives from farm-related companies representing several states attended this national institute.

Since the beginning of the organization in 1962, we have had our ups and downs. We are just beginning to scratch the surface of our potential. We expect to have 2,000 members by the year 2020. If this estimate is accurate, as we have reason to believe, one can easily project our future.

ASSOCIATION EMBLEM

Delegates at the Second Annual Convention of the Indiana Young Farmers' Association adopted an emblem previously accepted by the executive committee as the official emblem for the organization and affiliated chapters, the emblem has been modified through the years. On the front cover of this handbook is the official emblem of the Indiana Young Farmers' Association. Chapter charters have also been inscribed with this emblem.

THE YOUNG FARMER CHAPTER

What is it?

The local Young Farmer Chapter is an organization of young men and women enrolled in young farmer programs in agricultural education. It serves this group in a manner similar to the way the Indiana FFA Association supplements the instructional program of agricultural education for high school students.

The Young Farmer Chapter enriches the program of instruction by encouraging young agriculturalists to use improved practices in agriculture. It also provides an opportunity for members to participate in a program involving leadership, cooperation, community improvement, social and recreational activities.

The Young Farmer Chapter is organized to assist young farmers, agribusiness persons and their spouses to better understand their problems to acquire needed agricultural information and experiences that will help to keep in step with the rapid developments in the industry. It is a program based upon the needs of young farmers and agribusiness people and is concerned with helping them to become soundly established in agribusiness and as leaders in their communities.

Who It To Be Served by the Young Farmer Chapter?

Membership in the Young Farmer Chapter is open to anyone ages 16 and above who is out of school and regularly enrolled in a Young Farmer Program in agricultural education taught by a teacher of agriculture education.

Other characteristics, which are common among Young Farmer members, are:

1. They are engaged in becoming established in the business of farming or other forms of agribusiness.
2. They have interests and problems different from high school students and from older adult agribusiness people.
3. They have interests and desires which make an activity program appeal to them more than to older adults, yet they are mature enough that instruction in agriculture is of more serious and vital concern to them than it is to most high school students.

Why Is the Young Farmer Chapter Needed?

The Young Farmer Chapter is the "in-between" organization that provides continuous educational experience in agriculture from agriculture education in high school to adult agriculture classes. Without organized programs for young farmers, there would be a serious break in the education of young people in agriculture at perhaps the most critical time in their agricultural career. The programs of the Young Farmer Chapter are an effective means of offering young individuals valuable assistance in this critical period in becoming established in the business of farming or agribusiness.

In the average farm organization, such as the Grange, Farm Bureau or the Farmers Union, older individuals tend to fill the roles in leadership and policy-making. A Young Farmer Chapter attempts to bridge the gap between the FFA and these adult agriculture organizations. In the FFA program, a considerable amount of time and effort is spent in developing leadership, public speaking and parliamentary procedure. If, upon completion of high school and the FFA program, a young adult has no opportunity to put into practice these leadership abilities for the advancement of agriculture, then many of these abilities will not be used to their greatest extent. A Young Farmer Chapter offers the agribusiness people an opportunity to put into practice and improve on all of the leadership abilities they have learned plus develop new abilities.

PURPOSES OF THE LOCAL YOUNG FARMER CHAPTER

1. To interest and aid out-of-school youth in becoming established in an agribusiness through a program of organized instruction.
2. To develop a greater appreciation of the opportunities in agriculture and rural living.
3. To develop an understanding of the ways to secure and utilize services available to individuals in improving their economic status and social and family relations.
4. To cooperate with all agencies and organizations whose objectives include the improvement of the economic, educational and social conditions of the Indiana Young Farmers' Association.
5. To further develop the leadership abilities needed to participate in desirable activities.
6. To provide wholesome social and recreational activities for the entire young family.
7. To plan and render worthwhile community services.
8. To develop group identity, which aids in public relations and in promoting the activities of the group.
9. The Young Farmer Chapter members assist the teacher by performing many duties such as securing membership, maintaining attendance, opening and closing meetings, planning courses of study, planning field trips, etc.

THE TEACHER'S ROLE AS THE YOUNG FARMER ADVISOR

1. Look upon the Young Farmer Chapter as an organization of, by and for young individuals interested in agriculture.
2. The teacher should serve as advisor; and be responsible for seeing that the young farmers and the chapter activities bring credit to the school.
3. The teacher of agriculture must play two roles:
 - a. They are in charge of giving systematic instruction.
 - b. They are the advisors of the Young Farmer Chapter.
4. The teacher should solicit the assistance of Young Farmer Chapter members; however, they are leaders in giving systematic instruction.
5. The teacher should develop young farmers for leadership roles in Young Farmer Chapter area, and state activities.
6. Teachers should discipline themselves to remain in the background for advising.
7. Success or failure depends largely upon the teacher's ability to accept the two roles (advisor and teacher).
8. Careful supervision should be given by the teacher to development of agricultural programs of the young farmer members. Guidance given to the young farmer member by the agricultural education teacher in becoming established in agribusiness is essential to the total Young Farmer Program.

- 9 The teacher of agriculture determines the degree of success the Young Farmer Program will attain.
10. It is the teacher's responsibility to inform the school administration of the functions and activities of the Young Farmer Program and to work with the administration in building a strong organization.
11. The teacher must continue to evaluate the program, so that the true needs of the individual are met.

ORGANIZING THE LOCAL YOUNG FARMER CHAPTER

Careful planning is necessary before organizing a Young Farmer Chapter. The success of the organization depends upon capable leadership and a well-rounded program based upon the interests and problems of young adults involved in agriculture.

No two chapters are alike as far as educational programs, number of meeting, number of members, etc. We have chapters ranging from all married to predominately single, from age 16 and above, from 10 meetings in the winter to comprehensive education program. Thus, types of chapters can be suited to any circumstances.

Factors, Which May Influence the Success of a Young Farmer Chapter:

1. Interested and enthusiastic members.
2. Highly capable officers.
3. Officers in charge with the teacher serving in an advisory capacity.
4. Outstanding leadership exercised by the advisor.
5. A chapter operated on self-governing basis.
6. A full-year program with the possibility of exempting spring work and fall harvest.
7. Challenging an annual program of work planned around local needs with a member or a committee responsible for each activity.
8. A program of work planned for the entire year versus planning meeting by meeting by meeting.
9. Each member serving on a committee according to interests and special abilities.
10. A set day each month for meetings (examples - 3rd Tuesday, 2nd Saturday, etc.).
11. Well-planned educational programs held at regular intervals.
12. A variety of programs to include field trips, demonstrations, shop work, as well as class instruction.
- 13 Meeting notices out on time and well-publicized program, assembled into a superior program of public relations.
14. Activities planned well in advance of date scheduled.
15. Social and recreational activities held periodically throughout the year.
16. Guests invited to appropriate activities.
17. Nonmember invited to selected programs to encourage joining.

18. Refreshments served at each meeting. 4
19. Local awards provided to recognize outstanding achievements.
20. "Couple" chapters usually meet in their home. However, this is not necessary.
21. Active participation in state association activities (IE. state conventions, state tour, Indiana state fair exhibit.)

STEPS IN ORGANIZING A YOUNG FARMER CHAPTER

A teacher of agriculture education desiring to offer instruction for young adults will find the following steps useful in initiating a local Young Farmer Chapter:

- A. The teacher of agriculture education should take the lead in organizing a Young Farmer Chapter.
- B. Conduct a survey of all young adults interested in agriculture in the community. This survey may be made by personal contact by the teacher, aided by the local advisory committee. The information of this survey should reveal the interests, needs and characteristics of prospective young farmer class members.
- C. From the prospective group, select three to seven of the most interested and capable members as a key planning committee. Carefully plan an outline of activities to be carried out by the planning committee.

Some activities might be:

1. Securing additional enrollments.
 2. Contacting possible members and helping organize travel to enable prospective members to come to meetings in groups.
 3. Helping plan the first meeting.
 4. Helping prepare suggestions for a tentative program of activities to be presented at the first meeting.
 5. Assisting in publicizing the program through radio, television, newspapers, cards, letters, personal contact and by telephone.
- D. Call the first regular meeting. It is suggested the following tasks be accomplished during the first meeting:
 1. Start the instructional part of the Young Farmer Program by discussing a problem, which is pertinent to the needs of the group. Make this first class discussion a good one.
 2. With the group, plan instructional and organizational needs of the group.
 3. The planning committee should review with the entire group some of the committee's findings concerning instructional and organizational needs of the group.
 4. The Young Farmer Chapter idea should be presented by the teacher along with the facts concerning the organizational and activities of such a chapter.
 5. State officers and area directors can be used to explain the purposes and activities of a Young Farmer Chapter and the state association.

The number of members enrolled and the desires of the group will determine the extent and scope of the organization of the chapter. With a small group, the members may wish to have only a chairman and a secretary with the entire group serving as a committee of the whole to discuss all problems, questions or ideas. Whereas, in a large group, it may be more desirable to have regularly elected officers with standing and special committees appointed to be responsible for specific areas of activities and interest to the entire group.

ELECTION OF OFFICERS

The president, vice-president, secretary, treasurer and reporter should be elected annually. A few of the qualities these officers should possess are:

1. The ability to work with groups effectively.
2. Vision and an understanding of the needs and objectives of the chapter.
3. The ability to serve as group planners, group spokesperson and group harmonizes.
4. The ability to develop leaders, to enlist and develop others to assume definite responsibilities.
5. Capable of displaying interest, enthusiasm and great optimism in the chapter.

The following points make for an effective method of securing good leadership for the chapter:

1. Use a nominating committee. A nominating committee appointed by the president (or the advisor in the case of a new chapter) is usually able to devote more time to objective thinking concerning persons best qualified for positions of leadership than is found in most nominations from the floor. When the nominating committee report is given, an opportunity should be provided for members to make additional nominations from the floor. Officers should be elected by majority vote of the members. The use of secret ballots in voting is usually more desirable than show-of-hand voting because this more nearly represents the unbiased opinions of the members.
2. Elect new officers each year. Officers may or may not succeed themselves as desired by members however, more members will receive experience in leadership if officers are not permitted to hold office for consecutive terms.
3. Timely election of officers. The most desirable time for election of officers depends upon the period of time covered by the annual program of work. If the annual program of work begins July 1 or in early autumn, officers should be elected in the spring or early summer so that the newly elected officers can work with the retiring officers for a sufficient period of time to become acquainted with their new positions of leadership. New officers should be installed at the start of the new annual program of work.
4. Training of officers. Training of officers should be a continuous process in all chapters. The officers should meet in advance of business meetings to prepare the agenda. The advisor should take the lead in helping individual officers achieve competency in conducting the affairs of their respective offices.

APPOINTING COMMITTEES

Suggested standing committees for a Young Farmer Chapter include: (1) farm planning committee, (2) cooperation, (3) leadership, (4) community service, (5) conduct of meetings, (6) public relations (7) earnings and savings, (8) recreation, (9) participation in state activities, and (10) any other special committee deemed necessary by the chapter. It is suggested that a chapter work in two or three areas only for their first year or two.

Below are a few points which will help the committees succeed at their intended purposes:

1. Each member should serve on at least one committee.
2. Each standing committee should be responsible for a specific part of the annual program of work.
3. The duties of each committee should be clearly outlined when the chapter is organized.
4. The committees should keep the chapter informed of their progress on all matters of interest to the chapter.

Duties of Young Farmer Chapter Committees:

1. **Planning Committee Activities -**
Include activities that will aid or contribute to the development of more effective agribusiness programs of the members and activities that will contribute to chapter members' become established in their agricultural occupation.
2. **Cooperative Committee Activities -**
The Young Farmer Chapter and its members will work with others in sharing, planning, and carrying out activities of mutual interest with overall objectives of the Young Farmer Program.
3. **Leadership Development Committee Activities -**
These activities should make possible leadership training for all members by providing them an opportunity to develop and exercise leadership in the chapter, local community, state, and national activities.
4. **Community Service Committee Activities -**
Major consideration should be given to chapter undertakings that will contribute to improvement of agricultural practices in the community; conservation of natural resources; beautification and improvement of homes, grounds and buildings; as well as social and general activities for community improvement.
5. **Conduct of Meeting Committee Activities -**
Major consideration should be given to planning programs for chapter meetings that will include the uses of parliamentary procedure, educational topics, recreation and social activities and programs for special meetings.
6. **Public Relations -**
This committee should work very closely with newspapers, radio, television, farm publications and school officials of the community, in so doing they keep the public informed of chapter accomplishments and activities.
7. **Earnings and Savings -**
This committee should plan projects to finance the chapter activities throughout the year, such as community service. In Young Farmer Chapters this may be only one or two major projects and usually does not include door-to-door selling.

8. Recreation -
This committee should provide organized recreational activities for chapter members. These activities provide members with the opportunity to associate with others.
9. Participation in State Activities -
This committee can outline all area and state activities that are available for Young Farmer members. Delegates to state convention, attend state tour, working at the Indiana State Fair Exhibit, applications for awards, and attend area meetings are examples of activities.

DEVELOPING A PROGRAM OF WORK

A program of work consists of an organized plan for conducting the activities of the local chapter for the year. These activities should be adapted to the local community and meet the interests and needs of the members in the chapter. A carefully well-developed, challenging program of work, selected and approved by the Young Farmer Chapter, is an important step toward developing a good organization. The format shown on page 10 will prove helpful in developing a program of work.

- A. Methods to use in preparing a program of work:
In a small chapter, the entire group may act as a committee of the whole and plan all of the activities for the annual program of work.

Another method of program planning, which may be adapted to large groups, includes the use of committees in each of the different areas (farm planning, cooperation, leadership, community service, conduct of meetings, and public relations) for the purpose of selecting appropriate activities. At a regular meeting each committee chairperson presents the activities selected by the committee in particular areas. These activities are discussed, amended, supplemented with additional activities and approved or rejected by majority vote of the group.

Each standing committee appointed by the president should be retained on an annual basis and is responsible for successful completion of all activities in its area.

- B. Member support of program essential:
Regardless of the method used, it is necessary that the final program of activities be approved by the majority of young farmer members at a regular meeting conducted in the democratic tradition.
- C. Support of school administration:
The program of work should be discussed with the school administration by the chapter president and/or the advisor. It should be in accord with school policies and receive approval by the school administrator.
- D. A program developed annually:
It is desirable that the program of work be developed (or revised) and approved on a yearly basis. It should go into effect at the time new officers take over leadership of the organization. The state membership forms and fees for existing charters are due in the state office on or before October 1. Your chapter may want to set up dues and election of officers to coincide with the state office dates.
- E. Printed programs of work:
The program of work should not be developed and filed away; it should be printed distributed to each member, local school administrators and to the interested parties. In addition to activities, the program should include a history of the local chapter, names and addresses of members, officers, committee members and purposes of the chapter.

Preparation of the program is inexpensive. It does much to stimulate member interest. In addition, copies distributed to "outsiders" constitute excellent opportunities to develop good public relations.

The activities included in the suggested program of work are guides to help Young Farmer Chapters in developing appropriate activities to meet the needs and desires of their members.

(Sample)

CONSTITUTION AND BYLAWS FOR THE _____ YOUNG FARMER CHAPTER

Constitution

Article I. Name

The name of this organization shall be the _____ Young Farmer Chapter.

Article II. Purposes

The purposes for forming the chapter are:

1. To interest and aid out-of-school youth in becoming established in an agriculture occupation through a program of organized instruction.
2. To develop a greater appreciation of the opportunities in agriculture.
3. To develop an understanding of the ways to secure and utilize the services available to members in improving their economic status and social and family relations.
4. To cooperate with all agencies and organizations whose objectives are the improvement of the economical, education and social conditions of the Indiana Young Farmers' Association.
5. To further develop the leadership abilities needed to participate in desirable activities.
6. To provide wholesome social and recreational activities for the entire members family.
7. To plan and render worthwhile community services.
8. To give the group identity.
9. To lesson the duties of the teacher, thereby enabling them to do a more effective job of teaching.

Article III. Membership

Section A: The membership of this chapter shall be of three kinds:

- (1) Active (2) Honorary (3) Associate

Section B: Active membership is available to any person who is engaged in production agriculture or any agricultural related business and is out of high school and regularly enrolled in an agriculture education Young Farmers Program taught by a teacher of agriculture education. Any active member, age 16 or older may hold a state office, have voting privileges and is eligible to apply for any appropriate state award.

Section C: Honorary membership - Any individual elected by majority vote who had made an outstanding contribution to the growth or improvement of the local Young Farmer Chapter, its members or agricultural conditions.

Section D: Membership dues of the _____ Young Farmer Chapter shall be \$ _____ per year.

Article IV. Organization

Section A: The _____ Young Farmer Chapter shall be composed of members from the

general area served by the _____ school districts.

Section B: The advisor of the _____ Chapter shall be the agriculture education instructor.

Section C: The fiscal year for this chapter shall be January 1 through December 31.

Article V. Officers

Section A: The officers of the _____ Young Farmer Chapter shall be as follows: president, vice-president, secretary, treasurer, reporter and advisor. Officers, except advisor, shall be elected annually.

Section B: Any active member in good standing may hold office with the following exception: A president may not hold the office for two successive years.

Section C: If, for any reason, an office may become vacant during the year, a new officer shall be elected by the membership as a replacement.

Section D: Honorary and associate members shall not vote nor hold any office.

Article VI. Committees

Section A: Executive Committee: Elected officers, and the advisor shall constitute this committee.

Section B: Standing Committees: These committees shall include Business Planning, Cooperation, Leadership, Community Service, Conduct of Meetings and Public Relations.

Section C: Special Committees: the president may appoint these committees as the need arises

Article VII. Meetings

Section A: Regular meetings shall be held in accordance with the schedule contained in the program of work approved by the chapter.

Section B: Special meetings may be called by the president or the advisor and shall be held at the time and place designated by the person calling the meeting.

Section C: The guide for the conduct of meetings shall be Robert's Rules of Order.

Section D: A voting quorum shall be at least one-half the active membership.

Article VIII. Amendments

Section A: The constitution and/or bylaws may be amended at any regular meeting of the chapter.

Section B: Amendments may be adopted by a two-thirds vote of active members present, providing those present constitute a quorum.

Bylaws

Article I. Duties of Officers

Section A: President

1. Preside over all regular meetings of the local chapter and its executive committee.
2. Serve as an ex-officio member of all organizational planning committees.
3. Appoint all committees.
4. Provide over-all supervision and leadership of activities of the organization.
5. Counsel with the advisor concerning matters of the organization's policy, changes, improvements or special events.
6. Represent Young Farmers in other community organizations or activities.

Section B: Vice-President

1. Preside in the absence of the president.
2. Assist the president in the duties of their office.
3. Assume responsibilities in supervising and assist with the activities of all standing committees.

Section C: Secretary

1. Keep an up-to-date roll of membership, containing the correct address of each member.
2. Keep an accurate record of attendance at all meetings.
3. Record the minutes of all meetings.
4. Attend to all communications concerning the organization.
5. Post a list of old and new items of business for each meeting.
6. Assist the president in counting and recording the voting at meetings.
7. Preserve and continue a history of the chapter during the term of office.

Section D: Treasurer

1. Attend to collecting all dues, fees or special assessments of the organization.
2. Keep a complete set of financial records.
3. Assist with the annual budget.
4. Assist with a program of financing chapter activities.
5. Pay all organizational fees or debts approved for payment by the organization.
6. Give financial reports at each meeting or as requested.

Section E: Reporter

1. Work with local paper, submitting news items of all organizational activities.

2. Keep a record of Young Farmer Chapter activities. May be in the form of a history, scrapbook or both.
3. Submit news items to other Young Farmer Chapters, and to the state association.
4. Assist with all activities in the area of public relations.
5. Assist in maintaining chapter bulletin board.
6. Assist in planning and arranging chapter exhibits.

Section F: Advisor

1. Assume the initiative for getting a chapter organized in the community.
2. Assist all officers in properly carrying out the duties of their office.
3. Consult with all committees requesting advice or assistance.
4. Provide a challenging instructional and supervisory program for members.
5. Assist officers in working with school officials and in other public relations.
6. Exert an ever-present enthusiastic influence upon young farmer work.

Article II. Committees, Standing and Special

Section A: An active member to be considered in good standing must meet the following conditions.

1. Attends meeting regularly (except members in military service).
2. Shows an interest in and takes part in the affairs of the chapter.
3. Pays dues regularly.

Form IYFA - 1a

(School)

(Date)

(Address)

TO: Lisa Chaudion, Executive Director, Indiana Young Farmers' Association,
Office of Career and Technical Education, Room 229, State House, Indianapolis, IN 46204

SUBJECT: Application for Indiana Young Farmers' Association Chapter Charter

In accordance with the provisions of Section B of Article I of the Constitution of the Indiana Young Farmers' Association, the _____ Young Farmer Chapter hereby makes application for a chapter charter and affiliation with the Indiana Young Farmers' Association.

In accordance with provisions of the constitution of the Indiana Young Farmers' Association, the following materials are submitted in support of this application for a charter and affiliation:

1. One copy of the proposed chapter constitution and bylaws.
2. One copy of the proposed chapter annual program of work.
3. A list of the names and addresses of active and honorary members.
4. A list of the names and addresses of chapter officers for the current year.
5. A remittance of \$5 to cover costs of issuing the charter.

Respectfully submitted,

(Superintendent of Schools)

(Principal of Schools)

(President, _____ YFA Chapter)

(Secretary, _____ YFA Chapter)

(Agriculture Education Instructor)

MEMORANDUM

TO: Chapter Presidents and Advisors
Indiana Young Farmers' Association

FROM: Lisa J. Chaudion, Executive Director
Indiana Young Farmers' Association

RE: Chapter Membership Dues & Awards Applications

DATE: August 30, 2007

NOTE: Please route membership dues information to the chapter member responsible for collecting and paying the chapters' dues.

DUES SHEET

Enclosed are the new dues sheets and excel printout of the present chapter membership. Also enclosed are instructions on updating the chapter membership list. Please check to make sure **members' addresses are complete and accurate.** If e-mail addresses are available for your members, please include them on the dues form, as we are working to create an additional avenue for communication within the Association. The dues for a **couple** is \$46.00 per year, of this amount \$16.00 is state dues and \$15.00 for each person for national dues. **Single** membership is \$30.00 with \$15.00 for state dues and \$15.00 for national dues. **Full-time college student's** membership dues are \$20.00 with \$5.00 for state dues and \$15.00 for national dues. Life membership is also listed on the form. Members and Mentors Award (MAMA) is a program that States can participate in by paying the first year of National dues for all new members. Indiana has participated in the program for seven years. If your chapter signs-up any new members, their first year of NYFEA dues is paid by the state. They will be responsible to pay only their state dues their first year as a member. Any chapter wishing to email chapter rosters may do so by requesting the excel page by email from Jena Caylor at jcaylor@doe.state.in.us.

CHAPTER DUES MUST BE POSTMARKED OCTOBER 1, 2007

Each member's dues must be paid by October 1st in order to apply for awards without being penalized. If an award applicants dues are paid after the deadline, a 5 point penalty will be assessed for each month the dues are late. If you have questions on the award forms, please contact the state office or an Executive Committee member for more information.

**AWARD AND DEVELOPMENTAL GRANT APPLICATIONS ARE ENCLOSED;
PLEASE NOTE ALL AWARD APPLICATIONS & PICTURES SHOULD BE
POSTMARKED NOVEMBER 30th.**

CHECK US OUT ON THE WEB AT www.iyfa.org

**Award applications are available on the Indiana Young Farmer Home Page.
Please do not send your photos by email, they take too much memory and are hard to
download, however they can be sent on a CD as a j-peg.**

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People you want a complimentary newsletter sent to in addition to on computer list: \$5.00/Address)

Name	Address	Telephone Number	E-mail

DUES SHEET INSTRUCTIONS

Membership printout (please return)

- If there are any changes on the address list please strike through the error and print below the error the correction.
- If a member has left the chapter, strike through the total name & address and print the word "drop" to the left of the name.
- Please return corrected sheet with the dues form, excel membership form can be corrected and emailed.
- Please return the new chapter officer list and include email addresses.

Total number of couples: _____ x \$46.00 = _____
 Total number of singles: _____ x \$30.00 = _____
 Total full-time college students: _____ x \$20.00 = _____
 Total number of NYFEA Life Members: _____ x \$15.00 = _____
 Total number of NYFEA Life Couples: _____ x \$16.00 = _____
 Total number of NYFEA Life Member/Spouse Not: _____ x \$31.00 = _____
 Total number of Complimentary Newsletter copies _____ x \$ 5.00 = _____

Indiana gives complimentary NYFEA dues for first year members.

Single x \$15.00= _____

Couple x \$16.00= _____

Collegiate x \$ 5.00= _____

Total Enclosed: \$ _____ Due October 1st

Please complete dues form, make payable and return by October 1st to:

Indiana Young Farmers' Association
 Office of Career and Technical Education
 Room 229, State House
 Indianapolis, Indiana 46204
 Any questions call: Executive Director at 317/232-9178.

FOR STATE USE ONLY

Date Received _____

Amount Tendered _____

Amount Due _____

No. of Paid Members _____

EXAMPLES OF YOUNG FARMER EDUCATIONAL PROGRAM

1. Farm safety
2. School superintendent: school issues
3. State Board of Health on pollution of streams and groundwater
4. Planning the yearly program
5. Animal Welfare issues
6. Wholesale groceries
7. Home decorating
8. Out-of-state trips (slides)
9. FFA exchange student
10. County agent: computer records
11. Cake decorating
12. Taxes
13. ASCS
14. Minimum tillage
15. Hazardous material handling
16. Auctioneering
17. Slides of Hawaii
18. Farm Credit Services
19. Grain drying
20. Fertilizer
21. Grain handling and structures
22. No-till planting
23. History of agribusinesses
24. Financing
25. Legislation
26. England: slides and talk
27. Ag lime
28. Soybean production
29. Government program
30. Used machinery purchasing guide-liner
31. Dental and Health care
32. What to do and places to go in Indiana (Natural resources)
33. Herbicides
34. New chemicals update
35. Pollution and population
36. School law
37. Professional farm management
38. Irrigation
39. Regulations of hunting, fishing and boating
40. Livestock marketing
41. Crop insects and diseases
42. Soil and tissue testing
43. Landscaping your home
44. Microwave cooking
45. Farm Safety
46. Candle-making
47. Indian relics
48. Sheriff: drugs and your kids
49. Principal: value of education
50. REMC or PSI Energy
51. Local commissioner (local Problems)
52. County agent
53. Fuel storage laws
54. Hedging
55. Veterinarian: diseases
56. Grain marketing
57. State trooper
58. Indiana crop improvement
59. Farm and traffic safety
60. Fire department
61. Machinery maintenance
62. Obtaining credit
63. Tractor maintenance
64. Seed corn varieties
65. Money management
66. Swine management
67. Wills and estate planning
68. Energy sources
69. Farm laws
70. Work stress
71. Farm family
72. Lawyer
73. The agriculture education teacher
74. Bankers
75. Perform actual skills
76. CPR training
77. Farm insurance
78. Selling trees (lumber)
79. Truck size and weight permits
80. Machinery leasing
81. European Exchange Program

EXAMPLES OF YOUNG FARMER CHAPTER ACTIVITIES

1. Barrow or lamb shows
2. Annual picnic
3. Tour Purdue University research farms
4. Refreshment stand at county fair
5. Lemon shake-up stand
6. Roadside park
7. Sponsor trophy for "Grand Champion" steer
8. Float at county fair
9. Pork chop barbeque
10. Garden tractor pulls
11. Tractor pulls
12. Cancer fund
13. Care of cemetery
14. Picnic
15. Recipe tasting party
16. Sponsor student exchange
17. Float in Farmer's Day Parade
18. Tour hospital
19. Farm management
20. Halloween party (masquerade)
21. New Year's Eve party
22. Grain sorghum field day
23. Hayride
24. Christmas party
25. Weenie roasts
26. Christmas cheer baskets
27. Help a needy family
28. Dinner - theater
29. Farm machinery shows
30. Farm machinery auction
31. Painting 4-H kitchen at fairgrounds
32. Paint buildings at fairgrounds
33. Bowling party
34. Basketball
35. Baseball
36. Chinese auction
37. Co-op sponsored dinner
38. Scholarships to students in agriculture
39. Skating party for FFA chapters
40. Test plot
41. Sending deserving child to summer camp
42. FFA - YF banquet
43. Call to order bake sale
44. Attend professional sporting event
45. Tour of factory
46. Hobo party
47. Young McDonalds farm
48. Build picnic tables and lawn swings
49. Canoe trip
50. Consignment sale jointly with FFA
51. Chicken barbeque
52. Radio program
53. Plowing contest
54. Landscape fairgrounds
55. Children's visit to the farm
56. Donkey ball game
57. Ham and beans supper
58. Rummage sale
59. Visit FFA center at Trafalgar
60. Pedal tractor pull
61. Attend state tour
62. Attend State Convention
63. Rural endowment program
64. Attend area YF meetings
65. Local TV and radio programs
66. Ag Day activities
67. Adopt - A - Highway Program

THE AWARDS PROGRAM

To promote the Indiana Young Farmers' Association and to honor those members who have excelled in leadership and agriculture, the Indiana Young Farmers' Association provides and sponsors several awards. These awards are presented each year during the state convention, which is usually held in February.

Awards usually presented include:

1. Star Improvement Project
2. Star Leadership
3. Star Operation in Agriculture
4. Star Placement Operation
5. Star Chapter Award
6. Chapter Safety Award
7. Outstanding Chapter
8. Chapter Safety Award
9. Essay Contest
10. EAA Degree (Education for American Agriculture)
11. Farm Business Management
12. Spokesperson for Agriculture

DEVELOPMENTAL GRANT PROGRAM

Provides financial assistance for IYFA programs through a grant process. Grants are due June 1st and December 31st. For a grant application contact the State Office or check on the web at www.iyfa.org.

PUBLICATIONS

The Indiana Young Farmers' Association publishes a Young Farmer newsletter four times a year. The newsletter consists of chapter news, articles, a directory of state officers and area directors and other appropriate information and news. Each local Young Farmer Chapter is encouraged to submit news for the publication, giving Young Farmer Chapters an opportunity to exchange ideas as to educational plans and achievements, social and recreational activities. The newsletter deadlines are March 15th, June 15th, September 15, and December 15th.

EFFECTIVE MEMBERS AND OFFICERS

Conducting Meetings

Local Young Farmer Chapter meetings will be successful if all officers and members participate to the fullest extent. Following are some suggestions for member and officer participation.

Member Participation

Responsibilities need to be shared by all members in chapter activities. The program of work provides Young Farmer members the opportunity to share responsibilities through participating in chapter activities. When activities are planned according to the interests and needs of members and to help them solve their own problems, it results in the development of self-confidence. When members learn to work together, developing tolerance and respect for the opinions and rights of others, a program of self-improvement is created along with an interest in doing things for the local chapter, school and community, resulting in outstanding citizens.

Advisors and Young Farmer members should work together in planning and assigning duties and responsibilities on the chapter program of work. Each member should work in the areas where their interest is strongest, yet where the unpleasant or difficult tasks are to be done; all must share them. Working together will serve to develop interest and good local chapter spirit, enthusiastic work by the members and superior achievement by the chapter.

Officer Participation

Each officer should be familiar with the chapter constitution and bylaws and the annual program of work, and should cooperate with other officers and members at all times.

Common duties and responsibilities of the officers are defined and suggested in the bylaws of the sample constitution for Indiana Young Farmer Chapters described earlier in this handbook.

Committee Work

A committee is a small group of members of a chapter chosen to do some special work. It is important that as many members as possible in the local chapter be assigned to committees. Committees may be appointed by the president or voted on by the members of the chapter. The first member named on a committee is the chairperson, often the mover of the motion that a committee be appointed. The chairperson calls the committee meetings and gives the report to the chapter.

Order of Business for a Meeting:

1. Call to order
2. Minutes of previous meeting
3. Officer reports
4. Committee reports
5. Unfinished business
6. New business
7. Program
8. Closing

Why Use the Motion	Most Common Motions		Procedure		
	Kind of Motion	Second Required	Debate-able	Amend-able	Vote Required to Pass
	<i>Privileged Motions:</i>				
1. To end a meeting.	Adjourn.	Yes	No	No	Majority
2. To take an intermission or interrupt a meeting.	Recess.	Yes	No	Yes	Majority
3. To obtain immediate action in an emergency.	Raise a question of Privilege.	No	No	No	None
4. To give the chairman an opportunity to enter into debate.	Pass the gavel.	No	No	No	None
	<i>Subsidiary Motions:</i>				
1. To temporarily set aside an item of business.	Lay on table	Yes	No	No	Majority
2. To close debate immediately.	Call for previous question.	Yes	No	No	2/3
3. To limit the time of debate on the main motion.	Limit time of debate.	Yes	No	No	2/3
4. To delay action on the item of business.	Postpone to a definite time.	Yes	Yes	Yes	Majority
5. To place the item of business in the hands of a committee.	Refer to a committee.	Yes	Yes	Yes	Majority
6. To modify or change the motion under discussion.	Amend the motion.	Yes	Yes	Yes	Majority
	<i>Main Motion:</i>				
1. To introduce a new item of business.	Main motion.	Yes	Yes	Yes	Majority
	<i>Incidental Motions:</i>				
1. To correct disorder in the meeting proceedings.	Rise to point of order	No	No	No	None
2. To ask for a vote count.	Call for division house.	No	No	No	None
3. To inquire about information concerning parliamentary procedure.	To rise to parliamentary inquiry.	No	No	No	None
4. To request information.	To rise to request information.	No	No	No	None
5. To decide type of voting to be used.	To provide manner of voting.	Yes	No	Yes	Majority

Why Use the Motion	Kind of Motion	Second Required	Debat- able	Amend- able	Vote Required to Pass
<u>Unclassified Motions:</u>					
1. To take from the table to continue debate on an item of business.	To take from the table.	Yes	No	No	Majority
2. A decision once made and later seems wrong may be corrected or changed.	To reconsider	Yes	Yes	No	Majority

INTRODUCTIONS

Platform Speaker Introductions

Clear, distinct articulation, poise and proper rapport between the speaker and audience are a few of the important phrases of performing this act correctly. You may be serving as chairman for the even or may have been invited to present the guest speaker.

First of all, you wish to make the audience want to hear the guest. The speaker's name should be mentioned a minimum of two times, in both your initial remarks and as you conclude your introduction.

Regardless of your position, do not make the major speech of the occasion; that privilege has been reserved for the speaker.

Do not comment at length in the speech when it is finished. A brief word of appreciation is in good taste, but a lengthy review is definitely out of place.

Toastmaster and/or Master of Ceremonies

Many of the duties which the master of ceremonies is called upon to perform are similar to those of a toastmaster. There may be one distinct difference, the element of a banquet or meal may not enter into a master of ceremonies situation.

The primary duty is to act as a congenial host, introducing the speakers in such a way as to make it easy for them to do their best and for the audience to listen with attention and anticipation.

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